

Created May 16, 1997
Revised February 8, 2024

INTERNSHIP POLICY

Interns must be students who can document their enrollment in an academic program that will be enhanced by successful completion of the internship. Interns may not be used to displace employees.

Compensation:

Interns may be unpaid or paid per the Special Employment salary schedule. Students who are in graduate programs (ie: law school, master's degrees, etc.) shall be eligible for compensation at graduate steps. The intern title is not eligible for benefits other than those provided by statute.

Hiring Process:

Supervisors must submit a requisition in Infor and once approved, post the position if needed. Once selected, candidates must complete all required new hire paperwork. Interns will be paid based on the Special Employment Salary Schedule. They are not limited to 1040 hours. Supervisors must complete a TASS input form upon hire and submit this information to their department payroll representative.

If you have further questions regarding this policy, please contact:

Human Resources
(651) 266-6500