
A BILL FOR AN ACT

RELATING TO INTERNSHIP PROGRAMS.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. Section 76-16, Hawaii Revised Statutes, is
2 amended by amending subsection (h) to read as follows:

3 "(h) The director shall establish rules to implement this
4 section that shall be in accordance with the following:

5 (1) Whenever a position exempted under subsection (b) or
6 (c) is no longer exempted from the civil service,
7 normal civil service recruitment procedures shall
8 apply, unless the incumbent is to be retained without
9 the necessity for examination by action of the
10 legislature; provided that in such event, the
11 incumbent shall be retained, but only if the incumbent
12 meets the minimum qualification requirements of the
13 position; [~~and~~]

14 (2) The manner for setting the compensation of incumbents
15 upon their inclusion in the classification systems
16 shall be fair and equitable in comparison to the
17 compensation of other incumbents with comparable



1 experience in the same or essentially similar classes;
2 provided that the compensation of incumbents who are
3 in the same bargaining unit, prior to and after their
4 inclusion in the classification systems, shall be in
5 accordance with the applicable collective bargaining
6 agreement[-]; and

7 (3) Experience gained by an intern participating in the
8 internship program established pursuant to section
9 394-11 shall be applied towards the experience needed
10 to meet the minimum qualification requirements under
11 this chapter for civil service positions of a similar
12 level and scope to the internship."

13 SECTION 2. Section 394-10, Hawaii Revised Statutes, is
14 amended to read as follows:

15 "~~{}~~§394-10~~{}~~ **On-the-job training work experience**
16 **program; private sector.** (a) The department of labor and
17 industrial relations may enter into contracts with employers or
18 ~~[registered apprenticeship program]~~ sponsors and trade
19 organizations in the private sector to provide on-the-job
20 training to eligible interns~~[-; provided that any participating~~
21 ~~apprenticeship program sponsor in the private sector shall only~~



1 ~~offer to eligible interns on the job training in public sector~~
2 ~~projects]. The department may [provide to the employers or~~
3 ~~sponsors up to \$20.00 per hour in reimbursements for wages only~~
4 ~~for the costs of training and supervising an intern. The~~
5 ~~employers or sponsors shall not be required to provide~~
6 ~~documentation of these costs.] only reimburse an employer for an~~

7 intern's wages up to \$20.00 per hour to help defray the costs of
8 training and supervising an intern.

9 (b) Eligible employers or sponsors shall demonstrate
10 compliance with Hawaii compliance express or any successor
11 program established to facilitate compliance with
12 section 103D-310(c).

13 (c) Contracts with employers or sponsors under this
14 section shall be limited to a period of twelve weeks for college
15 or university students, with an extension of up to twelve
16 additional weeks if approved by the director of labor and
17 industrial relations, and six weeks for high school students,
18 with an extension of up to eight weeks during the summer break.
19 In determining the appropriate length of the contract, the
20 director shall consider the:

21 (1) Occupation's skill requirements;



1 (2) Intern's existing academic and occupational skill
2 levels; and

3 (3) Intern's prior work experience.

4 (d) The employer or sponsor shall comply with [~~state and~~
5 federal and state employment laws pursuant to the Fair Labor
6 Standards Act of 1938, as amended, and chapter 387 [~~and the Fair~~
7 ~~Labor Standards Act of 1938, as amended~~].

8 (e) The department of labor and industrial relations shall
9 adopt interim rules, which shall be exempt from chapter 91, to
10 develop and implement the program; provided that the interim
11 rules shall remain in effect until the adoption of rules
12 pursuant to chapter 91 to allow the department to:

13 (1) Ensure that participating interns are eligible
14 pursuant to subsection (f) and participating employers
15 or sponsors are eligible pursuant to subsection (g);

16 (2) Ensure that interns are referred by the department to
17 employers or sponsors and not directly by the
18 employers or sponsors;

19 (3) Reimburse employers or sponsors up to \$20.00 per hour
20 for an intern's wages only [~~for the extraordinary~~] to



