

Youth Job-Readiness Transition to Work Training Program

Program Service Provider - Employee Connections **Work Experience Program Worksite Agreement**

Instructions on How to Enroll and Become An Employer Worksite:

If you are an employer in Lake County, IL, and would like to participate in our program as a worksite, you must first complete an online Employer Worksite Agreement. To access and complete an employer worksite agreement, go to myemployeeconnections.com/cyep/employers. Download and complete the agreement and email a signed PDF of the employer worksite agreement to regina@myemployeeconnections.com. Eligible employers, those who meet the employer worksite qualifications for this program, will be notified of the approval status to participate in the program. Please note: All participating employers must agree to a site visit. Site visits and background checks of employer's staff working with youth are required prior to placing a youth at your facility.

Employer Agreements:

All youth employment opportunities must have signed Employer agreements.

Each agreement must contain, at a minimum, the following items for each worksite included in the agreement:

- Worksite contact and mailing information;
- Detailed information on the worksite such as location, working days and hours, activities, job titles, job descriptions, and number of positions under each;
- Worksite supervisor information;
- Background check policies and assurances;
- A detailed set of mutual terms, conditions, promises, and payments that the grantee and contractor have agreed upon;
- When the employment is fully or partially subsidized, the written agreement must delineate the conditions and terms of successful probationary employment, thereby ensuring that when these terms & conditions are met, the youth's employment will continue under the employer unsubsidized;
- A listing of participants for each worksite along with their projected start.
- Commitment on the part of the employer to provide long term employment opportunities and not just subsidized employment;
- Commitment on the part of the employer to provide weekly documentation (including signed timesheets) to the provider to verify hours worked etc. for each youth employed along with other attendance information and concerns;
- Commitment on the part of the employer to complete the Illinois workNet Worksite Evaluation for each participant after either two months of employment or termination of employment
- Commitment on the part of the employer to provide employment verification and status information for program youth to the provider at 3 months, 6 months and 9 months following the youth's completion of the program.
- Commitment on the part of the employer to complete employment termination report if participant employment ends within 9 months of hire date.
- Must ensure that worksites for youth adhere to current workplace safety guidelines.
- Must ensure that worksites for youth adhere to applicable federal/state wage, labor, and workers compensation laws.

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Employment Placement:

- **Part-Time Employment for In-School Youth (ages 16-24)**

In-school youth will be provided part-time employment opportunities or full-time employment opportunities for youth during times when the youth is out of school. Eligible youth will be placed in age-appropriate, ability-appropriate, and experience-appropriate employment linked to one of the sixteen career clusters identified below. The objective for in-school youth served is sustained, unsubsidized part-time employment. This may be accomplished by directly placing and supporting youth in unsubsidized employment, or through an agreement with the employer to partially subsidize the youth's wage for a period not to exceed 3 months (13 weeks). In-School youth are those youth actively pursuing their high school diploma or GED, or those enrolled in post-secondary education at least half-time.

- **Full-Time Employment for Out-of-School Youth (ages 16-24)**

Out-of-school youth will be provided full-time employment opportunities. Eligible youth will be placed in age-appropriate, ability-appropriate, and experience-appropriate employment linked to one of the sixteen career clusters identified below. The objective for out-of-school youth served is sustained, unsubsidized full-time employment. This may be accomplished by directly placing and supporting youth in unsubsidized employment, or through an agreement with the employer to partially subsidize the youth's wage for a period not to exceed 3 months (13 weeks). Out-of-School youth are those youth that have already acquired their high school diploma or GED.

NOTE: Out-of-school youth that are not actively engaged in pursuing their high school diploma or GED may still be eligible for the program. These youth must actively re-engage in the pursuit of their Diploma or GED.

Program Objective:

- To provide "Opportunity Youth and low-income and at-risk youth with an effective program that will give them the foundational skills, work-based learning experience and education and training they need to be reconnected and become employable and sustainable employees.
- This program will position youth to acquire and sustain employment within the high career pathway industries.
- The program training curriculum consists of job-readiness training and workplace training experience/on-the-job training.

Benefits to Employer:

- Employers will have a grant subsidized paid youth trainee-worker, assigned to them for a maximum of 13, weeks. Employers will have to opportunity to provide entry-level and above on-the-job training experience to a youth who has pre-employment job-reading training
- Employers have an opportunity to see how well a potential employee demonstrates their ability to do their job before hiring them at no-cost to the Employer for a maximum of 13-weeks.
- The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring individuals from certain [target groups](#) who have consistently faced significant barriers to employment. Opportunity to provide training to youth.

