

**INTERNSHIP AGREEMENT**

Community Reinvestment

The purpose of this agreement is to provide the Intern with an opportunity for skill development. The parties entering into this agreement are:

 , hereinafter referred to as, Business,

 , hereinafter referred to as Intern,

and SkillSource.

This agreement begins and ends or after hours worked, whichever comes first.

**A. Business agrees to:**

1. Teach Intern assigned training tasks (Attachment C Training Plan).

2. Evaluate Intern’s competence performing assigned tasks at completion of the internship.

3. Provide sufficient equipment and materials to perform assigned tasks.

4. Familiarize Intern with business location, co-workers, dress standards and safe working practices.

5. Intern may not work more than 40 hours per week (Saturday through Friday).

6. Notify SkillSource within eight hours concerning an Intern accident or injury.

7. Monitor work attendance including timesheet due date and signatures. Late timesheets will delay Intern’s paycheck.

8. Report only actual hours worked and delegate timesheet approval to another supervisor if Intern’s regular supervisor is absent and/or not available to sign.

9. Allow Intern unpaid leave for State holidays. No overtime, holiday or sick pay allowed. Payment for hours worked in excess of these limits will be the sole responsibility of the Business.

10. Give Intern a ½ hour unpaid lunch break when working more than five hours. Interns must be allowed appropriate breaks.

11. Notify SkillSource representative if Intern is habitually absent.

12. Comply with Attachment A: Employer Assurances, Attachment B: General Conditions and Supervisors Manual.

**B. Intern agrees to:**

1. Meet performance objectives assigned by supervisor and trainer.

2. Be to work on time and notify supervisor before shift if late or if you cannot make it to work.

3. Dress and behave according to business standards. Follow instructions and avoid unsafe acts.

4. Not use alcohol or drugs before work. Such behavior will result in termination.

5. Learn assigned tasks to the best of your ability and ask supervisor if unsure how to do a task.

6. Notify your trainer and supervisor at least one week before quitting.

7. Submit timesheet to SkillSource on time. Late timesheets will delay your paycheck.

8. Additional Intern requirements and expectations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. SkillSource agrees to:**

1. Inform supervisor and Intern about guidelines and procedures, including business and Intern rights and responsibilities.

2. Assist supervisor to resolve any workplace problems.

3. Monitor Intern and business periodically to review progress and compliance with this agreement.

4. Review Intern’s evaluations.

5. Pay Intern $ per hour, social security and industrial insurance for actual hours worked performing assigned training tasks. Intern will not be paid for absences (sickness or otherwise) or recreational activities.

6. Familiarize supervisor with effective Intern training techniques.

**I understand and accept the responsibilities and conditions of this agreement.**

**Intern Date**

**Authorized Business Representative Date**

**SkillSource Representative Date**

**TRAINING AGREEMENT**

**Attachment A: Assurances**

In connection with Internship training funded by the Community Reinvestment Project, Business assures that:

1. Intern will not replace any laid-off or terminated employees of the Business.

2. Intern will not be involved in political activities during work hours.

3. Working conditions for the Intern will be the same as those of similarly employed workers.

4. Intern will not construct, operate or maintain a facility used or to be used for sectarian instruction or as a place of religious worship.

5. Business will not discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted or funded by SkillSource, as described in Title I of the Workforce Innovation and Opportunity Act and 29 CFR Part 38.25, on the basis of the individual's citizenship status or participation in any program or activity financially assisted by SkillSource.

6. Working conditions will not be unsanitary, hazardous or dangerous.

7. Training agreement will not impair existing contract for services or collective bargaining agreements.

8. Intern is not related to the Business owner’s or supervisor’s family.

9. Business will take necessary actions to comply with the applicable regulations and requirements upon written notification from SkillSource of non-compliance with any of the assurances, agreements or conditions of this agreement. Appropriate corrective action shall occur within ten (10) days written notice from the date of mailing.

