

Westchester-Putnam Workforce Investment Area
Summer Youth Employment Program
WORKSITE AGREEMENT

1. A Worksite Agreement must be completed for each distinct and separate job title for each participant.
2. This agreement must be placed in a central location at or near the actual worksite. It should be made available and presented upon request to a program representative.
3. The job duties and responsibilities must be discussed with each of the enrollees working in this job title. They must sign indicating they have discussed their job responsibilities with you.

Name of Enrollee

Age of Enrollee

Name of Worksite Supervisor

Name of Alternate Worksite Supervisor

Port Chester Carver Center

TANF Subcontractor

Telephone Number

Worksite Name

Telephone Number

Worksite Address

Telephone Number(if different from above)

Alternate Worksite Name in case of
Inclement weather.

Telephone Number

Enrollee's Job Title: _____

No. of Participants at this site: _____ Number of hours working Per week 20 Time of Lunch Break N/A

Days and hours of work schedule: _____

Specific Duties (detail description of all duties performed by enrollee.) **Job Duties must comply with Child Labor Laws as per the NYSDOL's publication of "Law Governing Employment of Minors."**

Equal Opportunity Employer/ Program - Auxiliary aids and services are available upon request for individuals with disabilities.

Programa/Empleador de Igualdad de Oportunidades: Hay ayudas y servicios auxiliares disponibles previa solicitud para personas con discapacidades.



**Summer Youth Employment Program
WORKSITE AGREEMENT cont'd**

*Specific Duties (if using an alternative worksite due to inclement weather and if the duties are different at this worksite). (Job duties must comply with the Child Labor Laws as per Technical Advisory 8-93 and the NYSDOL's publication of "Laws Governing Employment of Minors".)

*Training provided (training and responsibilities of the supervisor.)

*Transferable skills (skills acquired by the end of the program)

Worksite Supervisor's Responsibility

I understand that the enrollee is to be provided with a valuable work experience, which will provide the above-indicated training. In addition, the worksite supervisor will provide:

1. Adequate supervision (1 Supervisor to 10 Participants)
2. An environment that will help enrollee's job performance throughout the program so that the employee can learn and grow.
3. Provide feedback on the enrollee's job performance throughout the program so that the employee can learn and grow.
4. Accurate account of daily time and attendance.
5. Sufficient work to occupy all participants during work hours.
6. A safe and healthy environment.
7. A work environment that adheres to the provisions of the Child Labor Laws.
8. Sufficient equipment and/or material to carry out work assignments.

I have attended a Worksite Supervisor Orientation and received information on my duties and responsibilities to the program and the participants. Also, I attend regular meetings with a representative of the One Stop Employment Center to ensure compliance with the program.

In addition, I understand that participants will not be paid for unexcused absences, unworked hours of recreational activities.

Supervisor (please print name)

Youth (please print name)

Supervisor's Signature

Youth's Signature

Date

Date