

**Capital Workforce Partners
Summer Youth Employment Program
Worksite Agreement 2022**

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

Service Provider Name (Employer of Record): _____

Address: _____

Website: _____

1. Obligations of the Service Provider (Employer of Record)

- a. Administer payroll for the Summer Youth Employment Program.
- b. Hire interns and serve as their employer of record for fiscal and human resource obligations.
- c. Maintain workers compensation coverage for interns.
- d. Implement incident reporting procedures.
- e. Provide a contact person for worksite supervisors for all issues related to interns.

2. Worksite Host Information

Company/Organization Name: _____

Type: For-Profit Company (Private) Non-Profit Organization 501(c)(3)
 Government Agency (Public)

Industry: Accommodation and Food Services Agriculture
 Arts, Entertainment and Recreation Educational Services
 Health Care and Social Assistance Information
 Other Services Manufacturing
 Professional, Scientific & Technical Services Public Administration
 Real Estate and Rental and Leasing Retail Trade
 Other (please specify): _____

Authorized Representative Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Website: _____

Thank you for working with our youth!

3. Commitments by the Worksite Host

- a. Adhere to all Federal, State and Local requirements in response to the Covid 19 pandemic.
- b. Keep informed on latest Covid 19 response requirements found at the State of CT Coronavirus website: <https://portal.ct.gov/Coronavirus>.
- c. Follow and ensure that interns follow the CDC guidelines related to Covid 19, including the guidance at Appendix B: *Coronavirus: How to Protect Yourself and Others*.
- d. At the start of their internship, train each intern on the Covid 19 health and safety procedures you have established at your workplace.
- e. Complete the Job Information Sheet at Attachment B for each position, including a job description.
- f. All worksite training shall be provided at no cost to the interns and during scheduled work hours. The training materials shall be presented in the language and at the literacy level of the interns. There shall also be weekly refreshers on policies.
- g. Adhere to the provisions of Child Labor Laws and Department of Labor Wage and Workplace Regulations, and OSHA regulations.
- h. Always ensure a safe and healthy work environment.
- i. Clearly communicate worksite expectations and responsibilities to all interns.
- j. Identify an alternative supervisor responsible for coverage when the immediate supervisor is unavailable.
- k. Immediately notify the Employer of Record of any and all work-related accidents or injuries.
- l. Call or text 911 in case of serious or life-threatening emergencies.
- m. Immediately notify the Employer of Record of any work-related issues with the intern such as no call/no show, behavioral problems, and any other issues that may impede the intern's success on the job or your satisfaction with the intern's performance.
- n. Keep a copy of each intern's emergency contact information onsite and coordinate an emergency contact plan with the Employer of Record.
- o. Maintain daily attendance records for all interns.
- p. Ensure that supervisors verify actual work hours before signing timesheets, and submit timesheets to the Employer of Record each week.
- q. Provide adequate and appropriate supervision of interns including an orientation, coaching and workplace evaluation.
- r. Provide adequate and appropriate onboarding of interns to ensure that they meet other jobsite staff, become familiar with kitchen/restroom/common areas, and become comfortable with their environment.
- s. Include interns in any relevant meetings, activities, or events at the worksite.
- t. Provide meaningful and productive work consistent with the position's job description.
- u. Cooperate with worksite monitoring conducted by the Employer of Record, State of CT, and Capital Workforce Partners.

4. 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 _____ (“Bargaining Unit”) and certify that the temporary youth intern position(s) are not bargaining unit position(s) and agree that Bargaining Unit will not raise claims that these temporary youth intern position(s) are doing bargaining unit work. This statement is made without prejudice to Bargaining Unit’s rights with respect to the use of other employees, workers, or interns outside the scope of this agreement.

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

Signature: _____ Date: _____

5. 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.

- a. The parties shall keep informed of, adhere to, and ensure interns adhere to all federal, state and local requirements in response to the Covid19 pandemic found at State of CT Coronavirus website: <https://portal.ct.gov/Coronavirus> as periodically updated.
- b. The parties shall ensure that no intern is placed into a position when any other person is on layoff from the same or substantially equivalent job.
- c. 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.
- d. No person shall be excluded or subjected to discrimination because of race, color, religion, sex, sexual orientation, national origin, age, gender, gender identity or expression, handicap, political affiliation or belief.
- e. Casinos and other gambling establishments, aquariums, zoos, and swimming pools are prohibited from participating as worksites.
- f. For interns under 18 years of age, alternative duties must be assigned to interns who work outdoors in the event of inclement weather conditions.
- g. 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 demonstrate that the worksite is safe and in compliance with all requirements, and to complete the evaluation of each intern’s progress.

