

Guide to Hosting an Intern

An internship is a planned, structured workplace learning experience for a limited period of time. The intention of an internship is to enable interns to increase skills, explore career options and link them to career pathways, and gain exposure to the working world.

I'm interested in hosting an intern.

The first step to hosting an intern is to complete the Larimer County Economic and Workforce Development (LCEWD) site summary (<https://form.jotform.com/LarimerCounty/internship-site-summary-form>). This form asks for a description of your organization and outlines the work activities of the internship. After submitting the form, it will be reviewed by the LCEWD and Larimer County Risk Management to ensure internship requirements are met and it is properly classified for workers' compensation purposes. If the work activity of your internship changes after the site summary is approved, you may need to submit an updated site summary.

After your internship site summary is approved, it will be entered into the LCEWD's internship bank. LCEWD staff and internship candidates review the internship bank to find skill and interest matches. When a match is found, you will be contacted to review the intern's resume and potentially arrange an interview.

I would like to host the intern I just interviewed. What's next?

Before the intern's first day of work paperwork needs to be completed, including an internship agreement. Contact the LCEWD internship coordinator working with the intern to schedule a placement appointment.

What are the LCEWD's responsibilities during the internship?

The LCEWD is available to assist you and the intern.

The internship coordinator is available to provide support to the intern and worksite. Sometimes minor challenges can turn into major issues if they are not corrected early. Please contact the internship coordinator if a concern arises so he/she can assist you and the intern.

The LCEWD subsidizes the cost of the internship.

LCEWD pays any wages, all necessary payroll taxes, and covers workers' compensation.

What are my responsibilities as the intern's supervisor?

Treat the intern like other employees.

Interns feel welcome and thrive when they are part of the team. Introduce them to coworkers and make sure the intern is aware of your organization's policies and culture. Internships are learning experiences and it is very important to establish clear behavioral and performance expectations with the intern. Additionally, it is essential to provide appropriate supervision to ensure safety and proper performance.

Provide a meaningful learning experience.

Interns are most successful when they are doing meaningful and productive work. Each intern has career goals, so providing opportunities for skill development and career exploration is essential. Additionally, to insure the intern's workers' compensation is properly classified, make sure their work activities match the site summary.

Communicate with the LCEWD.

The internship coordinator wants to know about the intern's progress. If you encounter productivity, behavioral, or attendance issues with the intern, contact the internship coordinator right away so they can assist with mediating the problem. Internship coordinators are also available to assist with outlining internship expectations and adjusting job duties.

Evaluate the intern's performance.

You will provide several required performance evaluations during the internship to rate the intern's performance and skill development. Sometimes these evaluations include the internship coordinator. You will be provided with the LCEWD internship evaluation form.

Participate in the completion of the timesheet.

Interns are required to submit biweekly timesheets signed and verified by an authorized person in your organization. It is important for the intern to know who within your organization is authorized to verify their timesheet. Important points about time worked:

- Interns are not paid for holiday, vacation pay, or requested time off.
- Work schedules may not exceed 40 hours per week.
- Internships are subject to Colorado Labor Laws, including paid work breaks and unpaid lunches.

Report work related injuries.

Call 911 if the intern requires emergency medical attention! If the intern needs non-emergency medical attention for a work-related injury, refer them to one of the medical providers listed on the Workers' Compensation Claim Process form. Contact the internship coordinator within 24 hours of the injury to start the workers' compensation process.

What are the intern's responsibilities?

Be professional.

Interns are expected to meet the professional standards of your organization. This includes requesting time off, tardy policies, communicating with coworkers, working with customers, meeting deadlines, asking for assistance, and any other expectations common within your organization. Make sure to communicate these expectations to the intern.

Communicate with the LCWED.

Interns will check in with their internship coordinators and other LCEWD staff throughout their internship. Some interns are asked to attend meetings at the LCEWD during business hours Monday-Friday. Communicating with the LCEWD also includes turning in timesheets and reporting internship challenges.

Additional Information to note...

Healthy Families and Workplaces Act.

On July 14, 2020, Colorado Gov. Jared Polis signed SB20-205, known as the “Healthy Families and Workplaces Act” (the Act), into law. The Act requires all employers to provide paid sick leave to their employees.

As a temporary employee of the **Larimer County Economic and Workforce Development’s** (LCEWD) internship program, interns will accrue one (1) hour of sick leave for every 30 hours of paid internship time, not to exceed a maximum calendar accrual of 48 hours of sick leave. No more than 48 hours of sick leave can be accrued or used in a calendar year.

While paid sick leave may rollover in a calendar year, the Act makes it clear that no monetary or financial payout for unused paid sick leave is required when an employee leaves the internship. Therefore, interns will not be paid for unused paid sick leave when the internship is completed.

Please note, when an intern uses paid sick leave, the sick hours will be included as part of the total hours within the agreed upon contract. For example, many internship participants are approved for a total of 450 hours. Should a participant use 8 hours of paid sick leave during the internship, this will leave the participant with a balance of 442 hours for the remainder of the internship. Sick leave is paid at the existing internship wage outlined in the work experience/internship agreement.

Internship Restrictions

- Interns may not operate a motor vehicle during work hours. This includes the intern’s personal vehicle.
- Interns may not work more than 40 hours per week.
- Interns’ work activities may not interfere with state or federal labor laws.
- Interns may not replace a paid regular full-time or part-time employee.

PLEASE NOTE: Referral of a candidate to an internship worksite is discretionary on the part of LCEWD, and the worksite and candidate have no expectation of placement even if an opening or candidate exists.

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