



**Cayman Islands Government
Paid Student Internship Policy
Personnel Circular 2 of 2025**

Policy Name	Paid Student Internship Policy		
Personnel Circular No.	2 of 2025	Version number	3.0
Effective Date	28 March 2025	Expiry Date	Until superseded / stood down
Last Review Date	March 2025	Next Review Date	March 2027
Authorising Post	Hon. Deputy Governor	Policy Folder	Human Resources
Sub-folder	Portfolio of the Civil Service/HR Policies		
Relevant Laws:	Public Service Management Act (2018 Revision) (the “Act”) as amended, Personnel Regulations (2025 Revision) (the “Regulations”) as amended		
Related Policies:	Personnel Circular 1 of 2017 – Hiring Practices Policy		
Key Topics	This Circular covers the following key topics: <ul style="list-style-type: none"> • Protocol for hiring paid student interns during the summer and Christmas vacation periods, • Prioritisation for government scholarship recipients when making internship hiring decisions, and • Guidance on the performance assessment process for student interns. 		
Key Amendments	This Circular: <ul style="list-style-type: none"> • <u>Replaces</u> Personnel Circular 1 of 2022 – Paid Student Intern Policy [Summer & Christmas] • Extends the length of time a student can be hired during the summer period as an intern from 3 months to 4 months. • Defines the months which are within the summer and Christmas periods. • Allows students who have paused their academic studies to be eligible for a CIG internship. • Establishes the use of field-specific job descriptions for Interns where applicable. • Provides recommendations for managing performance assessment activities for interns, where necessary / useful. 		



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1. Introduction

The Deputy Governor has approved the Cayman Islands Government's (CIG) Paid Student Intern Programme, which provides work experience opportunities within the Civil Service for Caymanians who are currently pursuing or have recently completed their education/training at a secondary, tertiary or trade school institution, locally or abroad. The programme will provide internship opportunities during the summer (i.e. May to August) and Christmas (i.e. December and January) periods. Internships are one of CIG's talent development tools, geared specifically at developing potential future hires within CIG.

2. Background

Pursuant to the Public Service Management Act and Personnel Circular 1 of 2017 entitled "Hiring Practices Policy," temporary appointments made without open competition require the approval of the Deputy Governor. To facilitate relevant and beneficial work experience for our youth, through this policy, the Deputy Governor grants pre-approval to temporarily hire student interns, subject to specific conditions and eligibility criteria being met.

3. Implementation and Scope

This Circular replaces Personnel Circular 1 of 2022, and takes effect on 28 March 2025.

4. Requirements for Appointing Student Interns

Appointments may be made for a student intern without seeking the Deputy Governor's approval where:

- The period of the internship is not for less than one (1) month and no greater than **four (4) months** over the **summer period**, or does not exceed **two (2) months** over the **Christmas period**,
- the **entity's** budget is sufficient to cover the expenditure, while taking into consideration amended revenue projections for the current financial year, and where the overall full time equivalent (FTE) headcount for the entity will not exceed that in the approved budget,
- the student is Caymanian and has attained the minimum age of seventeen at the date of appointment,
- the student is waiting to commence a course of study, is currently studying/apprenticing, has just concluded a course of study, or has paused their academic studies for a period not exceeding 12 months at the start of the internship,
- reasonable measures have been established to ensure the health, safety, supervision and appropriate direction of interns at work,
- the student can be accommodated in the physical work space and adhere to workplace-related public health protocols in place at the time, and



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- there is adequate supervisory support within the office to allow appropriate work allocation, guidance, and support for a student intern. To this end, remote working is not encouraged for interns, and should only be contemplated if the nature of the work and level of required supervision can also be achieved through a remote working arrangement.

In the event that a preferred student intern **does not meet** the criteria above, an individual submission should be made to moratorium@gov.ky for consideration and approval by the Deputy Governor.

Applicant Prioritisation

Priority must be given to the hiring of Government scholarship recipients **and / or** students who are undertaking a course which is relevant to the core business of the appointing Ministry/Portfolio/Department.

Salary Grade, Employment Agreements and Pay

Student interns are normally appointed on the "R" salary grade. Where applicable, entities should ensure to use field-specific job descriptions provided by the Portfolio of the Civil Service (PoCS). These job descriptions will cover internship roles in the HR, Finance, Legal, IT and Policy fields. Where a student intern has been offered an internship, which does not fall within any of the listed job families/functions, the entity can use the job description for the role of Office Support Assistant. However, in exceptional circumstances, where a student is being appointed to undertake a specific evaluated role, and will be undertaking the **full duties** of that role, the student intern should be appointed to the specific job description and remunerated on the grade listed for that job. PoCS, via CIGHRConnect@gov.ky, will circulate all internship job descriptions to CIG HR professionals, after which they can select the applicable job description for their selected student intern.

In accordance with the Personnel Regulations (2025 Revision), appointments **must** be documented using an Employment Agreement, and payments to interns must be processed through my-VISTA. Entities should indicate that the individual is being appointed under the provisions afforded by this policy by including the wording "**Student Intern**" directly after the position title in the employment agreement. This is important for payroll distinction and so that PoCS may assess the full impact of CIG's internship offers.

5. Process

The Civil Service student internship programme will be administered jointly by PoCS and HR within participating entities. Participating entities must provide PoCS, with:



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- (i) the number of vacancies and name of department(s) where internship opportunities are available, and
- (ii) information on any internships already committed to.

Summer internship opportunities will be advertised on the CIG's Careers portal from the 1st – 31st of March. Summer internship opportunities will be posted on careers.gov.ky under the job title '**Student Internship**' and students will be required to apply via the portal.

Christmas internships are not centrally advertised, but can be advertised by individual entities should they wish to do so.

PoCS will receive and route summer internship applications to entities that match or closely align with each student's preferred department and/or area of study. Departments are responsible for:

- selecting student interns **and** communicating the outcome to the successful applicant; **and**
- Notifying PoCS of their intern hiring decisions **by 15th June** so that unsuccessful candidates can be notified appropriately (managed centrally by PoCS).

To maximize the opportunities for proper onboarding during summer internships, new student interns will be invited to attend CIG's intern orientations which will be held once per month during the months of May, June, July, and August. If a student intern is completing their internship experience during the Christmas period, the student intern will be able to attend a standard Civil Service orientation session, where this is possible.

To ensure that interns have a meaningful experience, upon which they can build, participating entities will be expected to:

- (i) afford students an opportunity to contribute to actual business objectives wherever possible,
- (ii) assign a mentor who can provide or facilitate coaching on career options,
- (iii) agree and set basic learning objectives, and
- (iv) provide constructive feedback to aid in the students' development.

6. Performance Management

As specified in the performance management guidance, the standard CIG performance management process does not apply to interns (i.e. it is not mandatory for objectives and feedback to be entered in my-VISTA or for standard check-ins to be done).



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However, the CIG recognises that providing formal feedback and giving a performance rating to student interns will further support their professional development and enable them to be considered for performance-based rewards, provided rewards are being offered in the assessment year and the intern meets the applicable eligibility criteria.

Therefore, it is recommended that managers participate in the performance management process with their assigned student intern(s) during or at the end of the internship experience, to formally provide meaningful feedback and assess the performance of the intern. Where a manager engages in the performance management process with an intern, it is further recommended that any assessment be captured in my-VISTA.

7. Further Advice

Questions on this circular should be directed to your HR Manager or to the dedicated HR policy mailbox at CIGHRConnect@gov.ky

Issued By:

A handwritten signature in black ink, appearing to be 'G. McField-Nixon'.

Gloria McField-Nixon
Chief Officer, Portfolio of the Civil Service