



WORKSITE AGREEMENT

The purpose of this agreement is to capture worksite information; your commitment to the youth; abide by certain rules; and to collect data elements for PYN's monitoring process.

THIS SECTION SHOULD BE COMPLETED BY WORKREADY PROVIDER- (Please Print)

Provider Name: <u>Everyone Cares Community Based Organization</u>	Contract Code: <u>ABC123</u>
Telephone: <u>(504) 319-2156</u>	Fax Number: <u>(267) 389-1521</u>
Address: <u>123 Anywhere Street</u>	
City: <u>Philadelphia</u> State: <u>PA</u> Zip Code: <u>19100</u>	Program Model: <u>Work Experience</u>
Contact Person & Title: <u>Jamie Wills, Program Coordinator</u>	Email: <u>jwills1900@gmail.com</u>
Start Date: <u>07/06/2009</u>	End Date: <u>08/14/2009</u>

Payroll Data (check the box that applies, identify pay rate)

<input type="checkbox"/> Non-Paid Experience	<input checked="" type="checkbox"/> Payroll Administered by PYN	<input type="checkbox"/> Payroll Administered by Employer	<input checked="" type="checkbox"/> Pay Rate: <u>\$7.25</u>
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THIS SECTION SHOULD BE COMPLETED BY WORKSITE - (Please Print)

Worksite Name: <u>You Can Do It, Inc</u>
Address: <u>456 Working Here Ave</u>
City: <u>Philadelphia</u> State: <u>PA</u> Zip Code: <u>19100</u>
Contact Person & Title: <u>Lilly Maples, Volunteer Coordinator</u> Email: <u>lmaples@youcandoit.org</u>
Telephone: <u>(267) 322-5555</u> Fax Number: <u>(267) 322-5556</u>

Worksite Classification (check the box that applies)	<input type="checkbox"/> For-Profit	<input checked="" type="checkbox"/> Non Profit	<input type="checkbox"/> Government	<input checked="" type="checkbox"/> # of Employees: <u>55</u>
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Industry Sector (Check the One sector in which you classify your Worksite)		
<input type="checkbox"/> Architecture	<input type="checkbox"/> Government	<input type="checkbox"/> Non-Profit
<input checked="" type="checkbox"/> Communications and Media	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Education	<input type="checkbox"/> Hotel Services	<input type="checkbox"/> Real Estate Development
<input type="checkbox"/> Engineering	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Restaurant Services
<input type="checkbox"/> Entertainment and Tourism	<input type="checkbox"/> Insurance	<input type="checkbox"/> Skilled Trades
<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Law	<input type="checkbox"/> Transportation Services
<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Union

Position Title(s) <i>(List youth's job title)</i>	# of Positions <i>(per title)</i>	Anticipated Schedule <i>(Days & Times)</i>	Supervisor's Name	Supervisor's E-mail
Communication Intern	2	Mon-Thurs (9-1pm)	Cherry Trees	Ctrees@youcandoit.org
Information Tech. Assistant	1	Mon-Thurs (1-4pm)	Sam Iams	Siams@youdoit.org
Clerical Assistant	3	Mon-Thurs (9-1pm)	Sam Iams	Siams@youdoit.org

(Total # of Positions Available) 6 (attach an additional agreement for more positions)

Worksite Insurance Verification: *Place an "X" to verify the type of insurance currently in place for the term of the Worksite Agreement.*

General Liability (required) Employment Practices Liability Insurance (optional) Auto Insurance (optional)

Provider has self certified that the Worksite has met the PYN Safety Standards by circling the response below:

WORKSITE SAFETY Provider Certification Checklist - (please circle your response)			
1.	Worksite walking surfaces are clean, clear of debris, and dry	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2.	Worksite stairs, steps, handrails, and landings are sturdy and secure	<input checked="" type="radio"/> Yes	<input type="radio"/> No
3.	Worksite exits are properly identified, paths clear and lighted	<input checked="" type="radio"/> Yes	<input type="radio"/> No
4.	Worksite walkways and doorways clear of boxes, cords, wires and litter	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5.	Worksite will ensure youth have access to drinking water	<input checked="" type="radio"/> Yes	<input type="radio"/> No
6.	Worksite is equipped with an unexpired fire extinguisher	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7.	Worksite has first aid kit available, containing non-latex gloves	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8.	Worksite has a telephone available in case of an emergency	<input checked="" type="radio"/> Yes	<input type="radio"/> No
9.	Worksite has at least two adult employees present all times at the worksite	<input checked="" type="radio"/> Yes	<input type="radio"/> No
10.	Worksite conducts regular fire drills	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11.	Worksite will ensure youth have access to bathroom facilities	<input checked="" type="radio"/> Yes	<input type="radio"/> No

I Worksite, Provider, and PYN agrees they have read the back and are legally bound by the terms of this Worksite Agreement.

