

# Agreement between Tierra Nueva/New Earth and Interns

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the undersigned Intern/volunteer, and the Tierra Nueva—New Earth, a Washington non-profit corporation.

## **Recital:**

Tierra Nueva has several internships available in Skagit Valley. Interns will primarily work on small organic farms.

## **Agreement:**

### 1. Tierra Nueva's Responsibilities

- 1.1 Tierra Nueva shall provide technical assistance and information to Intern as they work on the Project.
- 1.2 Tierra Nueva shall provide a stipend of \_\_\_\_\_ per week and will assist with finding a home-stay family.
- 1.3 Tierra Nueva shall provide a schedule and weekly check in.
- 1.4 Tierra Nueva will provide Labor and Industries Workers Compensation while on the job.

### 2. Intern/volunteer's Responsibilities

- 2.1 Intern/volunteer shall participate in the tasks agreed to.
- 2.2 Intern/volunteer shall provide insurance, if such is desired, for personal property located on the Project site and medical insurance if desired.
- 2.3 Intern shall perform the tasks agreed to within the time period specified. Intern shall also suggest changes to tasks when necessary.
- 2.4 Interns/volunteers shall attend meetings scheduled.
- 2.5 Interns/volunteers will report any pre-existing medical conditions to Tierra Nueva and shall keep Tierra Nueva staff assigned to interns, fully advised of any changes in their own personal health and shall take all appropriate precautions in light of their individual medical history.

### 3. Intern/volunteer's Work Commitment

- 3.1 Full Season Interns shall participate at the rate of 32 – 40 hours per week for the duration of the growing season (April 15<sup>th</sup> through October 15<sup>th</sup>). Short Season Interns shall participate at the rate of 32 – 40 hours per week for a minimum of six weeks unless otherwise stated. Work hours are from 8 a.m. until 5 p.m. Friday through Tuesday unless otherwise stated.
- 3.2 Each Intern/volunteer shall maintain a daily record of hours worked and tasks performed by the Intern/volunteer on the form supplied by Tierra Nueva. The record of hours will be maintained at the Tierra Nueva offices and reflect the running total hours worked by each Intern. Stipends are paid on the 1<sup>st</sup> or the 15<sup>th</sup>

of each month, and all timesheets must be up to date by those dates in order to receive a stipend check.

- 3.3 It shall be the responsibility of the Intern to review his or her hour file and promptly advise Tierra Nueva of any disagreement.

#### 4. Relationship of the Parties

It is understood and agreed that Tierra Nueva and Interns and volunteers are involved in a relationship that has some aspects of that of an employer/employee i.e. showing up on time, dressing appropriately for the job and other normally expected employee/employer expectations. On the other hand the intern does not make an hourly wage but instead receives a weekly stipend and some training opportunities. Each Intern/volunteer shall release and indemnify Tierra Nueva from and against any and all claims and liability to Intern/volunteer, arising under any state Unemployment Compensation Act or Workmen’s Compensation Act, and all similar laws of the federal government, including wage and hour legislation and all Social Security Acts.

#### 5. Tierra Nueva’s and Intern/Volunteer’s Remedies

Either party may elect to rescind this contract at any time for any reason.

#### 6. Grievance Procedures

This section shall provide the exclusive means of resolving claims, disputes and questions involving the Project or this Agreement.

- 6.1 Any claim, dispute or question raised by a party hereto shall be discussed with the Executive Director. All discussions shall take place in person. If within three (3) days, the issue is not resolved parties are encouraged to sever this contract.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Tierra Nueva signature and title** **Tierra Nueva Name**

\_\_\_\_\_  
**Intern/volunteers signature** **Intern/volunteer name printed**

Contact information while in Skagit Valley: \_\_\_\_\_

\_\_\_\_\_  
Date intern/volunteer plans to leave the job site: \_\_\_\_\_

Mailing address after Skagit Valley: \_\_\_\_\_

\_\_\_\_\_