

Created May 16, 1997

Revised January 9, 2006, Revised March 13, 2015, Revised March 17, 2020

## INTERNSHIP 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