Philadelphia Youth Network, Inc	Worksite	Provider
<u>Jamila K. Wilson, Program Officer</u> Type or Print Name & Title	<u>Lilly Maples, Volunteer Coordinator</u> Type or Print Name & Title	<u>Jamie Wills & Program Coordinator</u> Type or Print Name & Title
<u>Jamila K. Wilson, 4-15-09</u> Signature & Date: Authorized Representative	<u>Lilly Maples, 4-15-09</u> Signature & Date: Authorized Representative	<u>Jamie Wills, 4-15-09</u> Signature & Date: Authorized Representative



"Philadelphia Youth Network is the managing partner of WorkReady Philadelphia, Project U-Turn, and the E3 Centers. For more information on each initiative, please visit www.pyninc.org."

WHITE COPY - PYN

YELLOW COPY - WORKSITE

PINK COPY - PROVIDER



WORKSITE AGREEMENT

Worksite agrees to the following:

COMPLIANCE:

- Worksite shall post a copy of this Agreement, EEO poster (English & Spanish), Child Labor Laws abstract, Minimum Wage Law fact sheet, OSHA posting (English & Spanish), DOL Minimum Wage Law posting, PYN's Grievance Procedures, and youth work schedule at each approved Worksite location.
- Worksite shall supervise youth in compliance with Federal, State and local Child Labor laws, including, without limitation laws relating to the employment of children, and PYN's policies and guidelines for Worksites.
- Worksite shall use job titles and the number of positions specified above to youth who are certified and/or referred by PYN.
- The Youth to Supervisor ratio must be adhered to as described in the WorkReady Supervisors Manual.
- Worksite shall supervise youth per the ratios outlined in the WorkReady Supervisor's Manual and provide supervisors/crew leaders/instructors that are knowledgeable of the program goals.
- Worksite employee(s) shall not transport youth before, during, or after work hours or to and from worksite.

QUALITY EXPERIENCE:

- Worksite shall engage youth in meaningful work and provide tools and equipment necessary for youth to effectively carry out their duties.
- Worksite must have an inclement weather plan when work activities are primarily outdoors.
- Worksite understands and agrees to be monitored by PYN and shall participate in periodic evaluations of youth assigned to this Worksite.
- Worksite may interview, select, and, if merited, recommend termination of youth if the youth's work experience or behavior is unsatisfactory to Worksite. PYN retains exclusive authority regarding placements and terminations.

SAFETY:

- Worksite certifies that the building, surroundings and working conditions for youth are in compliance with all applicable federal, state, and local laws, codes, and standards.
- Worksite shall collect emergency phone numbers and contact information for all youth and must be available to supervisors for easy on-site access.
- Liability for injuries or accidents during transit rests with the party responsible for transportation.
- Worksite shall report by submitting an incident report to PYN (and provider, if applicable) within 24 hours of any accidents or injury to any youth placed at this worksite.
- Worksite shall not allow the youth to perform work duties that are for construction, maintenance care or operation of any part of the worksite used for sectarian instruction or religious worship or in any secretarial, maintenance or tutoring involving sectarian activities or duties.
- Youth shall not be involved in any activities that take place in or around water at any time (i.e. swimming pools, ocean or lakes).

RESPONSIBILITY TO PYN:

- Worksite shall keep accurate records for youth time and attendance for the assigned work hours and submit time sheets to Provider and/or PYN.
- Worksite must notify PYN (and provider, if applicable) of all field trips in writing 48 hours in advance. All youth who attend trips must have a signed permission slip on file from a parent or guardian.
- Worksite understands and agrees that all employees supervising youth must participate in training provided by provider or PYN. Failure to attend may result in the termination of this agreement.
- Unless authorized in writing by PYN, Worksite shall not use youth in a manner that involves political or lobbying activities, rallies, demonstrations, picketing, voter registration, or infringe on union activities that may displace current employees or reduce working hours of such employees; impair existing contracts for services, or result in the substitution of federal funds in connection with work that would otherwise be performed.
- Worksite will not place youth in any activities that involve or take place around water at any time (i.e. swimming pools, ocean or lakes).
- None of the Officers, Directors, or Management personnel of the Worksite has been convicted of defrauding the city, state or federal government, or of obstructing an investigation with respect to such fraud during the past 3 years.
- PYN is an equal opportunity employer in all of its policies regarding recruiting, hiring, working conditions, training, promotions, compensation, benefits, terminations and all other terms and conditions of employment and Worksite shall observe the same standards. Worksite shall not discriminate against any youth because of age (other than PYN-authorized program participation restrictions), race, color, sex, creed, ancestry, national origin, marital status, disability, sexual orientation, military status or any other category protected by law. Worksite shall provide reasonable accommodations to youth with disabilities. For administrative purposes the Employer of Record will be PYN.



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