



**Internship Host Agreement
between the Santa Barbara County Education Office/Partners in Education
and Santa Barbara County
for the Period of June 2024-June 2025**

This agreement serves as written proof of an Intern Host's adherence to the terms of the internship and the separate roles played by the Student Intern, Intern Host, Intern Supervisor, Santa Barbara Partners in Education (Partners), and the Santa Barbara County Education Office (SBCEO). This agreement must be updated on an annual basis, prior to additional student interns being placed at the worksite.

Part 1. Placement Protocols

I. Internship Placements & Student Eligibility

Once students have successfully completed the Job Readiness Training, they are eligible for a paid internship of a predetermined duration, usually 80 hours. Partners in Education works to find a match within the pool of student participants and business partners we have. Matches are made to align student career interests with a particular industry and student availability with an organization's business hours. Placements are finalized after a successful interview, and once an Intern Host has made an offer.

Partners will ensure that parents/guardians of minors demonstrate that they are aware of the details pertaining to their student's internship placement and approve of their student's participation, by means of a separate agreement.

II. Supervision of Student Interns During Internships

Supervision of Student Interns during the internship is carried out by the Intern Host and assigned Intern Supervisor(s). It is recommended that two employees be assigned, and therefore screened, as designated Intern Supervisors. Student Interns should only be working when assigned Intern Supervisor(s) are also working and available. *For example*, a Student Intern should not be scheduled to work on a day when at least one Intern Supervisor is not also scheduled to work.

Intern Hosts and Intern Supervisors play an important role in the Student Intern's experience and are entrusted with the responsibility of:

- 1) assigning work that is appropriate for intern's age and experience level,
- 2) creating opportunities for a Student Intern to gain insight into the operations beyond just the day-to-day internship duties,
- 3) approving time cards and providing feedback on performance,
- 4) maintaining a flow of open and honest communication with both student interns and Partners in Education staff, and
- 5) immediately reporting to Partners in Education staff any issues related to student physical or emotional safety.

Any problems or difficulties related to Student Intern performance, communication challenges, placement "fit," or other issues that may arise during participation in the program, should be

communicated to Partners in Education staff by the Student Intern and/or Intern Host/Intern Supervisor as quickly as possible for needed support to be identified.

III. Start Date, Work Schedule, and Schedule Changes

Student Internships should last no more than **the total hours agreed upon**. Start date, work schedules and internship hours are determined by both Intern Host and Student Intern. Work schedules should include adequate breaks as required by law, i.e. 10-minute breaks for every 4 hours of work; a 30-minute unpaid lunch no later than the beginning of the sixth hour worked. In addition, the work schedule should adhere to the hour limitations for minors (if Student Intern is under 18). See www.dir.ca.gov/dlse/MinorsSummaryCharts.pdf.

For liability purposes, it is important that Partners staff be aware of Student Intern work schedules at all times. For this reason, **if at any point work schedules or total hours need to be adjusted, it is the responsibility of the Intern Host to communicate these changes to the appropriate Partners contact prior to changes taking place.**

IV. Communication & Routine Check-ins

The Student Intern and Intern Supervisor/Intern Host will establish communication protocols to be followed during assigned working hours, through the use of available tools such as email, phone, video conference, FaceTime, Google Hangouts, or other means. In the event of remote work, video conferencing is more of a likelihood.

Partners in Education staff maintain ongoing communication with both Intern Host and Student Intern and perform routine visits to internship sites, conduct virtual meetings with both parties, and/or make phone calls (usually near the halfway point of the internship) at least once during the internship.

Any problems or difficulties related to Student Intern performance, communication challenges, placement “fit”, or other issues that may arise during participation in the program, should be communicated to Partners in Education staff by the Student Intern and/or Intern Host/Intern Supervisor as quickly as possible in order for needed support to be identified. Serious concerns may also be reported to the Santa Barbara County Education Office’s Human Resources Department, as described on page 5.

V. Time Cards and Payroll

Partners/SBCEO is responsible for covering the cost of a Student Intern’s employment upon placement, with the understanding that Santa Barbara County will contribute **\$900** per intern for the duration of this agreement, unless otherwise agreed upon. The Intern Host contribution will be due within 30 days of the invoice issued by Partners in Education.

In the event that an Intern Host must unexpectedly end an internship, the Intern Host will still commit to paying the Student Intern, by way of Partners, the agreed upon amount.

As the employer of record, the Santa Barbara County Education Office (SBCEO) issues the paychecks and—with support from Partners in Education—processes all employment documentation.

The Intern Host, or assigned Intern Supervisor, approves Student Intern time cards and provides feedback on performance every two weeks via an electronic form. Student Interns are responsible for submitting their timecards before deadlines. **Failure to submit or review the timecard in a timely manner may result in a delayed check for the pay period.**

Students will obtain paychecks from Partners in Education on a monthly basis.

VI. Commuting and Work Travel

Student Interns are responsible for their own transportation to and from the Internship Site. Partners is not liable for any injuries or damages that occur during the commute to and from the designated site. Student Interns may not be assigned any duties (making deliveries, etc.) as part of their internship that requires them to drive (whether their own or another person's vehicle). However, if a specific internship placement requires transportation to other locations as a part of the position, strict parameters are in place, a Student Travel Consent Form is required, AND proof of auto insurance will be needed BEFORE any travel takes place.

