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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update – Additional Unclassified Job Codes for Students and Interns

This General Circular serves as an update to General Circular 2026-032. The information contained in this general circular introduces an additional unclassified job code, **STUDENT WORKER – INTERN, Job Code 509991**, which enables State Civil Service to accurately identify, track, and report internship utilization in accordance with Louisiana Revised Statutes 42:289 – 42:291.

Job Code	Job Title	Occupational Group	EEO Code
500011	INTERN	C2, General Administrative	PR, Professionals
509991	STUDENT WORKER - INTERN	C2, General Administrative	PR, Professionals

The Intern and Student Worker – Intern job codes should be used to designate positions filled by bona fide students who are gaining hands-on experience related to their field of study. The table below highlights the distinctions between these two job codes.

The distinction between the two intern job codes mirrors the distinction between the existing Student Employee and Student Worker job codes: the Intern code is used when the student is employed by a state agency other than the education institution in which they are enrolled, while the Student Worker – Intern code is used when the student is employed by the education institution in which they are enrolled.

Agencies also continue to use other unclassified job codes for Student Employees and Student Workers for reporting purposes, as explained in [General Circular 2017-044](#). The difference between these jobs and the new Intern jobs will be the nature of work assigned, as designated by the EEO Code for the job. Other elements, such as benefits, leave accrual, etc., for interns will remain the same as those for the other Bona Fide Students.

The table below compares the four unclassified student job codes and provides guidance on when each should be used. Additional guidance will also be available in the updated State Civil Service [Internship Toolbox](#).

Job Code	Job Title	Occupational Group	EEO Category	Use when
507100	STUDENT EMPLOYEE	A1 Clerical and Records Management	OC Administrative Support	The Bona Fide Student is a student who is employed by a state agency other than the educational institution in which they are enrolled.
509990	STUDENT WORKER	A1 Clerical and Records Management	OC Administrative Support	The Bona Fide Student is a student who is employed by the education institution in which they are enrolled.
500011	INTERN	C2 General Administrative	PR Professionals	The Bona Fide Student is participating in a structured internship program designed to provide career-related learning, professional development, and practical experience through meaningful work assignments related to a field of study or career interest.
509991	STUDENT WORKER-INTERN	C2 General Administrative	PR Professionals	The Bona Fide Student is a student who is employed by the education institution in which they are enrolled and is participating in a structured internship program designed to provide career-related learning, professional development, and practical experience through meaningful work assignments related to a field of study or career interest.

Questions regarding the Internship Toolbox may be directed to [Dr. Dana LeBherz](#), Division Administrator for the Learning, Performance, and Culture Division.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director