

## INTERNSHIP AND FINANCIAL AGREEMENT

This agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between Job Point, a Missouri nonprofit corporation, and the City of Columbia, Missouri, a municipal corporation ("City").

The parties agree as follows:

1. The City shall allow one (1) to five (5) Highway/Heavy Construction (HHC) trainees to work on City Public Works Department projects. The projects and hours of work shall be determined by the City.
2. The Job Point HHC Liaison or Instructor will make regular visits to trainee worksites to monitor trainee(s) progress and work behaviors and take advantage of opportunities to apply classroom learning on the worksite.
3. Job Point shall develop individualized project/training plans for each trainee not to exceed thirty (30) hours per week per trainee.
4. City shall afford work opportunities for the trainees that are consistent with those undertaken by entry level employees of the Public Works Department.
5. Job Point shall provide the trainees and the instructor with all necessary personal protective equipment consisting of, but not limited to, hard hats, safety glasses, safety vests and steel toed boots.
6. The trainees and instructors shall follow all City Public Works Department rules and regulations for safe work practices.
7. Transportation to the work site shall be arranged between Job Point and the City's Public Works Department.
8. Trainees and the instructors shall be employees of Job Point and Job Point shall provide Workers' Compensation Insurance coverage for all trainees and Instructors. Job Point shall provide City with proof of Workers' Compensation Insurance coverage for the trainees and the Instructors.
9. Job Point shall monitor and track hours worked for each trainee and shall make payment to trainees in the amount not less than \$7.65 for each hour worked on City Public Works projects. In furtherance of the educational training, City staff will coordinate performance evaluations and confirmation of hours worked with the Job Point HHC Liaison or Job Point HHC Instructor.
10. Job Point shall provide the City with a bi-weekly invoice for the cost of wages and administrative/fringe costs (Worker's comp, FICA, etc.) for each trainee paid in the previous payroll period. The City shall make payment to Job Point for

reimbursement of the costs outlined on each invoice, within two-weeks of receipt of such invoice.

11. To the fullest extent not prohibited by law, Job Point shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys fees) arising in any way from this agreement.
12. To the fullest extent not prohibited by law, the City, shall assume responsibility for unintentional damages caused through the use of City equipment and vehicles by trainees of Job Point's Highway/Heavy Construction Training program. Nothing contained herein shall be deemed a waiver of City's sovereign or governmental immunity.
13. This agreement is for the sole benefit of the City and Job Point. Nothing in this agreement is intended to confer any rights or remedies on any third party.
14. This agreement shall be in effect for one (1) year from the date of its execution.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Job Point and City have executed this agreement on the date first above written.

**JOB POINT**

By: \_\_\_\_\_  
Steven A. Smith, President/CEO

ATTEST:

By: \_\_\_\_\_  
Nancy Silver, Vice President

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
Mike Matthes, City Manager

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor

**City of Columbia and Job Point Internship Cost Estimates**

Hourly Wage	\$7.65	per hour
Admin Costs (Insurance, Work Comp, FICA, etc)	\$1.85	
Weekly Hours per student	30	hrs/wk
Number weeks per year (accounts for holidays)	46	weeks

**Maximum Cost**

Yearly cost of having at least <u>one</u> rotating student at all times for 46 weeks	\$13,110.00
Yearly cost of having at least <u>two</u> rotating students at all times for 46 weeks	\$26,220.00
Yearly cost of having at least <u>three</u> rotating students at all times for 46 weeks	\$39,330.00
Yearly cost of having at least <u>four</u> rotating students at all times for 46 weeks	\$52,440.00
Yearly cost of having at least <u>five</u> rotating students at all times for 46 weeks	\$65,550.00

**TIMESHEET**  
(MUST BE COMPLETED IN INK!)

NAME: John Doe

PAY PERIOD: 05/01/16 to 05/14/16

CLIENT ID: 12345

PROGRAM: Job Point Highway/Heavy Const

						DAILY TOTALS BY PROJECT/FUNDING						
APRIL / MAY		TIME IN	TIME OUT	TIME IN	TIME OUT	SUB- TOTAL TIME	City of Columbia	YouthBuild	HVAC	HHC	ICTP	Housing Development
DATE												
SUN	1					0.00						
MON	2					0.00						
TUE	3					0.00						
WED	4					0.00						
THU	5					0.00						
FRI	6					0.00						
SAT	7					0.00						
SUN	8					0.00						
MON	9					0.00						
TUE	10					0.00						
WED	11					0.00						
THU	12					0.00						
FRI	13					0.00						
SAT	14					0.00						
Sub-total here should equal total hours worked:						0.00	0.00	0.00	0.00	0.00	0.00	0.00
							#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

TOTAL HOURS WORKED 0.00

Participant Signature: \_\_\_\_\_

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

(Cursive, in ink)

Supervisor Signature: \_\_\_\_\_

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

(Cursive, in ink)