



Co-op and Intern Policy

1.0 PURPOSE

- 1.1 Packaging Corporation of America has established the Co-op and Intern Program as a means to attract college students to gain practical work experience to supplement their classroom-based education at PCA. The Co-op student is provided academic credit for structured job experience while the Intern is receiving “on-the-job” training. The goals of the program are to provide a positive experience for the student and a means to evaluate potential candidates for future employment.
- 1.2 College students currently enrolled and in good standing at an accredited College/University and authorized to work in the U.S. may participate.

2.0 DEFINITIONS

- 2.1 Co-op: A student who is provided academic credit for structured job experience.
- 2.2 Intern: A student who is receiving “on the job” training.
- 2.3 Temporary Full-Time: A student who is expected to work 30 or more hours per week.
- 2.4 Temporary Part-Time: A student who is expected to work less than 30 hours per week.

3.0 COMPENSATION AND BENEFITS

- 3.1 Compensation
 - 3.1.1 Compensation is based upon the student’s year in school and the local job market.
 - 3.1.2 Overtime is paid at 1½ times the hourly wage if a student works over 40 hours per week. Employees are required to complete a timesheet for their supervisor’s approval every two weeks.
- 3.2 Benefits
 - 3.2.1 Temporary Full-Time positions are eligible to participate in PCA health plans, 401(k) retirement plans and receive Holiday pay.
 - 3.2.2 Temporary Part-Time positions are only eligible to participate in the 401(k) retirement plans.

4.0 HOUSING AND TRAVEL EXPENSES

4.1 Housing

4.1.1 Assistance will be provided for any student whose primary address or student address (whichever is closer) is greater than 50 miles away from their assigned PCA location. If company housing is not available, a monthly stipend will be offered.

4.2 Travel

4.2.1 The Company will reimburse the student for the initial trip for the in-person interview as well as up to five (5) days to look for housing, if necessary. The Company will also reimburse for reasonable temporary relocation expenses associated with work at the assigned PCA location.

5.0 LENGTH OF ASSIGNMENT AND FUTURE EMPLOYMENT OPPORTUNITIES

5.1 Length of typical assignment per classification definition:

5.1.1 Co-op: Six to nine months

5.1.2 Intern: Three months

Revised July 14, 2023