



**BOARD OF COMMISSIONERS**  
**Agenda Item Summary**

Agenda Category:	Agreement	Item No.
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**Meeting Date:** 05/09/2023

**Department:** Human Resources

**Issue:** In the matter of an agreement between Basin Partners Internship Program (BPIP) and Klamath County Human Resources for a Host Organization Expectation Agreement.

**Background:** This is an agreement to host a student intern between June 19 and July 21, 2023 for no more than 100 hours.

**Recommended Motion:** Approve host agreement between Basin Partners Internship Program and Klamath County Human Resources and authorize Klamath County Human Resources Director to sign. **Fiscal Impact:** \$1,200.00 expense to the Human Resources Expenditure budget.

DONE AND DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

_____	_____	_____
Chair	Vice-Chair	Commissioner
Approved <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
Denied <input type="checkbox"/>	Denied <input type="checkbox"/>	Denied <input type="checkbox"/>



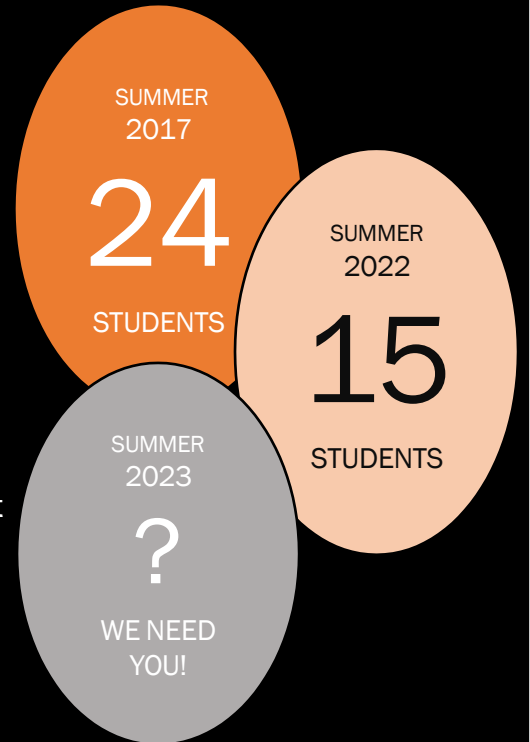
HELP A STUDENT IMPROVE **JOB SKILLS**

HELP A STUDENT GAIN **WORK EXPERIENCE**

HELP A STUDENT LEARN ABOUT A **CAREER**

## What's in it for the host organization?

- Directly impact a student in the Klamath Basin and their future
- Add energy to the workplace with their enthusiasm
- Gain satisfaction from sharing expertise and offering encouragement
- Complete projects that your organization has been trying to "get to"
- Engage in educational opportunities in the community



## Host Requirements and Commitments:

- Develop an internship job description (help is available if needed)
- Provide an engaging internship between June 19th and July 21st
  - No more than 5 weeks
  - Hours capped at 100 (25-30 hours/week)
- Support Basin Partners Internship Program (BPIP) with \$1200
  - \$1000 distributed to the intern
  - \$200 used for program management
- Provide the student training, orientation, and mentoring
- Complete an intern evaluation and possibly a letter of reference

### A few of the prior host organizations:

- OSU Extension Office
- Mac & Cheese Steaks
- Klamath County Library
- Klamath County DDS Office
- Turn Thom Point S
- KCSD IT Department



Interested in hosting an intern this summer?  
Questions? Questions? Questions?

Contact Jenelle Hess, Internship Coordinator  
hessj@kcsd.k12.or.us  
678-209-3917



BASIN PARTNERS  
INTERNSHIP  
PROGRAM

# Host Organization Expectations Agreement

(A scanned copy will be sent to you for your records)

## Klamath County – multiple departments- Klamath County Human Resources (1 Position)

Host Organization

Basin Partners Internship Program (BPIP) and the Host Organization agree to cooperate in providing a career-based learning experience for high school trainees that supports a variety of perspectives on work in the host organization’s field of expertise.

### BPIP agrees to:

BPIP  
Initial

JH	Administer program operations, including student recruitment and oversight (including the BOLI Minor Employment Certificate)
JH	Provide interns with an orientation to the program and general workplace practices
JH	Provide a program coordinator to support interns and hosts during the 4-5-week period. June 19 <sup>th</sup> - July 21 <sup>st</sup> .
JH	Ensure that interns are covered by private health care insurance
JH	Supply Worker’s Compensation Insurance for each BPIP intern as specified in ORS 656.046 and agrees that BPIP Students in occupational skills work experience education are covered by Worker’s Compensation Insurance for their work experience by BPIP self-insurance.
JH	Upon successful completion of the internship, issue an agreed upon summer stipend at the mid-point and completion of the program

