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# Worksite Agreement 2019

One Worksite Agreement shall be completed and signed for each organization hosting one or more worksites.

Program Provider Name:

Contact Person:

Contact email:

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## 1. Host Organization Information

Organization Name: \_\_\_\_\_

Type:  For-Profit Company (Private)  
 Non-Profit Organization (Voluntary)  
 Government Agency (Public)

Industry:  Health Care       Information Technology       Construction  
 Social Assistance       Educational Services       Manufacturing  
 Retail       Public Administration       Other (specify): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

## 2. Obligations of the Community Based Organization

- Hire summer youth and serve as their employer of record.
- Maintain workers compensation coverage for summer youth.
- Administer payroll and retain records for summer youth.
- Provide a contact person for worksite supervisors for all issues related to summer youth.

## 3. Obligations of the Worksite Supervisor

- Provide meaningful and productive work in adherence to the job description.
- Provide onsite orientation to summer youth.
- Clearly communicate worksite expectations and responsibilities to summer youth.
- Provide adequate and appropriate supervision of summer youth including regular evaluation and appropriate disciplinary action.
- Guarantee that an alternative supervisor will be available in case of absence of the immediate supervisor.
- Maintain daily attendance records for all summer youth and submit timesheets to the community-based organization on a weekly basis. Summer youth will be paid for actual hours worked.
- Ensure safe and healthy work conditions at all times.
- Adhere to the provisions of the Child Labor Laws (as applicable).
- Keep a copy of each summer youth's emergency contact information onsite and coordinate an emergency contact plan with the community-based organization. *(Call or text 911 in case of serious or life-threatening emergencies)*
- Report ALL accidents and injuries IMMEDIATELY to the community-based organization.
- Immediately notify the community-based organization of any work-related issues or behaviors with the summer youth that may prompt termination or suspension. Prompt reports of absenteeism or tardiness are required.

## 4. General Conditions

In all matters pertaining to their performance under this agreement, the parties shall conform to the provisions of all applicable federal, state and local laws, statutes, ordinances, rules and regulation, and any amendments thereto, and to the methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies.

1. The parties shall ensure that the jobs provided under this agreement shall not: replace any current employee (including partial displacement such as reduction in current employee hours or wages); impair existing contracts for services or collective bargaining agreements and, if any of the jobs are inconsistent with the terms of any collective bargaining agreement, the written concurrence of the labor organization and employer concerned shall first be obtained; employ summer youth when any other person is on layoff from the same or substantially equivalent job.
2. No person shall be excluded or subjected to discrimination because of race, color, religion, sex, sexual orientation, national origin, age, handicap, political affiliation or belief.
3. Casinos and other gambling establishments, aquariums, zoos, golf courses and swimming pools are prohibited from participating as worksites.
4. For summer youth under 18 years of age, alternative duties must be assigned to summer youth who work outdoors in the event of inclement weather conditions.
5. Capital Workforce Partners and the federal/state Department of Labor may monitor this worksite at any time to ensure compliance with this agreement, and the parties shall cooperate fully with said monitors to complete the evaluation of each summer youth's progress.
6. Health and safety standards established under federal and state law otherwise applicable to working conditions of employees are equally applicable to working conditions of summer youth engaged in Youth Employment and Learning Program activities.
7. All parties will adhere to Capital Workforce Partners' Standard Time, Attendance and Payment Policies and Site Requirements.
8. If the worksite has records of persons receiving services from federal or state agencies or their subcontractors, which records contain Personally Identifiable Information (PII) or other confidential information, procedures must be implemented to protect confidentiality of such records and the site must have written policies regarding the protection of and access to such confidential information.
9. If participants are assigned to work with children, the worksite must have written guidelines and procedures in place regarding mandated reporting or suspected or possible abuse and/or neglect.
10. This agreement shall remain in effect from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed one year).

## 5. Collective Bargaining Unit Signature

Is the worksite covered by a collective bargaining unit?  No  Yes

*If YES, Labor Organization Representative **MUST** review and approve this agreement.*

I have reviewed this agreement as an authorized representative of \_\_\_\_\_  
and with respect to obligations, general conditions, occupations, job descriptions and training arrangements, I certify that  
I approve of the position(s) and that they are within the jurisdiction of this bargaining unit.

Authorized Official's Name and Title (printed): \_\_\_\_\_

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

## 6. Community-Based Organization and Worksite Signatures

IN WITNESS WHEREOF, the parties have hereunto caused this agreement to be executed as of the date written below.

