## Program Year:

**YouthBuild Participant**

**Work-Experience Agreement**

# Participant Information

## Last Name: First Name: Middle Initial:

Address/City/Zip Code:

Phone Number: Birth Date:

Emergency Contact name and Number: Email Address (Optional):

 **Provider Information**

## YouthBuild Program Name: \_ YouthBuild Site Supervisor: Address/City/Zip Code: Phone Number(s): Type of Placement (check any): Work Experience Internship Transitional Job Paid Unpaid

**Worksite Information**

Name of Business: Site Supervisor: Address/City/Zip Code:

Phone Number: Liability Insurance Carrier:

Policy No.:

FEIN:

Work Experience Position Offered: \_ Training Start Date: Training End Date: Total Number of Work Experience Hours: Starting Wage (if paid):

 **Service Provider Responsibilities**

1. Provide an alternate staff person for the participant and worksite supervisor to report to at all times when designated career coach/job developer is not available.
2. Provide worksite and participant orientations for the worksite supervisor and participant that describes and explains the expectations of the work experience.
3. Assist the worksite supervisor and participant in filling out any and all documentation needed.
4. Negotiate the job duties, wages, timeframe and expectations of work experience opportunity.
5. Maintain regular contact with the worksite supervisor(s) and the participant, in order to provide necessary counseling and address the needs of all parties.
6. Review the completed timesheets for accuracy and consistency for all authorized hours worked.
7. Provide a payroll schedule to participant and worksite supervisor.
8. The service provider is responsible for insuring that wages and workers’ compensation benefits are provided to the participant.
9. Monitor and evaluate the worksite, work activities, and performance of participant and worksite to ensure that defined activities are completed, and that applicable labor laws are followed.
10. Provide a pre and post-evaluation (and mid-term, when applicable) to determine the participant’s increased level of work readiness upon completion.
11. Notify worksite supervisor and participant of any problems or circumstances that could potentially lead to an early termination of this agreement. In addition, provide notification of any intent to terminate this agreement earlier than outlined in the agreement.
12. Must ensure that participants are not involved with religious sectarian instructions or political activities during work experience.
13. Evaluation and monitoring of the actual worksite will be performed by a YouthBuild representative on at least occasion(s) during the work experience. This will be performed to ensure the safety, appropriateness and performance of the worksite and participant.

# Worksite Responsibilities

1. The designated individual(s) who signs this agreement is authorized to represent the worksite.
2. Define and negotiate the work activities, work hours, timeframe and wages for the participant, based on the attached job description.
3. Provide the participant with an orientation to the rules, procedures and regulations of the worksite.
4. Provide training and demonstrations on the work activities and proper use of any equipment utilized.
5. Provide an alternate supervisor for the participant to report to at all times when the designated supervisor is not available.
6. Provide sufficient tasks (as defined within the attached job description) to occupy the participant during work hours.
7. Review and provide feedback upon request to the YouthBuild representative on the progress and performance of the participant.
8. Provide the YouthBuild representative access to participant to perform career counseling services when needed.
9. Assure that participants placed for the work experience will not result in the displacement of employed workers or will not result in the substitution of regular workers who would normally be hired.
10. Ensure that the participant maintains the designated work schedule, within the defined time frame. Participants are not allowed to accrue overtime, sick leave, or holiday pay.
11. Verify and sign that participant actually worked the recorded hours on the timesheet.
12. Must ensure that participant are not involved with religious sectarian instructions or political activities during work experience.
13. Provide a performance evaluation of the participant during and upon completion of the work-based learning activity, as defined within this agreement.
14. Provide the participant reasonable opportunities to improve performance and work habits prior to termination.
15. Notify YouthBuild representative of any problems or circumstances that could potentially lead to an early termination of the agreement. In addition, provide notification of any intent to terminate this agreement earlier than outlined in the agreement.
16. Report any work accidents or injuries related to the participant to the YouthBuild representative.
17. Provide general liability insurance coverage for the worksite.
18. Comply with the regulations defined in the Fair Labor Standards Act, as well as any other pertinent Federal, State, and Local employment laws.
19. Adhere to all regulations relating to Anti-discrimination and equal opportunity provisions of WIOA and its regulations.

This Work Experience Agreement is between the worksite and the YouthBuild provider . Both parties agree to the terms and conditions set forth within this agreement. To renew or extend the Work Experience Agreement, please contact .

Either party may terminate this contract at any time by giving ten (10) days advance written, signed notice of intent to terminate to the other party.

The individual signing this contract on behalf of the worksite is the worksite’s authorized agent and certifies that all the information listed above is correct.

YouthBuild Career Coach/Job Developer Signature Date

Authorizing Signature of American Job Center Representative (if applicable) Date

Worksite Authorizing Signature Date