### The Host Organization agrees to:

Please  
Initial

	Provide the intern(s) with learning experiences that convey a broad spectrum of the nature and work of their profession and organization
	Provide a safety orientation and training for the intern(s) and ensure that work is conducted in accordance with required safety precautions and procedures
	Establish a daily schedule and mutually acceptable starting and ending dates for the internship that constitutes 4 to 5 weeks of part-time work (25-30 hours per week or a maximum of 100 hours) June 19 <sup>th</sup> -July 21 <sup>st</sup>
	Orient the intern(s) to the organization by informing the intern(s) of the host organization’s policies and procedures including confidentiality, safety, workplace etiquette, use of computers and internet, appropriate dress, forms of address, regulations about food and drink, etc.
	Designate an individual to be responsible for the direction and supervision of the intern(s) while at the host organization’s site, including assigning a “buddy” to answer questions, offer advice and provide a positive role model for the intern(s).

	Provide a working environment free from sexual harassment and discrimination. Provide intern(s) with information regarding the host organization's harassment policies and procedures, including how and when to report an incident.
	Specify the duties and responsibilities intern(s) are being asked to perform.
	Provide a "home base" or work station for the intern(s) within your organization or place of business. Intern(s) may not work remotely or in home offices without prior approval from both the host organization and Basin Partners Coordinator.
	Make appropriate arrangements to safeguard confidentiality of the intern's personal information.
	Supervisor or deemed individual will meet/check-in with the intern(s) at least once a week (preferably daily) to answer questions and review his/her progress.
	Notify the Basin Partners Coordinator in a timely manner of any problems associated with intern performance, compliance, or other issues.
	Allow an intern's parents or guardians to visit the site at least once prior to or during the internship <u>if requested</u> . Host organization's policies must be followed; request must be made prior to visit.
	Notify intern's parents and Basin Partners Coordinator immediately if your intern received medical treatment or is transported to a doctor's office, clinic, or hospital for medical treatment or evaluation.

Both parties agree:

Please Initial BPIP Initial

	JH	Basin Partners internships are designed to provide high school age students (14-17) with a structured career learning experience that benefits both the intern and the host organization. However, it is not the intent of this program to provide a substitute employee for the host organization.
	JH	No party shall engage in discrimination in the treatment of any participating intern, including in the selection process, based on a protected class.
	JH	The host organization may request dismissal from the Basin Partners Program of any intern(s) who, in the host organization's judgment, is not performing satisfactorily or who refuses to follow policies and procedures. Such a request should be made in writing to the Basin Partners Coordinator and should include a statement of reasons that shall not be based on prohibited discriminatory treatment.
	JH	Interns are responsible for their own transportation and other expenses associated with the Basin Partners internship experience.
	JH	Basin Partners, partnering school districts, and Oregon State University are not liable for the acts, omissions, or conduct of any intern in this program.
	JH	The County is providing a training service to BPIP. The Parties expressly agree that this Agreement are not contracts of employment with the County and nothing in this Agreement make BPIP students County employees or provides them entitlement to any benefits pertaining to regular County employees. The County and BPIP additionally agree to the following conditions of the training program: <ul style="list-style-type: none"> <li>a. The training, even though it includes actual operation of County equipment at County facilities, is similar to what students would receive in a vocational school.</li> <li>b. The training is for the benefit of the students.</li> </ul>

		<ul style="list-style-type: none"> <li>c. Students will not displace regular employees. They will work under the close observation of the employee whose position the student is learning.</li> <li>d. The students' presence at the County does not enable the County to hire fewer workers than it would otherwise require.</li> <li>e. The County and BPIP agree that students will not receive wages from the County for the time spent in training, nor are there a promise of future employment and/or compensation of any type.</li> </ul>
	JH	BPIP and the County understand and agree that this Agreement is not intended and will not be construed to create any other type of relationship, including without limitation, a relationship of agent, servant, employee, partnership, joint venture or association.
	JH	In the event suit or action is instituted to enforce any of the terms of this Agreement, each party shall be responsible for its own attorney fees, costs and related expenses.
	JH	Klamath County desires to have BPIP refrain from activities which could be interpreted as creating a conflict of interest. BPIP agrees to avoid any activities which may influence the decisions of Klamath County or which directly or indirectly affect the interest of the County where BPIP has a personal interest in the matter which may be incompatible with the interest of Klamath County Government, and to promptly notify County regarding any change in Contractor's private interests or the Services under this Agreement which may result or appear to result in a conflict of interest.
	JH	BPIP agrees to defend, indemnify and save County, its agents and employees harmless from any and all losses, claims, action, costs, expenses, judgments, subrogation or other damages resulting from injury to any person (including injury resulting in death) or damage (including loss or destruction) to property, arising or resulting from the fault, negligence, wrongful act or wrongful omission of the Contractor or its agents or employees.

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


Date: 2/7/2023

**Jenelle Hess**

Host Organization Representative (printed name)

Basin Partners Internship Program Coordinator

Signature

  
Signature