10. Business will comply with the conditions stipulated in Attachment B: General Conditions.

11. Business will adhere to the conditions of the Training Agreement as they pertain to the worksite.

12. Business will provide appropriate Intern job descriptions, service agreements, evaluations and other records required by SkillSource.

**Authorized Business Representative Date**

**SkillSource Representative Date**

**TRAINING AGREEMENT**

**Attachment B: General Conditions**

RECORD KEEPING:

* Business will keep Intern records including:
* Intern time and attendance
* Copies of warning letters and other correspondence relating to Intern
* Copy of Training Agreement

COLLECTIVE BARGAINING:

This agreement must not impair existing contracts for services or collective bargaining agreement. If this Training Agreement is inconsistent with an applicable collective bargaining agreement, business shall obtain agent’s written approval. Business shall retain written evidence of the notification to, and the concurrence of, the collective bargaining agent.

COMPLAINTS/GRIEVANCES

Complaints arising from this training shall first be informally resolved between the complainant and the respondent. Bona fide complaints shall be processed in accordance with the SkillSource Complaint and Grievance Procedure. SkillSource reserves the right to review any complaint or grievance arising from the terms of this agreement. Business agrees to present any relevant documentation or records to SkillSource upon written request.

MODIFICATIONS:

Amendments to this agreement may be made when there is a:

* Change in the end date and/or total number of hours to be worked by the Intern
* Revision of training plan
* Additional requirements that are imposed on SkillSource
* Amendments must be in writing with signatures or initials on the original agreement.

DISCIPLINARY ACTION:

Prior to suspension or termination of training, business shall notify Intern and SkillSource of unsatisfactory performance. The notification must describe the problem(s), corrective action which must occur, and the consequences if the problem continues.

DISPLACEMENT OF WORKERS:

No currently employed worker may be displaced by an Intern (including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits). No Intern shall be assigned or job opening filled when any other individual is on layoff from the same or any substantially equivalent job or when the business has terminated the employment of any regular employee or otherwise reduced its workforce with the intent to host an Intern. Internship positions cannot infringe upon the promotional opportunities of employees.

FEDERAL/STATE LIABILITY:

It is understood that the United States and the State of Washington are not parties hereto and that no legal liability on the part of the Federal or State Government is implied under the terms and conditions of this agreement.

INDEMNIFICATION:

Business shall indemnify, defend and hold harmless SkillSource against any and all claims, liabilities, obligations, losses, costs, charges, expenses, causes of action, suits, demands, judgments and damages of any kind or character whatsoever, including, but not limited to, reasonable attorneys' fees and costs incurred or sustained by SkillSource,  arising from the activities of Business, its agents or employees, pursuant to this Agreement or the failure to perform the obligations hereunder, by Business, its agents or employees.

SkillSource shall indemnify, defend and hold harmless Business against any and all claims, liabilities, obligations, losses, costs, charges, expenses, causes of action, suits, demands, judgments and damages of any kind or character whatsoever, including, but not limited to, reasonable attorneys' fees and costs incurred or sustained by Business,  arising from the activities of SkillSource, its agents or employees, pursuant to this Agreement or the failure to perform the obligations hereunder by SkillSource, its agents or employees.

**TRAINING AGREEMENT**

**ATTACHMENT C: Internship Training Plan**

Trainee Job Title SkillSource Rep\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Site Phone

Worksite Address \_\_\_\_\_\_\_

Trainee’s Supervisor Title

Business Type PRIVATE PUBLIC NON-PROFIT

Start Date Days/week Work Schedule Wage\_\_\_\_ Est. End Date \_\_\_\_\_\_\_\_

|  |
| --- |
| **Internship Specific Training Tasks:** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

**ADDITIONAL INFORMATION**

Note any additional circumstances or needs (i.e. uniforms)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the trainee use any power tools/equipment? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If yes, list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much of the time will the trainee be directly supervised? \_\_\_\_\_\_\_\_%

 Date:

Authorized Business Representative

 Date:

SkillSource Representative