Community-Based Organization: \_\_\_\_\_

Authorized Official's Name and Title (printed): \_\_\_\_\_

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

Worksite: \_\_\_\_\_

Authorized Official's Name and Title (printed): \_\_\_\_\_

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

## Attachment A: Worksite Information Sheet

### 1. Worksite Information

Complete one Worksite Information Sheet per individual worksite (ex: different departments or physical locations).

Host Organization Name: \_\_\_\_\_

Worksite Name: \_\_\_\_\_  Same as host org. name

Worksite Phone Number: \_\_\_\_\_  Same as host org. number

Worksite Address: \_\_\_\_\_  Same as host org. address

### 2. Worksite Supervisor(s) Information

Complete this section for the person(s) who will be supervising the summer youth(s). Attach another sheet if necessary.

#### Worksite Supervisor 1

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Worksite Supervisor 2

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

### 3. Job Information

Indicate the overall estimated number of summer youth at this worksite. Complete one Job Information Sheet (Attachment B) per position.

Estimated Number of Summer youth at this Worksite: \_\_\_\_\_

#### CBO USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite approved?  Yes  No Approved by: \_\_\_\_\_ Notes: \_\_\_\_\_

Date submitted to CWP: \_\_\_\_\_

#### CWP USE ONLY

Entered in ETO  Date: \_\_\_\_\_ Entered by: \_\_\_\_\_

## Attachment B: Job Information Sheet

### 1. Job Information

Complete one Job Information Sheet per position per worksite. See **Appendix A** for examples of job titles, O\*NET codes and job descriptions.

Estimated Number of Summer youth for this Position: \_\_\_\_\_

Job Title: \_\_\_\_\_ O\*NET Code: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements (check all that apply):  Background check  Drug test  TB test  Driver's license  
 Other (specify): \_\_\_\_\_

### 2. Summer youth Information (Complete after Placement)

Complete this section after a summer youth has been assigned to this position (if there are multiple summer youth in this position, copy and then complete the Job Information Sheet for each summer youth). Attach a copy of the summer youth's emergency contact information.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Schedule:** Enter the start and end dates of the placement. List daily start and end hours (circle AM/PM). For days with no work hours, check the "Hours N/A" box.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours Start	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Hours End	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Hours N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Worksite Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

#### SYELP Provider Contact Person

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

## Appendix A

### Why do I need to write a job description for our summer youth?

The summer youth job description performs two functions for the purposes of the summer youth:

1. At Capital Workforce Partners and CBO, the job description allows us to track the occupational activities that the summer youth has participated in during the program.
2. At your worksite, the job description serves as a guide for providing the summer youth with opportunities and activities, clarifying your expectations of the summer youth, and setting parameters for the duties that supervisors may assign to summer youth.

### How do I fill out the job information section in the worksite agreement form?

As you complete the worksite agreement, please provide an occupationally-specific title for the summer youth and the general job responsibilities. For example, the title “Program Summer youth” does not specify what occupational field the summer youth is participating in because the word “program” is a general term that could apply across occupational fields. If the summer youth’s title is “Housing Assistance Program Summer youth” or “Health Care Program Summer youth,” however, then the title is specifically tied to an occupation or industry. The job title on the worksite agreement may be different than what you call the summer youth within your organization (for example, “Childcare Summer youth” versus “Daytime Room Coordination Summer youth”).

The O\*NET code identifies the occupational attributes of a job position. The coordinator at the community-based organization you are working with will enter the O\*NET Code. For more information about O\*NET Codes visit: [www.onetcodeconnector.org/](http://www.onetcodeconnector.org/)

Below are some examples of common summer youth job titles and descriptions (grouped by occupational field):

Job Title	Job Description	O*NET Code
<ul style="list-style-type: none"> <li>• IT Summer youth</li> <li>• IT Assistant</li> <li>• Technical Support Summer youth</li> </ul>	Assist with the maintenance of technology and technology-related equipment. Research current and new technology. Organize and manage summer youth customer orders for technology and machine service.	15-1151.00
<ul style="list-style-type: none"> <li>• Community Outreach Summer youth</li> <li>• Community Liaison Assistant <i>(social/community projects)</i></li> </ul>	Prepare materials to speak to the community about topics of interest. Speak to community groups about various issues and topics. Conduct research about community issues.	21-1099.00
<ul style="list-style-type: none"> <li>• Assistant Paralegal</li> <li>• File Clerk <i>(legal support)</i></li> </ul>	Conduct research and analyze data for the preparation of legal materials. Organize and maintain legal volumes.	23-2011.00
<ul style="list-style-type: none"> <li>• Communications Summer youth</li> <li>• Public Relations Summer youth</li> </ul>	Respond to requests for information from the media or designate an appropriate spokesperson or information source. Organize and plan promotional campaigns.	27-3031.00
<ul style="list-style-type: none"> <li>• Graphic Design Assistant</li> </ul>	Create designs, concepts, and sample layouts based on designer instructions. Maintain archive of images, photos, or previous work products. Study illustrations and photographs to plan presentation of materials, products, or services.	27-1024.00

