

Regional Water / Wastewater Internship Program

HOST AGENCY AGREEMENT 2017 – 2018

Host agencies	Host agencies are the regional water and wastewater agencies that accept interns for work during the 33-week term of the program, providing interns with diversified experience for each of the four eight-week career modules: System Operations, Water Treatment, Wastewater Treatment, and System Maintenance.
Schedule	The term of the internship begins with the first day of internship program orientation and ends after the internship graduation event.
Roles and responsibilities	<p>Host agencies provide the internship opportunities and have the responsibilities outlined below and described in this agreement.</p> <ul style="list-style-type: none">• Provide workers' compensation insurance for interns.• Interview and select interns as members of the Intern Selection Committee.• Provide qualified mentors over an eight-week period for interns.• Provide site-specific safety training and orientation.• Provide training and experience in line with Career Module Objectives.• Pay student intern at rate of \$11/hour.• Evaluate interns and forward to Internship Program Facilitator at end of eight-week term.• Recommend intern for next rotation or program graduation.
Hourly rate	The host agency shall pay interns \$11.00 an hour and provide work not to exceed 27 hours per week.
Expenses	<p>In addition to hourly wages, the host agency is responsible for the following expenses related to the program:</p> <ul style="list-style-type: none">• Workers' Compensation Insurance (If using the Lawton Group to provide temporary staffing payroll services, workers' compensation is included in their administrative fee).• Personal Protective Equipment, except safety work boots• Uniforms, if required• Training materials, if required
Hours of work	Hours of work may vary from one career module to the next; however, work hours typically range from 6:30 a.m. to 5:30 p.m. Interns may work a maximum of 27 hours a week and interns may work shift work hours, if mutually agreed to by host agency and intern. When the host agency observes holidays, the hours may be made up by adjusting hours in the week before or after the holiday at the host agency's discretion.

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HOST AGENCY AGREEMENT, Continued

Overtime Overtime is not anticipated or guaranteed, however overtime shall be paid at no less than one and one-half (1 ½) times the straight time hourly rate of pay when in excess of ten (10) hours per day and in excess of forty (40) hours in one week. Overtime shall not interfere with nor impair the intern's ability to attend community college courses.

Advancement The host agency will advance interns from one career module to the next by reviewing and recommending advancement to the Internship Program Committee at the end of each eight-week module. To advance from one module to the next, the intern shall have satisfactorily met the following:

- Completion of work hours, including attendance and being on time.
- Completion of work instruction and performance of tasks in accordance with safety requirements.
- Completion of water and/or wastewater technology courses, maintaining no less than "C".

Mentors Interns work under the guidance and instruction of a qualified mentor, provided by the host agency, to achieve the career experience module objectives.

Career experience module rotations Interns will rotate through four different career experience modules consisting of System Operations, Water Treatment, Wastewater Treatment, and System Maintenance. The host agency agrees to host interns in one or more 8-week modules over 32-week period. The personalized internship schedule may vary due to career module availability and host agency needs. Rotation schedules will be developed with the host agency at the beginning of the program or as soon as is practicable.

Safety The host agency is responsible for intern safety in the workplace. Site and task specific safety training and orientation is the responsibility of the host agency. Safety violations shall be reported to the Internship Program Facilitator immediately, and may be grounds for the intern's dismissal from the program.

Payroll Options Participating host agency's will have the option to provide direct billing for intern pay at \$11.00 an hour or they may utilize the temporary staffing services of The Lawton Group. The agreement with Lawton and the Regional internship program provides a competitive burden rate that includes direct costs, including State and Federal taxes; Social Security and Medicare taxes under FICA, sick leave, and workers' compensation insurance; as well as the indirect costs for payroll administration. The Lawton Group provides all of these costs in their temporary staffing services at a rate of \$16.28 an hour.

Other terms The host agency will not be responsible for intern benefits or insurance, with the exception of sick leave for part time workers and Workers' Compensation. (Please see the **Expenses** section above for more information on Workers' Compensation)

_____ *(Host agency) agrees to participate the in Regional Water / Wastewater Program and fully undertake the roles and responsibilities described in this agreement.*

HOST AGENCY SIGNATURE

DATE

Please return signed agreement to Michael Pollock, Internship Program Facilitator, at mpollock@sdewa.org; (858) 268-7824 (fax).