

Please PRINT and fax completed form to 888-901-5445 or email to youth_assets@cobbworks.org

Section I: Company Information

Company Name: _____ Primary Contact: _____

Address: _____

Street Address

Suite

City

State

ZIP Code

Direct Phone: () _____ Fax number () _____

Title of Contact Person _____ Email _____

Alternate Contact Person _____ Phone Number _____

Alternate Email _____

Is this worksite accessible by public transportation? YES NO

Section II: Position Information

Position Title _____

How many work experience participants would you like for the position? _____

Potential Work Days/Hours of Position (check all that apply and indicate hours)

Mon Tues Wed Thu Fri Sat Sun Work Hours: _____ to _____

What approximate days may youth start and end their placements with you?

From: _____ (month/day) To: _____ (month/day)

Scheduled holidays (if any) _____

Does this position **require** any minimum knowledge, skill, or ability? YES NO

If yes, please describe: _____

This is a work experience program aimed at teaching skills and positive work habits to youth ages 16-24 (minor workers have obtained appropriate work permits). Does your organization have a required minimum age for workers?

YES NO If yes, what is the minimum age? _____

Are there any unusual physical demands involved in performing the work of this position?

YES NO If yes, please describe _____

Does the performance of this position present any evident health or safety risks to the worker?

YES NO If yes, please describe _____

Please list the major responsibilities or tasks involved with this position (please feel free to attach a job description, if available, in lieu of completing this section).

WorkSource Cobb/CobbWorks, Inc.
Youth Subsidized Employment Program
WORKSITE AGREEMENT

This non-financial agreement between **WorkSource Cobb/CobbWorks, Inc.**, hereinafter referred to as **WorkSource Cobb/CobbWorks**, and _____, hereinafter referred to as the **Worksite**, is entered into for the provision of Work Experience/Internship services, in compliance with the Workforce Innovation and Opportunity Act of 2015.

A. WorkSource Cobb/CobbWorks shall have responsibility for ensuring the following actions or conditions:

1. WorkSource Cobb/CobbWorks will be responsible for the eligibility determination, selection, and assignment of all participants with the agreement of the Worksite.
2. WorkSource Cobb/CobbWorks will provide an orientation and ongoing technical assistance to Worksite representatives.
3. WorkSource Cobb/CobbWorks, or its designee, will be the official employer of record of each participant, and will be responsible for employee payroll, workmen's compensation or equivalent insurance coverage, employer Social Security contributions, income tax and other required withholdings.
4. WorkSource Cobb/CobbWorks will provide initial employment orientation and work readiness classes and seminars to each participant prior to actual placement on the work site. This orientation will include general workplace expectations. Worksites are to provide additional direction or site-specific expectations.
5. WorkSource Cobb/CobbWorks will authorize employee work times and schedules up to a **MAXIMUM of 8 hours/day and/or 40 hours/week** depending on youth availability and work site schedule. No overtime in excess of 40 hours/week will be approved.
6. WorkSource Cobb/CobbWorks will assist youth participants in obtaining an Employment Certificate/Work Permit (form DOL-4103). Copies of the work permit will be furnished to the Worksite supervisor/location.
7. WorkSource Cobb/CobbWorks will monitor the activities of the Worksite to ensure that work is in compliance with all relevant local, state, and federal regulations and laws, particularly child labor laws. WorkSource Cobb/CobbWorks reserves the right to withdraw participants from any Worksite unwilling or unable to establish and maintain compliance.
8. WorkSource Cobb/CobbWorks will provide a primary point of contact for each worksite and will work diligently to respond timely to all questions and/or requests for technical assistance.
9. WorkSource Cobb/CobbWorks will provide information needed to complete the on-site participant file.
10. WorkSource Cobb/CobbWorks will provide an orientation to designated worksite supervisors and provide ongoing technical assistance as needed and requested.

B. The Worksite shall have the responsibility for ensuring the following actions or conditions:

1. The Worksite will provide a job description for each unique position and Worksite location. The job description includes such data as contact information, work hours, job responsibilities, and job duties.
2. The Worksite will provide useful, meaningful, and productive work for participants and will furnish equipment, tools, materials, and/or supplies as required on the job.
3. The Worksite will provide adequate staff supervision of all participants assigned to the site. The Worksite shall receive no compensation from WorkSource Cobb/CobbWorks for supervision of participants.
4. The Worksite will provide and designate one individual employee as the supervisor of the participants(s) at each Worksite. The supervision ratio will not exceed one on-site supervisor to six (6) participants without prior approval from WorkSource Cobb/CobbWorks.
5. The Worksite will provide a substitute supervisor who will be available at times the regular supervisor is absent or otherwise away from the Worksite.
6. The Worksite will allow representatives from WorkSource Cobb/CobbWorks and/or federal, state, and local governmental entities to visit Worksites for the purposes of evaluating the program, counseling with participants, and monitoring safety requirements and working conditions. The representative will present a valid identification and will strive to not interfere with business operations.
7. The Worksite will assume responsibility for any misuse, abuse, or destruction of property or goods by participants on the premises of the Worksite; the Worksite will document any disciplinary action resulting from such instances with an incident report submitted to WorkSource Cobb/CobbWorks.
8. The Worksite will provide reasonable regulations for attendance and will set and reinforce expectations for good work habits of participants.
9. The Worksite will immediately notify designated WorkSource Cobb/CobbWorks staff should disciplinary action be advisable due to participant misconduct.
10. The Worksite will provide working conditions that comply with health and safety regulations, and will abide by the applicable provisions of child labor laws.
11. The Worksite will ensure that participants understand their job responsibilities and job duties upon the beginning of the employment period.
12. The Worksite will maintain an on-site employment file for each participant that must include:
 - a. Employee Data and Emergency Information Sheet
 - b. Submitted Time Record(s)
 - c. Job Description
 - d. Work Permit for interns 17 years and younger
 - e. Submitted Worksite Employee Evaluation Form(s)
 - f. Submitted Incident Report Form(s), if applicable
13. The Worksite will review participant's performance by completing the Worksite Employee Evaluation form. Performance evaluation will take place during the midpoint and/or near the completion of the job assignment.