- 1 help defray the costs of providing intern training and
2 supervision;
- 3 (4) Develop a training plan for participating interns of
4 the program in collaboration with the intern and
5 employer or sponsor;
- 6 (5) Monitor each intern's progress in the program to
7 ensure that training plan objectives are being met;
- 8 (6) Consult with interns and onsite supervisors to address
9 any problems affecting the training plan;
- 10 (7) Terminate an internship, if necessary, due to problems
11 at the worksite caused by either the intern or the
12 employer or sponsor; and
- 13 (8) [~~Limit~~] Determine the maximum number of interns an
14 employer or sponsor [~~participation to no more than~~
15 ~~five interns~~] may retain at one time, as tracked by
16 the federal employer identification number of the
17 employer or sponsor.
- 18 (f) The department of labor and industrial relations shall
19 develop eligibility criteria for interns, including requirements
20 that the intern:
- 21 (1) Be sixteen years of age or older;



- 1 (2) Be a Hawaii resident;
- 2 (3) Be currently enrolled:
- 3 (A) In a [~~public~~] high school, or has earned a high
4 school diploma or its equivalent [~~within one year~~
5 ~~of applying for the internship~~]; or
- 6 (B) In an accredited college or university, or has
7 earned a college or university degree within one
8 year of applying for the internship;
- 9 (4) Have, or has graduated with, a cumulative grade point
10 average of 2.5 or higher, on a scale of 4.0 or its
11 equivalent; and
- 12 (5) Is not an apprentice in a registered apprenticeship
13 program or journey worker;
- 14 provided that the department of labor and industrial relations
15 may conduct criminal history background checks as appropriate.
- 16 (g) The department of labor and industrial relations shall
17 develop eligibility criteria for employers or sponsors,
18 including requirements that the employer or sponsor:
- 19 (1) Provide onsite work experience that complies with each
20 intern's training plan and includes the daily
21 supervision, training, and guidance necessary to



- 1 enable each intern to develop work habits and
2 job-specific skills that are essential for employment;
- 3 (2) Provide interns with the same working conditions as
4 other employees in similar occupations;
- 5 (3) Consult the department to obtain assistance when an
6 intern requires support services to effectively
7 complete an assigned task;
- 8 (4) Pay no less than \$20.00 per hour for a maximum of
9 thirty hours per week for high school students;
10 provided that the maximum hours may be increased to
11 forty hours during the summer break;
- 12 (5) Pay no less than \$20.00 per hour for a maximum of
13 forty hours per week; provided that the maximum hours
14 for college or university students who are enrolled in
15 at least two college or university courses shall not
16 exceed twenty hours;
- 17 (6) Provide each intern with a mentor to give on-the-job
18 guidance and to answer routine questions about the
19 workplace;
- 20 (7) Ensure that interns do not displace currently employed
21 workers, reduce the hours of those currently employed,



- 1 infringe on the opportunities for promotion of regular
2 employees, or replace the work of employees who have
3 experienced layoffs;
- 4 (8) Ensure that interns' on-the-job training does not
5 impair existing contracts for services or collective
6 bargaining agreements;
- 7 (9) Ensure that the worksite, supervisor, and participants
8 are available for monitoring by the department;
- 9 (10) Ensure that the worksite complies with all
10 occupational safety and health standards established
11 under [~~state and~~] federal and state law;
- 12 (11) Maintain time sheets and attendance records for each
13 intern and prepare intern evaluations and any other
14 reports required by the department;
- 15 (12) Notify the department on a timely basis if an intern:
16 (A) Is injured at the worksite;
17 (B) Is absent without good cause;
18 (C) Performs poorly on job assignments;
19 (D) Refuses to participate in work or work-related
20 activities; or



