**Trainee Checklist**

Trainees per federal and state labor laws must meet various requirements to be exempt from compensation.

* The training must be for the benefit of the trainees/students.
* The trainees/students may not displace regular employees, but work under close supervision of current employees.
* The department that provides the training receives no immediate advantage from the activities of the trainees/students and, on occasion, the department’s operations may even be impeded.
* The trainees/students are not entitled to a job at the conclusion of the training period.
* The department and the trainees/students understand that the trainees/students are not entitled to wages for the time spent in training.

Trainee (on-the-job training) programs include various experiential learning activities and are a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Trainee examples may include internships (both for-credit and not-for-credit) or other on-the-job university sponsored training experiences.

Prior to developing a university sponsored trainee program, review your campus policies, your department’s readiness and capability and perform a risk assessment to determine if a program would be appropriate, feasible, valuable, and safe to you and the trainee. Following is a checklist to assist in the process.

 Assess the risk of the activities.

* identify the location of the activities, e.g. outdoors, laboratories, off-site locations
* identify the potential hazardous exposures and their consequences. This includes exposure to materials and activities, for example, animal, biological, chemical, physical or radiological hazards.
* Identify any required skills and physical requirements
* identify any safety equipment and training requirements. Confer with Environmental Health & Safety on laboratory safety training requirements e.g. bloodborne pathogen, hazardous chemicals.
* Follow campus policies, e.g. UCD Minors in Laboratories and Animal Facilities Policy

 Prepare a written application process.

* identify qualifications needed for the position

 Identify all training requirements.

* safety training based on risk assessment
* HIPAA, FERPA
* sexual harassment, non-discrimination and standards of conduct
* alcohol, drug and marijuana use and smoking in the workplace
* confidentiality and computer use guidelines
* emergency response requirements
* other university and campus policies, procedures and guidelines applicable to the training activities

 Identify required applicant screening requirements.

* appropriate screening based on the activities and who the trainees will be working with e.g. references, background checks, criminal history checks, motor vehicle checks, required release forms
* refer to human resources or legal counsel for guidance on following the Fair Labor Standards Act and the Colorado Youth Employment Opportunity Act for minimum age and activities

 Prepare a written activity description.

* refer to campus policies and procedures for experiential learning
* include the activity’s educational goals, specific projects or tasks
* on-the-job training description
  + expected work hours/time commitment and duration
  + location of activities
  + foreseeable workplace hazards
  + safety training and safety equipment requirements
  + department point-of-contact information
* verify the position and duties meet the university trainee criteria

 Contact your campus international office and URM for information on international trainees.

 Acknowledgement and consent:

* provide trainee with the written activity description
* utilize one of the following templates to secure a signed waiver/consent.
  + [Trainee Agreement and Waiver](http://www.cu.edu/sites/default/files/Trainee%20Agreement%20and%20Waiver%208_1_14.docx)
  + [Minor Consent](http://www.cu.edu/doc/minor-consent-103116.docx) template minors
  + [Minor in Lab Consent](http://www.cu.edu/doc/minor-lab-consent-103116.docx) template for minors in labs or more hazardous activities.
* Obtain a confidential disclosure where appropriate. Contact campus legal for guidance on Substance Abuse Confidentiality 42 CFR.

 Provide an orientation, any precautionary safety instructions, training, and ongoing supervision for assigned duties.

* provide regular feedback regarding performance

 On-going trainee program responsibilities:

* insure that all trainees are provided with direct university supervision
  + provide oversight as indicated based on the activity, age and experience of the trainee
* periodically, review the effectiveness of the trainee program