

# MORROW COUNTY HIGH SCHOOL INTERNSHIP TERMS AND CONDITIONS

By signing this agreement, the Host Job Site, Morrow County and Ione School District, Port of Morrow Workforce Development and the Intermountain ESD agree to the following conditions:

## HOST JOB SITE AGREES TO:

- Provide a training experience for the student and assist them in completing their training plan
- Designate an individual as the supervisor to orient, train, monitor, and serve as a liaison between the employer and the Workforce Training Coordinator
- Provide the student work assignments for at least the minimum number of hours and weeks specified
- Notify the Workforce Training Coordinator immediately if there are concerns with the student, schedule, or work requirements.
- Provide feedback to the student on their work performance throughout the semester
- Evaluate the student at the middle and end of each semester (evaluation will be sent by the Workforce Training Coordinator via JotForm).
- Assign activities without regard to age, race, sex, religion, disability, parental status or marital status
- Be in compliance with OSHA regulations and orient student to employers' safety policies.

## INTERMOUNTAIN ESD AGREES TO:

- Serve as the student's employer throughout their internship placement.
- Provide Workers Compensation Insurance coverage for all students.
- Manage payroll services and student employment records

## STUDENT INTERN/EMPLOYEE AGREES TO:

- The employee shall perform duties for the designated employer as assigned by their supervisor and job description.
- The employee agrees to work at least 5-15 hours per week.
- The employees are required to have 90% attendance rating both at school and work.
- In the event the employee needs to be absent from work they are to communicate that with the employer as soon as possible.
- The employee agrees to complete all evaluations provided by the Port of Morrow.

## PORT OF MORROW WORKFORCE DEVELOPMENT AGREES TO:

- Provide outreach to students on internship opportunities.
- Schedule and participate in the interview process.
- Ensure all pre-employment paperwork is completed prior to student orientation
- Meet with the student to review expectations of work behavior and attendance
- Complete onboarding with all student interns before their first day of work
- Notify the host job site if the student withdraws from the program
- Collect and submit timesheets to IMESD

## MORROW COUNTY/IONE SCHOOL DISTRICT AGREES TO:

- Monitor the progress of the student during their work experience, attendance etc.
- Determine a pass or fail grade based on employer evaluations

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EMPLOYEE

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HOST JOB SITE REPRESENTATIVE

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PORT OF MORROW

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MORROW COUNTY SCHOOL DISTRICT

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IONE SCHOOL DISTRICT

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INTERMOUNTAIN ESD

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