COLORADO
Department of
Labor and Employment

Workforce Development Programs
633 17th Street, Suite 700
Denver, CO 80202-3660

INNOVATIVE INDUSTRIES INTERNSHIP PROGRAM EMPLOYER AGREEMENT ('Agreement')
BETWEEN
THE COLORADO DEPARTMENT OF LABOR & EMPLOYMENT
AND EMPLOYER NAME

A. Program

The Colorado Department of Labor & Employment ('CDLE') will provide funding assistance for paid internship training in accordance with HB15-1230 ('Innovative Industries Internship Program or Program') to EMPLOYER NAME, located at ADDRESS ('Employer'), under the following terms and conditions of this Agreement.

Employer agrees to provide paid internship training to a qualified intern(s) in accordance with the Program requirements below and the terms and conditions of this Agreement.

I. PROGRAM TRAINING REQUIREMENTS

Employer shall:

a. Provide training for job duties applicable to the intern's occupational area or skilled trade;
b. Provide all equipment and supplies necessary to perform the job duties;
c. Provide industry endorsed license, registration, or certification if applicable to the occupational area or skilled trade;
d. Provide supervision for the intern;
e. Provide a work schedule that complies with all applicable labor laws;
f. Communicate any performance and or attendance issues to the intern; and
g. Maintain accurate time and attendance records, payroll, performance and other records related to the internship.

II. PROGRAM INTERNSHIP REQUIREMENTS

Employer agrees that:

a. Intern shall not replace a paid, regular full- or part-time employee;
b. Intern shall not be related to Employer owners or operators.

III. PROGRAM EVALUATION

Employer shall:

a. Participate in Program evaluation requirements such as surveys, assessments, performance summaries, or other as deemed necessary by CDLE during the Program.

IV. COMPENSATION

CDLE will reimburse Employer upon completion of the full internship hours, or when at least 60% of internship hours are completed if the internship is terminated prior to completion. Notwithstanding the above, if early termination results from (1) intern is hired by Employer, or (2) intern finds employment in a like industry, and the internship with Employer is less than 60% completed, CDLE will reimburse Employer for all the completed internship hours.

B. Payment Authorization

Employer shall supply the information shaded in green at the completion of the Internship for reimbursement. Gray shaded areas shall be completed at the start of the internship.

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Intern Name	Hours Per Week	Anticipated hours to complete internship	Anticipated Completion Date
		Actual hours completed	**Actual Completion Date**
		Hourly Rate:	**Amount Requested:**
If intern did not complete the full Program hours, indicate reason:			
For questions contact: christina.ostrom@state.co.us, 303-318-8828			

C. General Provisions

i. Employer shall maintain time and attendance records, payroll, performance and other records applicable to the internship, and allow CDLE to review such records at CDLE's reasonable request. Employer shall maintain such records for a period of 3 years subsequent to the completed internship.

ii. Employer shall maintain Workers Compensation Insurance for its intern(s) in accordance with C.R.S, Title 8, Articles 40-47, and provide proof of such insurance to CDLE prior to the start of the Program.

iii. Employer shall comply with all applicable federal, state, local laws, ordinances, executive orders, and regulations that affect its employees, intern(s) engaged in the Program, and any materials or equipment used in the Program.

iv. Employer agrees that the State and CDLE shall have no liability for any claims, damages, and liability and court awards, including costs, expenses, and attorney fees and related costs, that are incurred and result from any act or omission by Employer, or its employees and intern(s).

***EMPLOYER ATTESTS THAT PERSON SIGNING FOR EMPLOYER IS AUTHORIZED TO ACT ON EMPLOYER'S BEHALF.**

EMPLOYER NAME

_____

***Signature**

_____

Printed Name & Title

_____

Date