Job Title	Job Description	O*NET Code
<ul style="list-style-type: none"> <li>• Waiter/Waitress</li> </ul>	<p>Take orders for kitchen staff. Serve food and beverages to customers. Remove dishes and glasses from tables or counters and take them to kitchen for cleaning. Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.</p>	35-3031.00
<ul style="list-style-type: none"> <li>• Janitorial Assistant</li> <li>• Custodial Assistant <i>(general maintenance services)</i></li> </ul>	<p>Clean building floors by sweeping, mopping, scrubbing, or vacuuming. Notify managers concerning the need for repairs. Set up, arrange, or remove decorations, tables and chairs to prepare facilities.</p>	37-2011.00
<ul style="list-style-type: none"> <li>• Camp Counselor</li> <li>• Recreation Worker</li> <li>• Activities Assistant</li> </ul>	<p>Ascertain and interpret group interests, evaluate equipment and facilities, and adapt activities to meet participant needs. Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety. Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.</p>	39-9032.00
<ul style="list-style-type: none"> <li>• Personal Care Summer youth</li> <li>• Health Care Summer youth <i>(non-administrative services)</i></li> </ul>	<p>Make beds, do laundry and interact with patients in ways such as engaging in activities.</p>	39-9021.00
<ul style="list-style-type: none"> <li>• Sales Associate</li> <li>• Retail Assistant</li> </ul>	<p>Answer questions regarding the store and its merchandise. Bag or package purchases, and wrap gifts. Ticket, arrange and display merchandise to promote sales. Recommend, select, and help locate or obtain merchandise based on customer needs and desires.</p>	41-2031.00
<ul style="list-style-type: none"> <li>• Cashier</li> </ul>	<p>Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners. Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment. Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.</p>	41-2011.00
<ul style="list-style-type: none"> <li>• Stock Clerk</li> <li>• Counter Clerk</li> </ul>	<p>Stock shelves, racks, cases, bins, and tables with new or transferred merchandise. Take inventory or examine merchandise to identify items to be reordered or replenished. Compare merchandise invoices to items actually received to ensure that shipments are correct.</p>	43-5081.00
<ul style="list-style-type: none"> <li>• Office Assistant</li> <li>• Administrative Assistant</li> <li>• Receptionist/Secretary <i>(non-legal, non-financial administrative services)</i></li> </ul>	<p>Answer phone calls and direct calls to appropriate parties or take messages. Conduct research and compile data. File and retrieve corporate documents, records, and reports. Open, sort, and distribute incoming correspondence, including faxes and email.</p>	43-6014.00
<ul style="list-style-type: none"> <li>• Customer Service Representative</li> <li>• Call Center Representative <i>(non-retail services)</i></li> </ul>	<p>Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints. Compare disputed merchandise with original requisitions and information from invoices and prepare invoices for returned goods.</p>	43-4051.00



## How do I present the job description to the summer youth?

As a best practice the worksite supervisor will provide summer youth with a copy of their job description and go over it with them to ensure they understand what is expected of them. Summer youth job descriptions may be brief provided they address key elements of the assignment, work environment, expectations and skills to do the job successfully.

## What should the job description look like?

You can use the worksite agreement [Attachment B: Job Information Sheet](#) as the actual job description or you can choose to provide a more detailed job description in concert with your organization's policy and procedures.

The following sample job description was adapted from a summer youth job description provided by the Connecticut Center for Advanced Technology (CCAT).

### Sample: Job Information Sheet

**Job Title:** Electrochemical Energy Storage Summer job

**O\*NET Code:** 41-4011.00

**Job Description:** Assist, assess and characterize supply chain companies in the Northeast region to help increase business opportunities for energy companies. Conduct research and perform data entry.

### Sample: Optional Company Format

**Position Title:** Electrochemical Energy Storage Summer job

**Job Description:** Assist, assess and characterize supply chain companies in the Northeast region to help increase business opportunities for energy companies.

**Essential Functions and Responsibilities:**

- Assist to identify, characterize and profile companies
- Assist to refine data for input into spreadsheet/database
- Identify and refine search fields for data search
- Interact with companies to confirm data and search fields
- Interact with companies to develop statistics on jobs, job growth, revenues, patents, products and processes

**Physical Demand and Work Environment:** All work will be undertaken working with staff, under supervision by Manager and/or Director. Work will be done indoors.