

# 2019 JOSEPH O. ROY INTERNSHIP FOR ENGINEERS

Program Outline



**Contact:**  
Human Resources  
Massachusetts Municipal Wholesale  
Electric Company  
327 Moody Street  
Ludlow, MA 01056  
Phone: (413) 308-1280

## Joseph O. Roy Internship

### Program Outline

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#### I. Employment

Interns are eligible to work the summer immediately following acceptance into the internship.

**Interns must inform MMWEC, by calling the Human Resources office at 308-1280, of their intent to work the first year.**

Interns are eligible to work Spring and Winter breaks.

**Interns must notify Human Resources two (2) weeks prior to being available for summer or semester break employment.**

Interns will be assigned to a Supervisor(s) at the beginning of the internship. The Supervisor(s) will give Interns tasks and a list of expectations.

Interns will inform their Supervisors at the beginning of the internship of any known days that they will be absent from work.

Interns will undergo a performance evaluation process with their Supervisor at the completion of each work period.

Interns are required to comply with all MMWEC policies, practices and procedures.

#### II. Working Hours

The normal working hours for Interns are based on the Company Business Hours policy and may vary based on specific assignments and needs of the department. Generally, working hours are Monday –Friday from 8am to 5pm.

#### III. Pay Rate

Intern pay for the first year will be \$16.00 per hour. The pay will increase by \$1.50 per hour for each subsequent year worked.

#### IV. Dress Code

Interns dress requirement will depend on the assigned task. The dress code will be in accordance with MMWEC policy and will include business attire unless otherwise indicated by the Supervisor.

**V. Sick and Vacation Days**

There are no vacation days for Interns. Sick leave will be accrued per the MA Sick Leave Law.

Interns should notify their Supervisor if they are taking a sick day. If the Intern does not know the Supervisor's phone number, they should call the Human Resources Office at 308-1280 to report an absence.

Unpaid absences (vacations) must be arranged with and approved by the Supervisor.