- h. 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 Summer Youth Employment Program activities.
- i. All parties will adhere to Capital Workforce Partners' Standard Time, Attendance and Payment Policies and Site Requirements.
- j. If the worksite has records of persons receiving services from federal or state agencies or their subcontractors which 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.
- k. 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 and must train the interns on the guidelines and procedures.
- l. This agreement shall remain in effect from _____ to 9/30/2022

6. Service Provider (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.

Service Provider (Employer of Record) Name: _____

Authorized Official's Name and Title (printed): _____

Signature: _____ Date: _____

Worksite Host Name: _____

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 (e.g., a town employs 3 youth in its Finance, Maintenance Works, and IT departments. This host organization (the town) would require a total of 3 Worksite Information Sheets, one for each department. Different departments, units, or physical locations under one host organization each require a Worksite Information Sheet.)

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 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: _____

3. Estimated Intern Information

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

Estimated Number of Interns at this Worksite: _____

SERVICE PROVIDER 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 interns for this 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
 16 or older 18 or older Other (specify): _____

2. Intern Information (Complete after Placement for *each* intern assigned to this position)

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, indicating AM or 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 |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Start Time | | | | | | | |
| End Time | | | | | | | |
| 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: _____

Summer Youth Employment Program 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 several functions for the purposes of the internship:

1. The job description serves as a guide for the duties to be performed by the intern, clarifies your expectations of the intern, and sets parameters for the activities that supervisors may assign to interns.
2. The program will assess the job description to identify any age restrictions based on the position and the duties.
3. The job description is used to track the occupational activities that the intern has participated in during the program.

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

As you complete the worksite agreement, please provide an occupation-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 service provider you are working with will enter the O*NET Code. For more information about O*NET Codes visit: www.onetcodeconnector.org/.

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

| Job Title | Job Description | O*NET Code |
|--|---|------------|
| <ul style="list-style-type: none">• 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. | 15-1232.00 |
| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• Graphic Design Assistant | Create designs, concepts, and sample layouts based on designer’s 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 |
| <ul style="list-style-type: none">• 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 |

| Job Title | Job Description | O*NET Code |
|---|--|-------------------|
| <ul style="list-style-type: none"> • Camp Counselor • Recreation Worker • Activities Assistant | <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> | <p>39-9032.00</p> |

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 needed to do the job.

What should the job description look like?

You can use [Attachment B: Job Information Sheet](#) as the actual job description or you can choose to provide a more detailed job description in the format used by your organization.

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

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



Appendix B

CDC Guidelines for Preventing Transmission of COVID-19

Coronavirus: How to Protect Yourself and Others: <https://www.cdcc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

1. Wear a mask

- Everyone 2 years and older should wear masks in public in addition to staying at least 6 feet apart, especially around people who do not live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid spread to others.
- Wash your hands or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

2. Stay 6 feet away from others

- Avoid close contact with people who are sick, even in your own home. If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet (about 2 arms lengths) of distance between yourself and other people. Remember that some people without symptoms may be able to spread the virus.

3. Avoid crowds and poorly ventilated spaces

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters puts you at higher risk for COVID-19.
- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible.
- If indoors, bring in fresh air by opening windows and doors, if possible.

4. Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. It's especially important to wash:
 - before eating or preparing food, or touching your face
 - after using the restroom, after leaving a public place, after blowing your nose, coughing, or sneezing, after handling your mask and after caring for someone sick
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

5. Cover coughs and sneezes

- If you are wearing a mask: You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- If you are not wearing a mask:
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

6. Get vaccinated

- Authorized COVID-19 vaccines can help protect you from COVID-19.
- You should get a Covid-19 vaccine when it is available to you.
- Once you are fully vaccinated, you may be able to start doing some things that you had to stop doing because of the pandemic.

7. Clean and disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces. Use a household disinfectant product from EPA's List N: Disinfectants for Coronavirus (COVID-19).
- If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.

8. Monitor your health daily

- Be alert for symptoms: fever, cough, shortness of breath, or other symptoms of COVID-19.
 - This is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
 - Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.