

North Central Workforce Development Area

234 N. Mission • Wenatchee, WA 98801 • (509) 663-3091 • Fax (509) 663-5649 • www.skillsource.com

LOCAL DIRECTIVE

Directive #: 24-184

Date: November 20, 2024

TO: SkillSource Staff and Service Providers

FROM: Lisa Romine, CEO

SUBJECT: Community Reinvestment Internship

Internship is a short-term or part-time training assignment at public, private nonprofit and private for profit worksites. [State Program Policy 7005](#) sets forth the conditions for using Community Reinvestment funding for work-based training, to include internship, either as a standalone service or while co-enrolled in other programs.

Internship provides trainees with occupational skills training for an existing position with a private, public or non-profit business. This activity is appropriate for individuals who have demonstrated pre-employment skills competencies and are ready for occupational training. A trainee's need for internship is determined in consultation with their Career & Training Specialist through objective assessment and interview.

PROCEDURE

Through the initial interview, **work readiness** and the **need** for internship should be documented in the internship touchpoint case note. The trainee interviews for the position directly with the business. Upon intern selection, a **task list** is developed with the host business identifying responsibilities and tasks to be learned during the internship. An **Internship Agreement** is completed clearly outlining the responsibilities of the host business, SkillSource and the trainee.

RESPONSIBILITIES

Business - A task list and Internship Agreement are completed with the business. Business is given orientation to goals and objectives of SkillSource and the internship. Business will complete evaluations on the monthly timesheet to measure training effectiveness and progress.

Trainee - Training packet is reviewed, to include job description/task list. W-4 and I-9 forms completed.

Business/Trainee - Payroll procedures and time sheets are explained and scheduled and trainee Progress Reports are explained. The Internship Agreement is reviewed and signed by business representative, trainee, and Career & Training Specialist.

Career & Training Specialist - Completes Task List, Internship agreement, W-4 and I-9 forms, submits for administrative review, performs trainee and business orientations, and completes data entry.

OUTCOMES

Expected Outcomes

Competency in job specific skills commensurate with training hours is expected. There may be insufficient training hours to attain entry level skills or a job specific skills competency.

Next Steps

Upon completion of internship, unsubsidized employment, basic skills training, on-the-job training, and/or referral to other programs may occur.

INTERNSHIP GUIDELINES

Worksite Development

The goal of worksite development is to match the occupational interests of the applicant and the position at the training site. When developing a potential training site, the Business will work with Career & Training Specialist to develop a Task List.

Basic Skills/Other Classroom Training

Individuals who do not have a high school diploma, GED or demonstrate low basic skills are strongly encouraged to attend basic skills instruction.

Training Plan/ Job Description

A 10 task list is developed with the Business to identify occupational skills to be learned and other criteria relating to workplace competency.

Duration

Length of participation in internship shall be determined jointly by the business and SkillSource, not to exceed 500 hours. Typically, internships will be full time (32-40 hrs/wk), but may vary depending on each individual intern

Wage

SkillSource pays intern a training wage equivalent to the Business's entry level wage for the specific position.

Intern Orientation

Interns will receive a SkillSource orientation and training packet, to include job description /task list on or prior to the first day of training. The content of the intern orientation includes the purposes of SkillSource; trainee goals and responsibilities; agency responsibilities; Career & Training Specialist responsibilities; guidelines for program length; guidelines for compensation; the training agreement; information on trainee work regulations and the Training Agreement.

The orientation function is the responsibility of the Career & Training Specialist. This orientation is extremely important because it provides a sound foundation for program participation and generally reduces problems at worksites. The orientation usually takes place at the time of enrollment.

Business Orientation and Training Agreement

All worksite supervisors will receive an orientation. During the supervisor orientations, Career & Training Specialists will outline the supervisor's responsibilities including monitoring, training, safety, sanitation, on-going supervision, procedures concerning time sheets, pay and problem solving. Explain it is the supervisor's responsibility to keep the Career & Training Specialist informed in a timely manner if a trainee leaves the program for any reason.

Monitoring

Monitoring will be performed on a daily basis by the worksite supervisors and Career & Training Specialists will make on-site visits at least once per month. Worksite supervisors will be expected to immediately report any worksite deficiencies to the Career & Training Specialist. All serious deficiencies will require a prompt visit by a Career & Training Specialist.

Performance Evaluation

Business will rate the trainee's progress via the employee evaluation section on the trainee timesheet.

TRAINEE BENEFITS

Payroll

Payroll is paid twice each month. Internship trainees receive training wages equivalent to the employer's entry level wage for the specific position. The trainee and supervisor must both sign time sheets. If time sheets arrive late or are not signed, the trainee's paycheck will be delayed. The hours marked on the time sheet must reflect actual hours worked. It is the trainee's responsibility to submit their time sheet on time. Trainees may not work overtime. Trainees may not work more hours per week than were assigned by their Career & Training Specialist. Any overtime hours may be the responsibility of the worksite.

Sick Leave and Time Off

Trainees are not paid for sick time or holiday pay. Trainees should notify the supervisor if they are sick.

Accident Insurance

Internship trainees are covered under Washington State Industrial Insurance. All accidents should be reported to the immediate supervisor and Career & Training Specialist. If medical attention is needed, the supervisor will assist the trainee in getting this aid. The doctor's office will have the necessary accident report forms for claiming Industrial Insurance. Do not complete the employer section of claim and mail to SkillSource immediately. Please report all accidents promptly.



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? _____%

Authorized Business Representative

Date: _____

SkillSource Representative

Date: _____

TIME AND ATTENDANCE RECORD COMMUNITY REINVESTMENT

SkillSource
234 N Mission
Wenatchee, WA 98801

Participant Name _____ CMS# _____ Contract # _____
Participant Address _____ City _____ ZIP _____
Worksite _____ Supervisor _____

Pay Period: From ____ / ____ / ____ to ____ / ____ / ____

Only record actual hours worked by participant. Timesheet must be completed in **ink** and signed by both Supervisor and Participant to issue paycheck. Do not use white-out. To make corrections, draw a single line through the incorrect information and write the correct information next to it. Initial all changes.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours
Hours																	

Satisfactory Progress

YES

NO

Appearance

Punctuality/Attendance

Shows willingness to work

Is cooperative at workplace

Completes tasks on a timely basis

Listens and communicates well

COMMENTS: _____

Supervisor Signature _____ Date _____

Participant Signature _____ Date _____

For agency use only

CRP _____

WEX _____

Intern. _____

Other _____

Training Consultant _____

Wage \$ _____



16-31st

**TIME AND ATTENDANCE RECORD
COMMUNITY REINVESTMENT**SkillSource
234 N Mission
Wenatchee, WA 98801Participant Name _____ CMS# _____ Contract # _____
Participant Address _____ City _____ ZIP _____
Worksite _____ Supervisor _____

Pay Period: From ____ / ____ / ____ to ____ / ____ / ____

Only record actual hours worked by participant. Timesheet must be completed in **ink** and signed by both Supervisor and Participant to issue paycheck. Do not use white-out. To make corrections, draw a single line through the incorrect information and write the correct information next to it. Initial all changes.

Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours
Hours																	

Satisfactory Progress**YES****NO**

Appearance

Punctuality/Attendance

Shows willingness to work

Is cooperative at workplace

Completes tasks on a timely basis

Listens and communicates well

COMMENTS: _____

Supervisor Signature _____ Date _____

Participant Signature _____ Date _____

For agency use only

CRP _____

WEX _____

Intern. _____

Other _____

Training Consultant _____

Wage \$ _____