

# UCI Human Resources

## UCI's Non-Academic Student Employee Guidelines

### Non-UC Student Addendum

#### Overview

UCI occasionally provides “student employment” opportunities to non-UC students as a means of providing financial support to students attending school in pursuit of their educational and career objectives. Non-UC student employees are enrolled in a high school, non-UC college or university, or school for special needs students.

#### Definition

The terms and conditions of non-UC student employee positions are governed by the [Personnel Policies for Staff Members \(PPSM\)](#). Non-UC student employees are designated as Professional and Support Staff (PSS) with **Limited status** (*casual/restricted student positions are reserved for students attending UC.*). 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
- 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 employees normally work less than fifty percent time, except for quarter breaks or during the summer, during which time the student may work up to full-time. Students may remain in their student employee positions for one quarter after graduating to finish a project or program. For information regarding compensation, performance and impact on tax and benefits, go to [UCI's Non-Academic Student Employee Guidelines](#).

#### Non-UC Student Titles and Descriptions

Job Code	Payroll Title	Title Description
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.
4247	Student Intern Non-UC (New)	To be used for post-secondary students who primarily receive training for their own educational benefit. Paid internships must meet minimum wage requirements and payment for hours worked must fall within assigned salary range.  <i>-Unpaid student internships for non-UC college students primarily receive training for their own educational benefit and must meet all seven of the Department of Labor (DOL) internship criteria (see criteria at <a href="http://www.dol.gov/whd/regs/compliance/whdfs71.pdf">http://www.dol.gov/whd/regs/compliance/whdfs71.pdf</a> )</i>

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		<i>-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.</i>
4252	Student Intern HS Non-UC <i>(New)</i>	To be used for 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 fall within assigned salary range. <i>- Unpaid student internships for high school students primarily receive training for their own educational benefit and must meet all seven of the Department of Labor (DOL) internship criteria (see criteria at <a href="http://www.dol.gov/whd/regs/compliance/whdfs71.pdf">http://www.dol.gov/whd/regs/compliance/whdfs71.pdf</a> )</i> <i>-Unpaid student employment for high school students do NOT need to be input into UCPATH. If they do, then should use contingent worker.</i> <i>-- 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.</i> <i>--Link for Federal Child Labor Laws - <a href="https://www.dol.gov/agencies/whd/child-labor">https://www.dol.gov/agencies/whd/child-labor</a></i>
4248	Unpaid Intern Trainee <b>BYA*</b> <i>(New)</i>	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 internship program (with established objectives, guidelines, schedule, etc., e.g., Chaplain Internship Program at a UC medical center).
9236	Pharmacy Intern <i>(New)</i>	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.

\*BYA (By Agreement) titles do not have a minimum wage requirement. Student employees in BYA titles are paid a nominal payment (stipend) to cover expenses and incidentals. In the case of a nominal payment, compensation is paid as a flat dollar amount through UCPATH additional pay.