VII. Term

The Term of this Agreement is effective June 25, 2024 through June 25, 2025. Santa Barbara County at the end of the contract term has an option to renew five (5) additional 1 year renewals. A renewal determination will be contingent upon annual appropriations and satisfactory performance.

VIII. Fiscal

Total contract amount is the not to exceed amount of \$5,400 for the period of June 25, 2024 through June 25, 2025.

Part 2. Demonstration of Understanding & Release of Liability

INTERN HOSTS: are required to sign below, demonstrating understanding of the expectations described above AND agreeing to:

1. Not give Student Intern access to any employer-used home office space at any point during internship duration.
2. Provide Student Intern with an appropriate and official office space that is open to the public, and has an easily accessible bathroom and space for the intern's belongings, if the internship will take place on-site.
3. Immediately communicate to Partners staff about any challenges or concerns that may compromise the Intern Host's ability to provide a healthy and safe work environment for the Student Intern during working hours.
4. Provide structured and meaningful activities to support Student Intern's learning interests and objectives in line with the prepared job description and only work that is appropriate (see www.dir.ca.gov/dlse/MinorsSummaryCharts.pdf) for minors (if the intern is under 18); seek guidance from Partners in Education if help is needed creating a Student Intern work plan.
5. Deliver an orientation within the Student Intern's first week that includes (but is not limited to) a description of roles and responsibilities, training on the equipment needed to perform the tasks defined in the job description, and an explanation of the Intern Host's expectations of the Student Intern.
6. Ensure that Student Intern's Supervisor(s) are aware of their responsibilities, including the need to promptly report issues and concerns to Partners in Education staff. Designate at least one staff person to play the role of Intern Supervisor.
7. Ensure that the Student Intern is only scheduled to work during hours Intern Supervisor(s) are also working and that only authorized/screened employees may interact with the Student Intern without other employees present.
8. Report to Partners staff any performance-related problems or difficulties that arise with the Student Intern immediately and work with staff to identify constructive solutions that help to ensure successful completion of the internship.
9. Complete an endpoint evaluation assessing the entire internship experience.
10. Contribute the predetermined \$ amount towards the total cost of their intern(s), unless agreed otherwise.
11. In the event of assigned remote work, Intern Hosts also agree to:
12. Provide all required equipment to Remote Intern needed to fulfill the responsibilities of the internship,

unless agreed otherwise.

- a. Create a system for sharing documents such as Dropbox or Google Drive to store all work-related documents.
- b. Establish an agreed-upon communication and check-in system.

13. Follow all other requirements and protocols as described in this Agreement.

ALL PARTIES:

Liability & Workers Compensation

SBCEO agrees to defend, indemnify, and hold harmless **Intern Host** for action brought by a participant of the Paid Student Internship Program against **Intern Host** as an employer, excluding actions brought due to **Intern Host** or Intern Host’s agents’ negligence or willful misconduct.

Intern Host is responsible for adhering to all federal and state employment laws, including child labor laws as applicable.

If the Intern Host and/or Intern Supervisor observe any inappropriate conduct toward or treatment of the Student Intern, they are obligated to take immediate corrective action and to immediately inform Partners in Education staff.

In the event that a Student Intern and/or Parent/Guardian believes the Student Intern’s rights as an employee may have been violated (i.e. discrimination, sexual harassment) at any point during participating in the program, the Student Intern and/or the Parent/Guardian should promptly bring forward the concerns to any or all of the contacts/departments listed below, in any order of their choosing:

- Partners in Education Program Services Manager; eterrazas@sbceo.org, 805-964-4710 ext. 4401
- Partners in Education Executive Director; cpduffy@sbceo.org; 805-964-4710 ext. 4401
- Santa Barbara County Education Office’s Human Resources Director; humanresources@sbceo.org; 805-964-4711 ext. 5256
- Santa Barbara County Education Office’s Assistant Superintendent of Human Resources; humanresources@sbceo.org; 805-964-4711 ext. 5279

In the event of remote work, the **Intern Host** and **Partners/SBCEO** accept no responsibility whatsoever for the safety, security, or suitability of the **Student Intern’s “Home Office.”** A **Student Intern** who works remotely shall hold the **Intern Host** and **Partners/SBCEO** harmless for injury to self or others at the Home Office, except as workers' compensation rules may apply.

Workers Compensation coverage will be provided by Partners/SBCEO. Employees who suffer work-related injuries, illness, or exposure and who require medical attention should call SBCEO Human Resources to report injury and get authorization prior to receiving treatment at 805-964-4711, extension 2402. All other injuries that do not require medical attention should be reported to SBCEO Human Resources within 24 hours of the incident.

Partners in Education	Santa Barbara County
Chelsea Duffy	Daniel Nielson
Name	Name
Executive Director	Director
Title	Title

Signature

Signature

Date

Date

Phone (not required)

Phone (not required)

Email (not required)

Email (not required)

Designated Contact Name (if different from above)

Designated Contact Name (if different from above)

Designated Contact Phone/Email (if different from above)

Designated Contact Phone/Email (if different from above)