

Student Intern Decision Matrix

Meeting the internship criteria	<i>An individual providing service to UC as part of a bone fide internship program designed primarily for the benefit of the intern and in conjunction with an appropriate academic degree program.</i>	
UC Student (paid)	To be used for UC students in paid internship positions. Paid internships must meet minimum wage requirements.	Job Code: 4740 Employee Class: Casual Restricted Internship MOU required
Non-UC High School Student Intern (paid)	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 activities as reading or studying. Payment must meet minimum wage requirements.	Job Code: 4252 Employee Class: Limited Internship MOU required
Non-UC Student Intern (paid)	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.	Job Code: 4247 Employee Class: Limited Internship MOU required

UC Student & Non-UC Student Intern (Unpaid)

Unpaid student employment does NOT need to be input into UCPATH. However, if system access is needed, a contingent worker code, as referenced below, will need to be set up in UCPATH.

Meeting the DOL unpaid internship criteria	Students who primarily receive training for their own educational benefit and meet all seven of the Department of Labor (DOL) internship criteria (see criteria at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf) are eligible to be an unpaid intern.	
Contingent Worker UC Student (unpaid)	Contingent Workers (CWR) are not an employee of the UC. They are an individual engaged by UCR on a non-permanent basis to complete a specific function or task who do not have an employee relationship with UCR and do not receive compensation through UCPATH	CWR020 Student Volunteer
Contingent Worker Non-UC Student (unpaid)		CWR004 Staff Intern

Revised Oct. 2019. Policy references:

[PPSM 3 – Types of Appointment](#) (3/5/19)

[Policy 650-85: Volunteer \(without salary\) Appointments](#) (8/9/19)

[HEERA Definition of a student Senate Bill 201](#)

<https://www.dol.gov/agencies/whd/child-labor>

[Student On-Campus Employment Guidelines](#)