14. The Worksite will track and authorize/approve employee time as instructed by WorkSource Cobb/CobbWorks staff and will ensure employees do not exceed 40 hours of work/week.
OVERTIME WILL NOT BE APPROVED.

15. The Worksite will immediately secure medical attention from the appropriate authority for injuries or illnesses, if necessary. Immediately after securing emergency assistance, the Worksite will notify the designated WorkSource Cobb/CobbWorks representatives. After the emergency has been addressed, the Worksite will forward an incident report form to WorkSource Cobb/CobbWorks regarding the incident.

C. Both WorkSource Cobb/CobbWorks and the Worksite share responsibility for ensuring the following actions or conditions:

1. WorkSource Cobb/CobbWorks and the Worksite will jointly ensure that all Worksite placements and programs are consistent with the Workforce Innovation and Opportunity Act (WIOA) of 2015, current Federal regulations, and all other state and federal regulations to include, but not be limited to the following:
 - a. No WIOA participant shall be discriminated against either in their hiring or promotion on the grounds of race, color, religion, sex, age, national origin, handicap, political affiliation or belief.
 - b. No regular unsubsidized employees shall be discharged, nor have their non-overtime hours reduced, nor have cancelled any valid contracts for services for the purpose of hiring or providing an internship to WIOA participants. Regular, unsubsidized employees may not be discharged solely for the purpose of hiring employees or providing internship opportunities through WIOA.
 - c. No WIOA job position shall be filled based on political patronage, nor shall participants be permitted to work in any position requiring political activities, lobbying or allegiance.
 - d. No WIOA participants shall be required to engage in any religious or antireligious activities, including those activities of sectarian elementary or secondary schools. Participants shall not be required to work on the construction, operation or maintenance of any facility that is used or will be used for sectarian instruction or as a place of religious worship.
 - e. No WIOA participant shall be placed into or remain in any position which is affected by labor disputes involving a work stoppage, where such work stoppage occurs during the period of this Agreement.
 - f. No WIOA participant shall be placed into or remain working in any position if a member of that person's immediate family is engaged in the selection, hiring, placement and/or has supervisory responsibility for the Worksite, without prior approval from WorkSource Cobb/CobbWorks.
2. Participants will not be placed on jobs classified as dangerous, and participants under the age of 18 will not be employed in, or in connection with any of the following:
 - a. Manufacturing, transportation, storing, or use of explosives;
 - b. Mining, logging, or quarrying operations;
 - c. Driving a motor vehicle; except, however, persons 16 years of age or older, when licensed as required by law, may drive a motor vehicle in the course of their employment during daylight hours;
 - d. Any occupation involving exposure to radioactive substances, lead or its compounds, or to dangerous or poisonous acids, dyes, gases or chemicals;
 - e. Any occupation where intoxicating beverages are manufactured, bottled, or served for consumption; or
 - f. Operating or maintaining any hazardous power driven machinery.
3. WorkSource Cobb/CobbWorks and the Worksite will jointly work together to ensure that the participant will be provided with continuous academic/occupational training to ensure participant has the necessary tools to understand and work successfully in specific industries.

- a. This academic/occupational educational training may occur concurrently or sequentially with the work experience.
- b. This academic/occupational training may occur inside or outside the work experience worksite.
- c. This academic/occupational training can occur during the Worksite's orientation or conducted by WorkSource Cobb/CobbWorks staff.
- d. If youth is enrolled in post-secondary education or certification program, participant will be placed at a Worksite that aligns with their current training.

**WORKSOURCE COBB/COBBWORKS, INC.
WORKSITE AGREEMENT SIGNATURE PAGE**

The Worksite agreement shall become effective no earlier than **(01/01/2018)** and terminate no later than **(12/31/2018)**. **Actual placements will occur for a defined period within this time frame** depending upon Worksite and participant availability, program objectives, scheduling, and funding.

This agreement may be cancelled by either party with five (5) days written notification.

FOR THE WORKSITE/ WIOA PARTICIPANT:

Organization Name

Printed Name and Title of Authorized Worksite Representative

Signature: Worksite Authorized Representative

Signature: WIOA Participant

Date

FOR WORKSOURCE COBB/COBBWORKS:

John Helton, President & CEO
WorkSource Cobb/CobbWorks, Inc.

Signature: WorkSource Cobb/CobbWorks, Inc.

Date