

Created May 16, 1997  
Revised January 9, 2006, Revised March 13, 2015

## **Intern Policy, Compensation Range & Hiring/Pay Process**

**Policy:** Interns must be full-time students, or part-time students who can document a need for an internship as part of their academic program. Federal work study guidelines specifically state that interns may not be used to displace employees.

**Compensation:** Interns may be unpaid or paid on the wage range below. The intern title is a special employment title that is not eligible for benefits.

**Wage Range** (Interns can be paid at any step):

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
9.00	10.00	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00

### **Hiring/Pay Process:**

Wage Range

Interns will be paid on department payrolls as temporary employees, however, they are not limited to 1040 hours. Send a memo or email to payroll stating intent to hire intern with name and hourly rate.

**IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**

Human Resources  
(651) 266-6500