

# Worksite Agreement and Job Description

## General Information

Name of Sponsoring Organization \_\_\_\_\_

Name of Worksite or Worksite Organization \_\_\_\_\_

Location/Address of Worksite \_\_\_\_\_

Sector Type (Public Sector, Non-Profit, Private Sector): \_\_\_\_\_

## Supervisor Information

Name of individual who will serve as the participant's **primary** supervisor:

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of the individual who will serve as the **backup** supervisor:

\_\_\_\_\_

Supervisor's Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Definition of Terms

**Monitor.** The Monitor is a representative or duly authorized person of the City of Pittsburgh who may, from time to time, and upon prior arrangements, visit the work site and interview participants for the purpose of determining compliance with obligations under this agreement and any agreement or agreements between the host site and the funding entity (City of Pittsburgh).

**Participant:** Youth involved or participating in a youth employment and development program supported in whole or in part by Federal funds.

**Sponsoring Organization:** The organization that makes the placement arrangements for the participant and to which the worksite and worksite supervisors must provide time and attendance records or any required reports concerning the activity of the participant. The Sponsoring Organization is an approved Program Operator for the City of Pittsburgh.

**Supervisor.** The supervisor is the person on the worksite and working for, or representing the Worksite Organization at which placement occurs, and is responsible for the day-to-day direct guidance of youth assigned to the worksite.

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**Value Added component** (for Placement in For-Profit organizations only) the additional value of a placement or work experience, where the placement or work experience is within a private or public, **for-profit** organization. The value added component is that which provides advances in information or the work experience beyond that of normal workplace expectations (i.e., attendance, punctuality, quality of work, ability to work with others, etc.). A value added component is that part of the placement that connects the participant's work experience to his/her academic pursuits or career goals.

**Worksite:** location at which the actual place of activity, or of the work assignment for the program participant occurs.

**Worksite Organization:** The business, employer or organization at which the worksite is associated or located (if different from the *Sponsoring Organization*).

**NOTE:** Worksite supervisors and alternate (backup) supervisors must be made aware of and understand time and attendance procedures, required postings and the intent and purpose of the youth's placement **prior** to the participant's start date.

**Please identify the goals of this project:**

**Please identify the outcomes that will be achieved by the participant at the conclusion of this placement at this worksite:**

**Job Title** \_\_\_\_\_

How many participants will be covered under this job description? \_\_\_\_\_

## General Information

This job will begin on \_\_\_\_\_ And will end on \_\_\_\_\_

What are the typical hours for this job? \_\_\_\_\_

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What days of the week will participants work? \_\_\_\_\_

Each participant will work a total of \_\_\_\_\_ hours per week.

**Duties to be performed**

**Skills and abilities needed by participants**

**Hazardous situations such as equipment or chemicals that participants will use or be exposed to in the course of their work.**

**Learning activities be offered.**

**(For-profit organization Placements ONLY.) Explanation of how this placement will provide a value added Component. The Value Added Component is the extent to which the placement connects the participant's work experience to his/her academic pursuits or career goals.**

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It is agreed that as a Youth Employment and Training Program worksite, our responsibilities to the Pittsburgh Partnership and the Youth Employment and Training Program participants will be to **provide meaningful and challenging work experiences** for youth under supervision. As a worksite, The Worksite and its organization, we agree to the following terms:

## Supervision

- i. To provide adequate supervision by supervisors who are knowledgeable of the Youth Employment and Training Program. The supervisory configuration will consist of 1 supervisor for every 12 participants.
- ii. To identify a qualified individual from the Worksite, who will serve in the capacity of supervisor in the event that the primary supervisor is not available.
- iii. To identify a qualified individual from the Host site (Program Operator) who will serve as the alternate contact in the event the primary

## Worksites

- i. To provide alternate worksites/activities for participants assigned to outdoor worksites as a result of inclement weather
- ii. To maintain safe and sanitary working conditions including the availability of fresh drinking water and restroom facilities on site.
- iii. To have available at each worksite a first-aid kit that is readily accessible to staff and participants.
- iv. To have available at each worksite emergency phone numbers for all participants and to ensure that all staff working with participants are aware of the location of this information.
- v. To assure that work performed by participants does not replace or cause the dislocation of the Worksite Organization's regular workforce; or violate applicable collective bargaining agreements.

