



Summer Youth Employment and Learning Program

Worksite Agreement

All Summer Youth Employment and Learning Program (SYELP) participants must have a completed worksite agreement at least 5 business days prior to placement. The worksite agreement must be approved by Capital Workforce Partners (CWP) prior to placement. One copy of the worksite agreement must be completed for each participant, with one signature page of the worksite agreement provided by the worksite.

CWP Contact: Althea Webber, (860) 899-3484 or awebber@capitalworkforce.org

1. Participant Information

Name: _____ Date of Birth: _____ Circle One: ISY OSY

Emergency Contact Name: _____

Daytime Phone: _____ Relationship to Participant: _____

2. Contractor Information

Contractor Name: _____

Contractor Worksite Coordinator: _____

Contractor Phone Number(s): _____

3. Employer Information

Employer Name: _____

Employer Industry: _____

Employer Primary Contact Person Name and Title: _____

Employer Primary Phone Number(s): _____

Employer Primary Address: _____

4. Worksite Information

Worksite Supervisor Name and Title: _____

Worksite Phone Number(s): _____

Worksite Address: _____

5. Job Information

Job Title: _____

Job Description: _____

Special Requirements: Check all that apply. Background check Drug test TB test Driver's license
 Other (specify): _____

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

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"/>

6. Obligations of the Worksite Supervisor

- Provide meaningful and productive work in adherence to the job description.
- Provide onsite orientation to participants.
- Clearly communicate worksite expectations and responsibilities to participants.
- Provide adequate and appropriate supervision of participants including regular evaluation and appropriate disciplinary action.
- Guarantee that an alternative supervisor will be available in case of absence of the immediate supervisor.
- Complete the initial and final Employee Performance Reviews in collaboration with the Contractor.
- Maintain daily attendance records for all participants and submit timesheets to the Contractor on a weekly basis. Participants will only be paid for actual working hours.
- Ensure safe and healthy work conditions at all times.
- Adhere to the provisions of the Child Labor Laws (if applicable).
- Report ALL accidents and injuries IMMEDIATELY to the Contractor.
- Immediately notify the Contractor of any behavior or work-related issues with the participants that may result in termination. Prompt reports of absenteeism or tardiness are required.

7. 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 participants 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 pool are prohibited from participating as worksites.
4. For participants under 18 years of age, alternative duties must be assigned to participants who work outdoors in the event of inclement weather conditions.
5. CWP 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 participant'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 participants engaged in SYELP activities.

8. Signature Page

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year written below.

Contractor: _____

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

Signature: _____ **Date:** _____

Employer: _____

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

Signature: _____ **Date:** _____

*To be completed by Labor Organization Representative **ONLY** if worksite is covered by a collective bargaining 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:** _____

CWP USE ONLY

Worksite approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____	Notes: _____
State MOU received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Received by: _____	_____
Entered in HC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Entered by: _____	_____