

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF ALBUQUERQUE AND
THE NATIONAL INDIAN YOUTH COUNCIL
REGARDING
NIYC EMPLOYMENT AND TRAINING INTERNSHIP PROGRAM**

This Memorandum of Understanding (MOU) is made this ____ day of _____, 2019, by and between the City of Albuquerque (“City”) and the National Indian Youth Council, Inc. (“NIYC”), collectively referred to herein as the “Parties,” and is effective as of the date of last signature below.

WHEREAS, the NIYC operates an Employment and Training Program (the “Program”) funded by the U.S. Department of Labor under its Workforce Innovation and Opportunity Act program, which provides meaningful work experiences (internships) to off-reservation Native American and Alaskan Native adults who are underemployed, unemployed, or economically disadvantaged; and

WHEREAS, the purpose of the Program is to increase each participant intern’s likelihood of post-internship employment, teach interns to navigate the employment system, and help interns build relationships with potential employers or employment references; and

WHEREAS, the City will be hosting several interns as part of the Program, but shall not be employing the interns during the course of the Program, and;

WHEREAS, the parties wish to establish in writing the responsibilities of each party as they relate to the Program.

NOW THEREFORE, the parties mutually agree as follows:

1. The City shall:
 - a. Designate a Native American Affairs Liaison who shall:
 - i. Act as the point of contact between the City and NIYC.
 - ii. Coordinate the placement or reassignment of NIYC interns.
 - iii. Be available to and communicate clearly with both interns and supervisors.
 - b. Coordinate with NIYC to obtain necessary materials from interns to conduct a pre-employment background check.
 - c. Place each NIYC intern in a department that accommodates that intern’s expressed area of interest, if they have expressed one.

- d. Assign each intern a supervisor who shall:
 - i. Oversee and provide feedback to the intern during the course of their placement with the City.
 - ii. Verify the intern's timesheets and complete the weekly evaluation section provided on those timesheets that have been provided by NIYC.
 - iii. Communicate clearly and openly with the Native American Affairs Liaison to provide regular updates on the intern's placement and work.
- e. Allow interns flexibility in their schedules to attend NIYC workshops and trainings typically scheduled on Fridays.
- f. Provide confidentiality agreements, City volunteer forms, and the City Code of Conduct to NIYC for use in the intern handbook.
- g. Share data with NIYC following the completion of the Program about intern placement, including numbers of interns placed and in which departments, provided that the City removes all personally identifying information from the data prior to its use.

2. NIYC Shall:

- a. Act as the employer of record for all interns and assume liability for the conduct of those interns until the completion of the Program.
- b. Provide the City with its expectations for each intern's placement duration and hours worked per week no less than thirty (30) days prior to each intern's start date.
- c. Provide the City with any and all pre-employment training materials used to prepare interns for their upcoming placements.
- d. Provide wages and workers compensation coverage to all interns.
- e. Provide each intern with an intern handbook containing the policies they shall be expected to follow, including relevant documentation from the City.
- f. Coordinate and communicate with the City's Native American Affairs Liaison throughout the Program.
- g. Share data with the City following the completion of the Program about post-internship employment placement, provided that NIYC removes all personally identifying information from the data prior to its use.

In witness whereof, the parties have executed this Memorandum of Understanding as of the date first shown above.

City of Albuquerque

Mary Scott
Deputy Director
Human Resources Department

Michelle Melendez
Director
Office of Equity and Inclusion

National Indian Youth Council, Inc.

Tina M. Farrenkopf
Executive Director