- 1 (E) Is not making satisfactory progress in the
- 2 program or on the job;
- 3 (13) For [~~private~~] sponsors, contribute fifty per cent [~~in~~
- 4 ~~cost sharing benefits, including wages and fringe~~
- 5 ~~benefits;]~~ of each intern's wages; and
- 6 (14) Indemnify and hold harmless the State of Hawaii and
- 7 its officers, agents, and employees from and against
- 8 any and all claims arising out of or resulting from
- 9 activities carried out or projects undertaken with
- 10 funds provided under this section and procure
- 11 sufficient insurance to provide this indemnification.
- 12 (h) The department of labor and industrial relations may
- 13 contract with trade organizations for different industry sectors
- 14 without regard to chapters 103D and 103F to:
- 15 (1) Coordinate internship placements with the department
- 16 of labor and industrial relations and employers or
- 17 sponsors; and
- 18 (2) Provide administrative support to employers or
- 19 sponsors who would otherwise lack the capacity to
- 20 participate in the program;



1 provided that each contract shall expressly state that the trade
2 organization shall indemnify and hold harmless the State of
3 Hawaii and its officers, agents, and employees from and against
4 any and all claims arising out of or resulting from activities
5 carried out or projects undertaken by the trade organization
6 with funds provided under this section and procure sufficient
7 insurance to provide this indemnification.

8 (i) As used in this section:

9 "Sponsor" means any person, employer, association,
10 committee, or organization operating an apprenticeship program
11 and in whose name the program is registered with the department
12 of labor and industrial relations.

13 "Trade organization" means a not-for-profit entity
14 registered with the division of business registration of the
15 department of commerce and consumer affairs, that supports and
16 represents companies in a particular industry."

17 SECTION 3. Section 394-11, Hawaii Revised Statutes, is
18 amended to read as follows:

19 **"[+]§394-11[+] State internship and workforce development**
20 **program.** (a) There is established within the department of
21 labor and industrial relations the state internship and



1 workforce development program. The department of labor and
2 industrial relations shall collaborate with the department of
3 human resources development to process all public program
4 applications and place interns in temporary or permanent
5 positions at state executive branch departments, agencies, or
6 programs. The program shall:

7 (1) Provide paid internship opportunities within various
8 state departments and agencies;

9 (2) Prioritize placement in departments with significant
10 workforce shortages; and

11 (3) Include comprehensive training, mentorship, and
12 evaluation components.

13 (b) Selection of internship participants shall be based
14 upon:

15 (1) Academic achievement or relevant work experience;

16 (2) Interest in public service careers; and

17 (3) Alignment with departmental workforce needs.

18 (c) As part of the program, internship participants shall:

19 (1) Attend and actively participate in all required work
20 experience training sessions;



- 1 (2) Perform assigned duties and responsibilities in
2 accordance with program guidelines; and
- 3 (3) Adhere to workplace policies and procedures.
- 4 (d) As part of the program, coordinating agency work sites
5 shall:
- 6 (1) Provide meaningful and adequate work experience to
7 help interns meet the minimum qualification
8 requirements for employment in the relevant
9 position~~[+]~~, including employment pursuant to
10 chapter 76;
- 11 (2) Conduct regular performance evaluations of interns and
12 provide feedback to the coordinating agency;
- 13 (3) Collaborate with the department of labor and
14 industrial relations to create career pathways for
15 interns; and
- 16 (4) Ensure that viable and vacant positions relative to
17 the interns' field of study are available for them to
18 participate in this program.
- 19 (e) The department of [~~labor and industrial relations~~]
20 human resources development shall:



- 1 (1) Ensure that the experience gained through the program
2 [~~qualifies~~] helps participants to [~~apply~~] qualify for
3 vacant positions of a similar level and scope within
4 the hosting department[~~+~~], including recognizing the
5 experience as meeting part of the minimum
6 qualification requirements of employment in a position
7 pursuant to chapter 76;
- 8 (2) Develop standardized guidelines to align internship
9 duties with the qualifications required for full-time
10 employment;
- 11 (3) Provide ongoing support to coordinating agencies to
12 ensure compliance with program objectives; and
- 13 (4) Collaborate with coordinating agencies to create
14 career pathways for interns.
- 15 (f) As part of the program, participants shall receive
16 opportunities for professional development and skills training.
- 17 (g) Before the first day of each internship, the
18 department of labor and industrial relations shall provide the
19 department of human resources development with:
- 20 (1) The name of the intern;



1 (2) The state executive branch department, agency, or
2 program to which the intern is assigned;

3 (3) The expected start and end dates of the internship;
4 and

5 (4) Any other relevant information that the department of
6 human resources development may require to assist the
7 intern in pursuing future employment with the state
8 executive branch.

