Attachment C

WIOA WORK EXPERIENCE ACTIVITIES
WORKSITE AGREEMENT

This agreement is between *(Agency Name)* and *(Worksite Name)* and is effective from ____/____/____ through **June 30, 2017.**

I. The Worksite agrees to:

A. Adhere to all WIOA Program regulations and program-related (*Youth Agency Name)* policies.

B. Adhere to all requirements in the Worksite Checklist including but not limited to American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan, Workplace Postings and work restrictions required by Child Labor Laws.
Note: All Worksite Checklist requirements shall be met before any youth can begin work.

C. Attend Worksite Supervisors' orientation conducted by the (*Youth Agency Name)*.

D. Adhere to the authorized work hours indicated on the Worksite Expectations Review form.

E. Comply with California and Federal Child Labor Laws (Maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Child Labor Laws.

F. Ensure all minors under the age of 18 have a valid Work Permit.

G. Provide meaningful work experience designed to promote the development of positive work habits and specific skills required for successful participation in the workforce.

H. Assure that this agreement will not displace currently employed worker(s) or impose on their promotional opportunities.

I. Provide youth with an orientation to familiarize the youth with his/her duties, work hours, worksite expectations and what to do in case of an emergency and provide clear emergency and evacuation procedures.

J. Complete Worksite Expectations Form per Youth when there is a change in the Worksite schedule or location.

K. Provide the youth with supervision at all times and a clear line of supervision and accountability.

L. Provide the (*Youth Agency Name)* case manager with copy of signed Performance Evaluations on monthly basis and a final Performance Evaluation.

M. Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance Evaluation. Work with the (*Youth Agency Name)* to resolve problems as they arise.

N. Maintain accurate timecard records, verifying hours, and ensuring that timecards are signed by the youth and the supervisor prior to payment. Ensuring any timecard alterations, changes or corrections are initialed by the Supervisor and the youth ***(THE USE OF WHITE OUT IS STRICTLY PROHIBITED).***

O. Provide the youth with copies of signed timesheets and other program or work related information as appropriate.

P. Utilize only authorized timesheets which are provided by (*Youth Agency Name)*.

Q. Ensure that timesheets are consistent with (*Youth Agency Name)* producers; it is not your responsibility to deliver the timesheets. It is the responsibility of the (*Youth Agency Name)* to pick up the timesheets in a timely manners.
R. Give full consideration to the possibility of hiring the youth, although there is no requirement to do so.
S. Provide materials and equipment necessary to perform the duties of the work assignment.

II. The Youth Agency agrees to:

A. Provide the worksite with WIOA Program regulations and program-related (*Youth Agency Name)* policies.
B. Verify the worksite is in compliance with requirements in the Worksite Checklist.
Note: All Worksite Checklist requirements shall be met before any youth can begin work.
C. Provide orientation to the Worksite Supervisors.
D. Ensure that the worksite adheres to the authorized work hours indicated on the Worksite Expectations Review form.
E. Ensure that the worksite adheres to the California and Federal Child Labor Laws (Maximum hours, breaks, etc.) and acknowledges the penalties for violating Federal Child Labor Laws.
F. Ensure all minors under the age of 18 have a valid Work Permit.
G. Ensure that the worksite provides meaningful work experience consistent with the goals of the WIOA Program.
H. Ensure that the worksite provides youth with an orientation to familiarize the youth with his/her duties, work hours, worksite expectations and what to do in case of an emergency and ensure clear emergency and evacuation procedures are in place.
I. Verify a Worksite Expectations Form is completed for each youth or if there is a change in the Worksite or Worksite schedule.
J. Assume the cost of wages and all appropriate benefits. Responsible for payment of WIOA youth hours as indicated in the Worksite Expectations Form.
K. Verify that the youth is supervised at all times and ensure youth is provided a clear line of supervision and accountability.
L. Review the Performance Evaluations on a monthly basis, discuss monthly evaluation with the youth, and provide additional guidance for any needed improvements.
M. Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance Evaluation. Work with the Worksite to resolve problems as they arise.
N. Maintain accurate timesheet records, verify hours, and ensure that timesheets are signed by the youth and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth ***(THE USE OF WHITE OUT IS STRICTLY PROHIBITED).***
O. Ensure that the worksite provides the youth with copies of signed timesheets and other program or work related information as appropriate.
P. Ensure the worksite utilizes only authorized timesheets.
Q. Pick up the timesheets of the youth in a timely manner. Issue paychecks to the youth according to verified time records and agency payroll procedures.
R. Ensure the worksite provides materials and equipment necessary to perform the duties of the work assignment.

S. Maintain a copy of the Worksite Expectations Review, Worksite Agreement, job description, all submitted timesheets, and other relevant forms for a minimum of three (3) years for audit purposes.
T. Provide ongoing oversight of the WIOA program and supportive services to the youth.
U. Provide all WIOA youth with an orientation, explaining the program's purpose, procedures and rules and also an overview of what to expect at the worksite.
V. Ensure liability and accident coverage of youth during authorized work hours through workers' compensation as provided by (*Youth Agency Name*).
W. Provide Worksite Supervisors with appropriate written materials: Supervisor Manual, timesheets, performance evaluations, and a copy of Worksite Agreement. Worksite Agreement is valid for one fiscal year.

III. Worksite and Youth Agency agree that:

A. Neither party shall incur costs from each other arising from participation in the WIOA program.

B. This Agreement may be terminated at any time only by mutual consent. Any modifications to this agreement shall be approved by the County.

Worksite Name: _____

Worksite Address:_____

By:_____

Signature:_____

Title:_____

Youth Agency Name: _____

By:_____

Signature: _____

Title:_____