

Youth Provider Name: _____ Hereinafter referred to as "Provider" Address: _____ _____ City, State, Zip: _____	Company Name: _____ Hereinafter referred to as "Worksite" Address: _____ _____ City, State, Zip: _____
<i>Office Use Only:</i> Funds verified <input type="checkbox"/> WSI Staff Initials Agreement # WS Date: _____	Number of Placements Authorized: _____

Part I

This agreement will be in effect from _____ to _____.

It is understood that while this Agreement authorizes placement with the Worksite it does not guarantee that Youth will be placed with the Worksite.

Part II

Provider and the Worksite recognize that the purpose of the SummerWorks Program is to place youth with worksite operators who will help to:

- A. Develop and teach good work habits, responsibilities, and skills.
- B. Develop and teach specific technical skills, where appropriate.
- C. Give care and attention to the personal development of each Youth.
- D. Help to prepare the Youth for future gainful employment.
- E. Provide a healthy and safe working environment.
- F. Train and supervise the Youth throughout the training period according to the youth needs.
- G. To foster the development of citizenship skills

Part III

The Worksite agrees to accept the following responsibilities:

- A. Provide a thorough Worksite orientation to each Youth during the first week of training. This orientation should include: description of the mission of the organization, worksite rules, regulations and policy, including grievance and safety policies, agency/organization chain of command, agency hiring practices and other career information.
- B. Provide training in the job duties and workplace readiness skills competencies specified in the Work Experience Training Agreement.
- C. Provide training in all applicable safety rules and regulations to each Youth placed under this Agreement and to post them at the Job site.
- D. Maintain accurate, written daily time and attendance records for all Youth placed under this agreement.
- E. Complete and submit all required forms accurately and in timely manner. Required forms may include among others: timecards, Youth evaluations, program evaluations, and updated rosters.
- F. Ensure that the Youth will be paid only for time worked, and not be paid for hours not worked, lunch break, or non-work activities.
- G. Ensure sufficient work will be available to occupy all of the Youth's time during work hours.
- H. Ensure that motor vehicle insurance for business under Oregon law (ORS 806.060) covers a Youth who may drive or may be transported in vehicles as part of the Youth's duties.
- I. Designate a Worksite supervisor or crew leader for the Youth and to designate a back-up contact person and supervisor at the Worksite who will assume supervisory responsibilities for Youth during vacation, illness and other temporary absences of the assigned direct supervisor.
- J. Complete Supervisor Orientation conducted by Provider.
- K. Submit periodic evaluations of Youth's performance including, at minimum, an assessment of workplace readiness, using an evaluation form provided by the Provider, at the end of the work experience.
- L. Assist in solving job-related problems and promptly inform the Provider Staff contact of major problems.
- M. Allow on-site monitoring visits by Provider and Worksystems, Inc. staff or Federal Program Representatives.
- N. Comply with appropriate Federal, State and Local child labor laws.
- O. Comply with ORS 653.077 Rest Periods for Expressing Milk
- P. Complete and maintain a copy of the completed and signed Work Experience Training Agreement.
 - a. Notify the Provider staff contact if the job duties defined in this agreement are significantly changed so that a new agreement can be developed.