9 (h) The department of labor and industrial relations and
10 department of human resources development shall develop
11 guidelines for participation in the program, including
12 requirements that the intern:

13 (1) Be sixteen years of age or older;

14 (2) Be a Hawaii resident;

15 (3) Be currently enrolled:

16 (A) In a high school, or has earned a high school
17 diploma or its equivalent; or

18 (B) In an accredited college or university, or has
19 earned a college or university degree, within one
20 year of applying for the internship;



1 (4) Have, or has graduated with, a cumulative grade point
2 average of 2.5 or higher on a scale of 4.0 or its
3 equivalent; and

4 (5) Is not an apprentice in a registered apprenticeship
5 program or journey worker;

6 provided that the department of labor and industrial relations
7 or department of human resources development may conduct
8 criminal history background checks as appropriate.

9 (i) The director of human resources development may apply
10 the experience gained by an intern participating in the program
11 towards the experience needed to meet the minimum qualification
12 requirements under chapter 76 for civil service positions of a
13 similar level and scope to the internship.

14 ~~(h)~~ (j) For the purposes of this section:

15 "Coordinating agency" means the participating State of
16 Hawaii department, agency, or office hosting and employing an
17 intern program participant.

18 "Eligible participant" means an individual who meets
19 established guidelines for participation in the program~~(7)~~
20 developed pursuant to subsection (h), including ~~recent~~ high
21 school students, high school graduates, college students, and



1 ~~[post-graduate students, and individuals seeking to transition~~
2 ~~into public service careers.]~~ college graduates.

3 "Internship program" or "program" means the state
4 internship and workforce development program established
5 pursuant to this section.

6 "Minimum qualification" means the minimum experience,
7 education, licensing, or other special requirements essential to
8 performance in a class of work or a position.

9 "Participant" means an individual accepted into the
10 internship program."

11 SECTION 4. There is appropriated out of the general
12 revenues of the State of Hawaii the sum of \$ or so
13 much thereof as may be necessary for fiscal year 2026-2027 to be
14 allocated as follows:

15 (1) \$ for the implementation and operation of
16 the on-the-job training work experience program for
17 the private sector established pursuant to section
18 394-10, Hawaii Revised Statutes, including contracting
19 with trade organizations;



1 (2) \$ for the operation of the state internship
2 and workforce development program established pursuant
3 to section 394-11, Hawaii Revised Statutes; and

4 (3) \$ for staffing and operational support,
5 including full-time equivalent (FTE)
6 positions to implement this Act.

7 The sum appropriated shall be expended by the department of
8 labor and industrial relations for the purposes of this Act.

9 SECTION 5. Statutory material to be repealed is bracketed
10 and stricken. New statutory material is underscored.

11 SECTION 6. This Act shall take effect on July 1, 3000.



Report Title:

DLIR; DHRD; Internship Programs; Workforce Development; On-the-Job Training Work Experience Program; State Internship and Workforce Development Program; Minimum Qualifications; Civil Service; Appropriation

Description:

Requires experience gained by an intern in a state internship program to be applied towards experience needed to meet minimum qualifications for civil service positions. Authorizes the Department of Labor and Industrial Relations to contract with trade organizations for on-the-job training. Removes restrictive eligibility requirements for interns, aligning internship experience with civil service minimum qualification requirements. Requires the Department of Labor and Industrial Relations and Department of Human Resources Development to develop guidelines for participation in an internship program. Transfers certain program responsibilities to the Department of Human Resources Development. Appropriates funds. Effective 7/1/3000. (HD1)

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