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Worksite Assurances

The Worksite Agency assures that:

1. Trainees receive a structured training opportunity to gain the knowledge and competencies necessary to be successful in the occupation.
2. Sufficient work is available to trainees as well as adequate equipment and materials to perform the job as outlined in the job description found in **Attachment A**.
3. The address listed below is the only company location where the trainee will complete placement hours. Requests will be made prior to transferring trainee to alternate locations pending approval from *Service Provider*.
4. No other individual is on layoff, or has been terminated from the same or any substantially equivalent job that the trainee will be assigned.
5. No current employee shall be displaced (including partial-displacement, such as a reduction in hours or employee benefits) to accommodate a placement at your worksite.
6. This placement opportunity is not created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
7. The worksite placement will not impair any collective bargaining agreement in place.
8. Trainees cannot be employed by immediate family members. For the purpose of this agreement, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or persons bearing the same relationship to the trainee's spouse.
9. Compliance with the Illinois and Federal Fair Labor Standards Act will be adhered to at all times.
10. Compliance with all Safety standards established under Federal and State law shall be applied to working conditions of the trainee.
11. Compliance with all EEO & ADA laws will be adhered to at all times.
12. Confidentiality of trainees placed at the worksite will be maintained at all times and no trainee information will be provided to media outlets or persons outside of *Service Provider*.
13. The *Worksite Agency* may be responsible for additional costs in the event a trainee works over the agreed upon scheduled hours.
14. Timesheets will be accurately verified and submitted to *Service Provider* within the timeframe established below under "Time Attendance and Compensation" in this agreement.
15. *Worksite Agency* will provide time as identified by the *Worksite* and *Service Provider* for the youth to participate in work readiness and career education training conducted by *Service Provider*.
16. No trainee will operate or be transported in privately owned vehicles during working hours.
17. No trainee will be allowed to drive any motor vehicle during working hours unless previously agreed upon in this worksite agreement.
18. Recognition of program guidelines in that no obligation exists to employ the trainee following completion of placement hours.
19. Cooperation with Work Experience Representative and State Officials in monitoring progress of trainees.
20. Adherence to all program regulations as outlined by the *Service Provider* and parameters of program.
21. Compliance with *Service Provider* accident and incident reporting process. All accidents and incidents must be reported within 24 hours.
22. Employees will not be employed in building, operating, or maintaining any part of any building, which is used for religious instruction or worship.
23. This agreement will not assist with political or lobbying activities or the cost of any salaries or expenses related to any activity designed to influence legislation or appropriation pending before the Congress of the United States.
24. *Worksite Agency* nor its principals are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in the Agreement by any Federal or State Department or agency.

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Service Provider Assurances:

1. To be the employer of record.
2. To provide worker's compensation to all trainees placed at the worksite.
3. Prompt payment of trainees' wages, stipends, supportive services and required fringes such as FICA, and worker's compensation insurance.
4. *Service Provider* will provide trainees with the required tools and attire needed to perform the job duties assigned if they are not normally provided to other employees by the worksite and funds are available. Include required tools and attire in **Attachment Job Description**.
5. A Work Experience Representative will disseminate information relevant to the program, address work-related concerns and assist trainees in their career development objectives.
6. *Service Provider* will provide a case manager to assist youth in the required work readiness and career education training.

Time Attendance and Compensation:

Accurate time and attendance records will be kept by the supervisor on each participant and will reflect the time actually worked by the participant. **PARTICIPANTS WILL NOT BE PAID FOR ABSENCES, UNWORKED HOURS {THIS INCLUDES LUNCH ON OR OFF PREMISES} OR RECREATIONAL ACTIVITY. UNDER NO CIRCUMSTANCES SHOULD ANY PARTICIPANT WORK OVER 40 HOURS IN A WEEK (unless authorized under this agreement in the Job Description).** Using time sheets provided by the *Service Provider*, participants shall sign in when reporting to work each day and sign out at the completion of the specified number of hours each day as described in this Agreement. The sign in and sign out record will reflect actual starting and stopping times for hours worked and will reflect the lunch break. No one else will be allowed to sign a participant in or out.