## Time and Attendance

- i. To assure adequate accountability for participant's time and attendance, accurate time and attendance records for all participants must be maintained.
- ii. To ensure these records are signed by the youth program participant and the worksite supervisor. Only the time and attendance sheets provided by the Pittsburgh Partnership are to be used. Substitutions are permitted only on approval on a case-by-case basis.

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- iii. To ensure that participant time and attendance sheets are maintained by the supervisor at the worksite during the active pay period and made available for inspection; and a legible copy is a part of the youth's individual file or folder. Time sheets must be submitted to the appropriate representative of the Sponsoring Organization and must be signed by both the participant and the supervisor verifying the accuracy of the information presented.
- iv. To assure that the participant(s) are paid only for the actual time worked or for time spent in training activities. Payment to participants is not permitted for any time not worked, including, but not limited to breaks, holidays, absences, tardiness, or lunch.

## Postings

To post in a prominent place at the actual worksite, copies of the:

- Grievance procedures
- Federal Minimum Wage guidelines
- Abstract of the Child Labor Laws
- Equal Opportunity Employment! Anti-discrimination posters
- Schedule of hours for minors
- All other postings as required by contract

## Compliance with Federal, State, and Local Requirements

The Worksite and Sponsoring organization shall

- i. Comply with all laws relating to Child Labor Laws and WIA requirements published in the Federal Register, included herein by reference.
- ii. Comply with program monitors or duly authorized agents of the City of Pittsburgh and/or the Pittsburgh Partnership.
- III. The Worksite and Sponsoring organization certify that employer of record has not and will not layoff or fire anyone from the same job or an equivalent subsidized job slot. Contractors and third party employers with worksites will provide statements certifying that the employer of record has not vacated a position or positions for the purpose of gaining a wage subsidy at the expense of an incumbent's employment, at the end of the participant's employment or work experience.
- IV. The Worksite and sponsoring organization certify that the employer of record has not and will not vacate a position or positions for the purpose of gaining a wage subsidy at the expense of an incumbent's employment. The Worksite and sponsoring organization will provide statements certifying that the employer of record has not vacated a position or positions for the purpose of gaining a wage subsidy at the expense of an incumbent's employment at the end of the participant's employment or work experience.

## Notification of Problem Situations

- i. Shall notify the Program Operator of any participant problems, pending labor disputes,

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grievances or other conditions that may affect the performance of this agreement.

- ii. Shall immediately notify the Pittsburgh Partnership of any injuries or illnesses that occur on or at the worksite.

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## Attestation

The terms of this agreement are contingent upon the receipt of WI A funds from the U.S. Department of Labor the Commonwealth of Pennsylvania Department of Labor and Industry.

This agreement as made and entered into between

Worksite Organization: \_\_\_\_\_  
Worksite Organization (if different for the Host or Sponsoring Organization)

Program Operator for the City of Pittsburgh/The Pittsburgh Partnership, and

Host Site:

(Name of Host Site or Sponsoring Organization [Program Operator])

Signed on this the \_\_\_\_\_ of \_\_\_\_\_ 2005.

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Authorized Person representing Worksite Organization

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Authorized Person representing Program Operator

One copy of this agreement must be maintained by the Program Operator.

One copy of this agreement must be maintained at each worksite.

One copy of this agreement must be forwarded to City Summer Program Coordinator.

Worksite agreements must be available for review at the request of a participant and/or the staff and agents of the Pittsburgh Partnership.

A separate Job Description must be completed for each job title.