

## Worksite Compliances

All Workready worksites must be in compliance with all Applicable Laws & Regulations. A staff person will visit your organization at some point over the six-week period. These regulations include:

### 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.
  - Academic Support, 25:1
  - Internships, 3:1
  - Service Learning, 15:1
  - Work Experience, 3:1
  - Work and Learning, 25:1
- Worksite shall supervise youth per these ratios 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 Compliances (Continued)

### SAFETY (CONTINUED):

- 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.