

INTERN WORK-SITE AGREEMENT

Upon assignment of Interns, all work-sites shall be required to adhere to and comply with the following Federal, State and County rules and regulations.

1. No currently employed worker shall be displaced or have work hours reduced as a result of hiring an intern.
2. Work-site shall provide all interns with an orientation that includes, but is not limited to:
 - a. Job description, duties and responsibilities
 - b. Hours of work, time and attendance procedures
 - c. Emergency and accident procedures
3. Work-site shall provide meaningful, sufficient, well supervised work experience and adequate materials and equipment for all interns.
4. Work-site shall maintain an accurate record of hours worked by each intern and shall complete time cards in accordance with the procedures and schedules established by the County.
5. Work-site shall maintain a safe and sanitary work environment.
6. Intern activities shall be consistent with the approved duty statement memo.
7. Interns shall not be employed in jobs which are considered hazardous with respect to Federal and State Child Labor Laws.
8. Interns shall not be employed in the construction, operation or maintenance of any portion of a facility used.
9. Interns shall not engage in any political or fund raising activities during work hours.
10. Work-site shall provide the Intern's counselor, if applicable, with performance evaluations in the manner prescribed by the County.

COMPLIANCE:

1. Work-site shall comply with all Equal Employment Opportunity laws and non-discrimination policies, grievance procedures and program accident/injury reporting procedures.
2. Access to the work-site shall be allowed to the County, State and Department of Labor monitors.
3. In the event of non-compliance with the provisions of the Work-site Agreement, the County may remove from the work-site any or all of the assigned Interns.

AUTHORIZED DEPARTMENT SUPERVISOR

Date

DEPARTMENT