

## **MADERA COUNTY INTERNSHIP AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, between \_\_\_\_\_, hereinafter called the "INTERN", and MADERA COUNTY, DEPARTMENT OF \_\_\_\_\_, hereinafter called the "COUNTY".

### **WITNESSETH:**

WHEREAS, the Internship Program is designed to provide opportunities for career development to students or recent graduates (INTERNS), as defined in the Madera County Internship Program, who are interested in serving the community as a volunteer while learning about and working in local government.

WHEREAS, it is to the mutual benefit of the parties for INTERN to have opportunities to use the facilities of the COUNTY to learn about COUNTY operations, explore various careers available in government, and gain hands on learning experiences in a professional work setting.

NOW, THEREFORE, the parties agree as follows:

### **I. COUNTY SHALL:**

- a) Identify a primary point of contact within the department to administer the Internship Program. This person will serve as the INTERN'S contact in the event their designated supervisor is not available or if they have any problems or concerns.
- b) Designate a supervisor for INTERN to oversee and assign their work.
- c) Establish the length of an internship and communicate it to the INTERN. Number of hours worked by an INTERN shall not exceed eight (8) hours in day or forty (40) hours in a week (Note: High School student INTERNS' hours worked shall not exceed hours as determined by the COUNTY Human Resources/Operations Division).
- d) Determine the scope of work or project/assignments the INTERN will be working on; the scope of work shall not interfere with the work or infringe on the rights of permanent employees.
- e) Provide INTERN with: (1) an orientation/introduction to the workplace, staff and structure of the unit/division/department, and; (2) a clear understanding of expectations, and; (3) information about their work assignment and duties.
- e) Provide emergency first aid for INTERN in the event of sickness or injury arising out of or in the course of said INTERN'S participation in the Internship Program at the COUNTY. Provide medical examinations or other protective measure that may be required by the COUNTY. INTERN shall be covered by the COUNTY'S Workers' Compensation program as required by law.
- f) Have the right to refuse to accept for further volunteer work of INTERN if in the COUNTY'S judgment, INTERN is not participating satisfactorily.

### **II. INTERN SHALL:**

- a) Be enrolled in or have completed course work that is related to the internship for which they have been selected.

- b) Commit to an internship for a minimum of three (3) months, unless otherwise agreed to with the COUNTY.
- c) Follow COUNTY, as well as department policies, procedures and rules governing computer/electronic device usage, appropriate behavior toward co-workers and members of the public, and dress/attire that is appropriate for the particular workplace.
- d) Be punctual, and work the required number of hours and times which you have agreed to with your supervisor.
- e) Notify your supervisor if you are unable to attend as planned.
- f) Respect the confidentiality of the workplace, clients and employees.
- g) Discuss any problems with your supervisor and, if necessary, with the department's internship program contact person.

**III. INTERN ACKNOWLEDGES THAT:**

- a) INTERN is a volunteer of the COUNTY, therefore, no wages, salary or benefits shall be provided, and no guarantee or assurance of employment shall be provided.
- b) There shall be no monetary obligation on the COUNTY.
- c) This agreement is not legal and binding upon any of the parties concerned until signed by the INTERN and the COUNTY.
- d) INTERN, solely for the purposes provided in this section, shall be considered members of the COUNTY'S "workforce," as defined by the HIPAA regulations at 45 CFR §160.103, and shall be subject to COUNTY'S policies protecting the confidentiality of personal health information, as well as any other confidential information that may arise out of performance of this agreement. COUNTY shall provide the INTERN with substantially the same training that it provides to its employees for such purposes.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

**INTERN:**

By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**COUNTY:**

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Department: \_\_\_\_\_

Date: \_\_\_\_\_