Time and attendance records will be signed at the end of each day by the participant and at the end of the two week period by the participant and the supervisor, whose signature will certify its accuracy.

Payroll Information:

- Time Sheets will be due to the Service Provider (Employee Connections) for payroll preparation by: **12:00pm The Monday After each Payroll Period ends.**
- Time sheets will be submitted electronically. Both the youth-trainee worker and the worksite employer-supervisor must sign the timesheet.
- All signed time sheets are to be scanned and emailed to the program Payroll Coordinator Regina Packard at regina@myemployeeconnections.com
- All hard copies of timesheets will be picked up by a program Case Manager on the last working day of each month.
- Participants will be paid at the maximum stipend rate of \$7.75 an hour, for a maximum 30 hour work week.
- In addition, employer can supplement the trainee-workers' stipend rate with adding on to the rate in paying the trainee-worker directly during their on-the-job training period, which is not to exceed 13-weeks before hiring the training-worker.
- All worksite supervisors and youth will get a payroll schedule



A 501 (C) (3) Not-For-Profit Employment Education & Training Agency

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If the number of participants or activities of the worksite change, the *Worksite Agency* agrees to notify the *Service Provider* immediately so this agreement may be modified.

Worker Trainee Placement Information

# Slots	Job Title	Hours per Week	Number of Weeks	Supervisor

Authorized Signatures

Service Provider reserves the right to terminate the Work Experience Agreement if it is deemed that the *Worksite Agency* is not providing a positive, safe working environment or fails to adhere to any part of this agreement.

This agreement may be terminated by either party, for any reason whatsoever, by giving written notice to the other party.

The worksite agreement can be modified or updated upon mutual consent of both parties.

The *Worksite Agency* shall be responsible for, and shall indemnify *Service Provider*, its officers, employees and agents for any injuries sustained by any trainee or third parties, resulting from the negligent acts and/or intentional wrongful acts of the *Worksite Agency* or its agents, or employees while performing under this agreement.

(1) Service Provider Authorized Representative: _____
Signature

Service Provider Organization Name/Address: Employee Connections, Inc, NFP _____

Name

2504 Washington Street – Suite 602, Waukegan, IL
Address

(2) Authorized Worksite Administrator: _____
Signature

Worksite Organization Name/Address: _____

Name

Address

(3) Address of Actual Worksite if different then Organization Address: _____

Address

City

Zip Code

TERM: THIS AGREEMENT WILL TAKE EFFECT ON November 1, 2017 and TERMINATE NO LATER THAN June 30, 2018.

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EXHIBIT A

WORKSITE - JOB DESCRIPTION

1. Worksite Name	
2. Address	
3. Type of Employer	<input type="checkbox"/> Not-for-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Government
4. Primary Business Function	
5. Type of Time and Attendance Record	<input type="checkbox"/> Sign-in Log <input checked="" type="checkbox"/> Timesheet
6. Career Cluster (Select appropriate one from Exhibit "B")	
7. Job Title	
8. Starting Grant Funded Stipend Wage per hour	\$7.75
9. Starting Employer Supplement to Wage per hour	
10. Ratio of Supervisors to Workers	# of Supervisors () # of Youth Workers Requested ()
11. Location of Job Requested	
12. Job Description and Learning Expectations (Be Specific)	
13. Daily Hours	Start () End () Days ()
14. Education Required	
15. Work Experience Preferred / Age Preferred	
16. Training to be Provided & 17. Conducted By	
18. Equipment to be Used	
19. Direct Supervisor:	
20. ■Title	
21. ■Telephone #	
22. Substitute Supervisor:	
23. ■Title	
24. ■Telephone #	
25. To be completed for outside work only. A plan for rainy-day activities	

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EXHIBIT B

Targeted Industries and Career Clusters:

All trainee-worker on-the-job training experiences must be aligned with the career clusters or groups of occupations and industries that have in common a set of foundational knowledge and skills. There are the nationally recognized clusters:

1. Agricultural, Food & Natural Resources
2. Architecture & Construction
3. Arts
4. Audio/Video Technology & Communications
5. Business Management & Administration
6. Education & Training
7. Finance
8. Government & Public Administration
9. Health Science
10. Hospitality & Tourism
11. Human Services
12. Information Technology
13. Law, Public Safety, Corrections & Security
14. Manufacturing
15. Marketing
16. Science, Technology, Engineering, & Mathematics
17. Transportation, Distribution, & Logistics