



Andy Beshear
GOVERNOR

PERSONNEL CABINET

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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 24-07

To: Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Mary Elizabeth Bailey, Secretary

meb

Date: April 23, 2024

Re: **Co-ops and Interns**

Effective May 1, 2024 all students appointed into Executive Branch Co-op/Intern jobs should be paid the following hourly rates, according to their level of education:

- High School Student - \$11
- Undergraduate Student - \$15.50
- Graduate Student - \$18

No Co-op/Intern employee should be paid more than a full-time Executive Branch employee, performing those same job duties within an agency.

Exceptions to these specific rates of pay must be approved, prior to the appointment, by the Commissioner of the Personnel Cabinet's Department of Human Resources Administration.

If you have questions pertaining to the Co-op/Internship Program, please contact Becky Singleton at Rebekah.Singleton@ky.gov. If you have questions pertaining to the outlined hourly rates, please contact Commissioner Jamie Caldwell at Jamie.Caldwell@ky.gov.