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| **Summer Youth Employment and Learning Program, SYELP** |
| **Worksite Agreement 2020**  Revised 2.25.2020 |
| **One Worksite Agreement shall be completed and signed for each organization hosting one or more worksites.** |
| **CBO Name, Employer of Record:** |
| **Address** |
| **Website**   1. Obligations of the Community Based Organization (Employer of Record)  * Administer payroll for summer youth employment. * Hire summer interns and serve as their employer of record for fiscal obligations. * Maintain workers compensation coverage for interns and copies of incident reports. * Provide a contact person for worksite supervisors for all issues related to interns. |
| 1. Worksite - Assignment Information   **Company/Organization’s Name:**  **Type:**  For-Profit Company (Private)  Non-Profit Organization (501-C 3)  Government Agency (Public)  **Industry:**  Construction  Information Technology  Manufacturing  Education  Insurance  Public Admin  Healthcare  Investment, Finance  Social Services  Hospitality, Travel  Long term Care  Other (specify):  **Phone Number:**  **Address:**  **Website:**  **Thank you for working with our youth!** |

1. Commitments by the Worksite Supervisor (Location youth is assigned)

* Adhere to the provisions of Child Labor Laws and Department of Labor Wage and Workplace Regulations.
* Always ensure safe and a healthy work environment.
* Clearly communicate worksite expectations and responsibilities to all interns.
* Indicate who the alternative supervisor when an immediate supervisor is unavailable.
* Immediately notify the Employer of Record of any work-related accidents or injuries that may prompt an investigation, filing a report, suspension or separation.
* Immediately notify the Employer of Record of any work-related issues with the employee such as: no call/no show, behavioral problems, any other issues that may impede employee’s success on the job or employer’s satisfaction.
* Keep a copy of each intern’s emergency contact information onsite and coordinate an emergency contact plan with the Employer or Record. *(Call or text 911 in case of serious or life-threatening emergencies)*
* Maintain daily attendance records for all interns and submit weekly timesheets to the Employer of Record
* Provide adequate and appropriate supervision of interns including an orientation, coaching and workplace evaluation.
* Provide adequate and appropriate onboarding of intern so that they may meet other jobsite staff, become familiar with kitchen/restroom/common areas and so that they may become comfortable with their environment.
* Include intern in any relevant meetings, activities, or events at the worksite.
* Provide meaningful and productive work in concert with the position’s job description.
* Report ALL accidents and injuries immediately and no more than 24 hours later to the Employer of Record.

1. Collective Bargaining Unit Acknowledgement

**Is the worksite, where youth will be assigned 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 the they are within the jurisdiction of this bargaining unit.

**Authorized Official’s Name and Title (printed):**

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

1. 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 interns 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, and swimming pools are prohibited from participating as worksites.
4. For interns under 18 years of age, alternative duties must be assigned to interns 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 intern’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 interns 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 /2020 to \_\_ 6/30/2021.
11. Community-Based Organization, Employer of Record and Worksite Signatures

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

**CBO, Employer or Record:**

**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, units, tax ID numbers 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*

1. Worksite Supervisor(s) Information

Complete this section for the person(s) who will be supervising the intern(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:**

1. Estimated Intern Information

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

*If a worksite has a youth in Finance, Public Works and IT then an Attachment B is required for each department, a total of 3.*

Estimated Number of Summer Interns at this Worksite:

**CBO USE ONLY**

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

Date submitted to CWP:

**CWP USE ONLY**

Entered in ETO  Date: Entered by:

Any age restrictions?  Yes  No If yes, what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 Interns for a specific position at worksite:**

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

**Job Description:**

**Special Requirements (check all that apply):**

Background check  Drug test  TB test  Driver’s license

Other (specify):

1. Intern Information (Complete after Placement)

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

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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** |  |  |  |  |  |  |  |

**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 intern?**

The intern job description performs two functions for the purposes of the internship:

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

**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 intern and the general job responsibilities. For example, the title “Program Intern” does not specify what occupational field the intern is participating in because the word “program” is a general term that could apply across occupational fields. If the intern’s title is “Housing Assistance Program Intern” or “Health Care Program Intern,” 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 intern within your organization (for example, “Childcare Intern” versus “Daytime Room Coordination Intern”).

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 intern job titles and descriptions (grouped by occupational field):

| **Job Title** | **Job Description** | **O\*NET Code** |
| --- | --- | --- |
| * IT Intern * IT Assistant * Technical Support Intern | Assist with the maintenance of technology and technology-related equipment. Research current and new technology. Organize and manage internal customer orders for technology and machine service. | 15-1151.00 |
| * Community Outreach Interns * Community Liaison Assistant   *(social/community projects)* | 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 |
| * Graphic Design Assistant | 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 |
| * Janitorial Assistant * Custodial Assistant   *(general maintenance services)* | 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. | 37-2011.00 |
| * Camp Counselor * Recreation Worker * Activities Assistant | 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. | 39-9032.00 |

**How do I present the job description to the intern?**

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

**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 an intern job description provided by the Connecticut Center for Advanced Technology (CCAT).

**Sample: Job Information Sheet**

|  |  |
| --- | --- |
| **Job Title:** Electrochemical Energy Storage Intern | **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**

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| --- |
| **Position Title:** Electrochemical Energy Storage Intern  **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. |

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