INTERNERSHIP 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 per the Special Employment salary schedule. The intern title is not eligible for benefits.

Hiring Process:
Interns will be paid on department payrolls as temporary employees, however, they are not limited to 1040 hours. Submit a requisition in Infor and once approved, post the position if needed, and complete a TASS input form upon hire. Send this information to your department payroll representative.

If you have further questions regarding this policy, please contact:
Human Resources
(651) 266-6500