UC RIVERSIDE
Human Resources

Non-UC Student Employee Classification Specifications

University of California, Riverside
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Definition of a Non-UC Student Employee

Non-UC student employment is a means of providing additional financial support to students attending school outside of UC in pursuit of their educational and career objectives. To be a Non-UC student employee, one would be enrolled in high school or college or school for special needs students at an institution outside of UC.

The terms and conditions of student positions are governed by the Personnel Policies for Staff Members (PPSM). Student employees are designated as Professional and Support Staff (PSS) with Limited status. Employees may be classified as a Non-UC Student Employee (Employee Class 4 = Limited) if all of the following considerations are met:

- The employee is a registered high school or special needs or non-UC undergraduate or non-UC graduate student. (Casual restricted student positions are reserved for students attending UC.)
- The appointment is temporary.
- Work is secondary to the student's academic and student life.
- Work schedules are flexible enough to support the academic priorities of the student and therefore the work hours may be irregular.
- Student assistants normally work less than fifty percent, except for quarter breaks or during the summer, during which time the student may work up to full-time.
- Students may perform jobs that appear to be similar to Staff jobs, however, they should not perform the full range/scope of work that a staff employee performs. The student employee may work under closer supervision, or may not exercise the same level of independence or discretion, or may not perform certain duties or tasks, or may not fully participate in department operational responsibilities, and/or may not have the same level of overall individual responsibility given the sporadic nature of their work schedules.

* If you would like a contract employee class, please contact your compensation analyst.

Click ***here*** for possible impacts on Tax, Benefits, Retirement, Leave, Work Study and Visa.

Employment Scenario	Appropriate Title	Employee Class	Benefits Eligibility
Non-UC Students (performing duties normally reserved for student assistants): • Student from another college or university (domestic or international*) here	See Title Specifications below	Most likely Limited (subject to 1,000 hour rule under PPSM3) but could be other employee class types. For other class types please consult your compensation analyst.	Core (if appointment = > 43.75% for any duration of time) = minimum of 17.5 average hours of service weekly, measured after each standard measurement period. May meet eligibility for other level of benefits.

for one quarter only typically • High school student working for one quarter or semester (High School interns should be hired into Student Intern title – see page 2) • Student from a special needs school (i.e. PathPoint, UCP Work Inc., etc.) ***Note: Job Descriptions are required and retained by departments.***			Refer to the Benefits Eligibility section of the HR website for additional information.

**If you have a student with J-1, F-1, etc. Visa seeking student employment, please work with your International Students and Scholar's office.*

Below is a full list of University of California student employee job classifications and their specifications. Classifications available to UCR are located within **HRMS Job Code Information.** Please contact your organizational unit Human Resources Representative for appropriate classification usage. Please note that student intern positions have special eligibility requirements and a **decision matrix** is available for your use.

Job Code	Payroll Title	Non-Academic Non-UC Student Title Specifications
4925	Student Non-UC 4	To be used for post-secondary students not attending UC, who perform complex duties and require the use of specialized skills; may coordinate the work of a larger group of assistants. Payment for hours worked must equal at least current minimum wage.
4924	Student Non-UC 3	To be used for post-secondary students not attending UC, who perform skilled work; administrative duties may involve limited use of specialized skills; may coordinate work of a group of lower level assistants. Payment for hours worked must equal at least current minimum wage.
4923	Student Non-*UC* 2	To be used for post-secondary students not attending UC, who perform duties semi-skilled in nature and that do not require extensive skill, training, or experience. Payment for hours worked must equal at least current minimum wage.
4927	Student Non-*UC* 1	To be used for post-secondary students not attending UC, who perform general unskilled duties. Nature of duties assigned at this level allows incumbents to use free time for such activity as reading or studying. Payment for hours worked must equal at least current minimum wage.
4252	Student Intern HS Non-UC	To be used for non-UC high school students, who perform general unskilled duties. Nature of duties assigned at this level allows incumbents to use free time for such activity as reading or studying. Payment for hours worked must equal at least current minimum wage. *Unpaid HS Student Intern - Unpaid student internships are for high school students who primarily receive training for their own educational benefit and must meet all seven of*

		the Department of Labor (DOL) internship criteria (see criteria at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf). *Unpaid student employment for Non-UC HS students do NOT need to be input into UCPATH. If they do, then should use contingent worker.* *-- All minors under 18 years of age employed in the State of California hired as an employee (and not as a trainee or intern) must have a permit to work regardless if school is in session, unless the minor has a high school diploma or a GED.* *--Link for Federal Child Labor Laws - https://www.dol.gov/agencies/whd/child-labor*
4247	Student Intern Non-UC	To be used for non-UC post-secondary students who primarily receive training for their own educational benefit. Payment for hours worked must equal at least current minimum wage. *Unpaid Non-UC Post-Secondary Student Intern - Unpaid student internships are for Non-UC college students who primarily receive training for their own educational benefit and must meet all seven of the Department of Labor (DOL) internship criteria (see criteria at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)* *-Unpaid Non-UC Interns do NOT need to be put into UCPath unless they need access to certain campus systems, in which case they should be input as Contingent Workers.*
4248	Unpaid Intern Trainee BYA	To be used for non-students who primarily receive training for their own educational benefit or offering a temporary opportunity to a non-student to gain skills and experience in a professional job setting and/or to satisfy requirements for qualification. Must be an organized program. They receive nominal payment that is allowed only for services and expenses. Compensation is paid as a flat dollar amount through UCPath additional pay.
9236	Pharmacy Intern	To be used for either UC or non-UC post-secondary students receiving their hours for a pharmacy degree who primarily receive training for their own educational benefit. Payment for hours worked must equal at least current minimum wage. Payment for hours worked must equal at least current minimum wage.

Purple shared rows do not have minimum wage requirement.