



**WORKSITE AGREEMENT**

Updated 03/09/2017

Contract Code: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**TO BE COMPLETED BY PROVIDER (Please Print)**

Staff Name: _____		Staff E-mail: _____	Staff Phone: _____
<input type="checkbox"/> Non-Paid Experience	Payroll Administered by PYN <input type="checkbox"/> Pay Rate: \$ _____ per hour <input type="checkbox"/> Incentive	Payroll Administered by Provider/Employer <input type="checkbox"/> Pay Rate: \$ _____ per hour <input type="checkbox"/> Incentive	

**TO BE COMPLETED BY WORKSITE (Please Print)**

Full Legal Name of Worksite: \_\_\_\_\_

Worksite Coordinator Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Classification  Public  Private  Non-Profit # of Employees  1-50  51-100  100+

**Industry Sector (CHECK ONE that best identifies your Organization)**

<input type="checkbox"/> Agriculture and Environmental Services	<input type="checkbox"/> Finance and Insurance	<input type="checkbox"/> Professional and Technical Services
<input type="checkbox"/> Architecture, Construction and Engineering	<input type="checkbox"/> Healthcare, Life Sciences and Social Assistance	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Arts, Entertainment and Recreation	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Automotive Technology	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Transportation and Logistics
<input type="checkbox"/> Communications and Media	<input type="checkbox"/> Justice and Law	<input type="checkbox"/> Utilities
<input type="checkbox"/> Community Development and Support	<input type="checkbox"/> Manufacturing	
<input type="checkbox"/> Educational Services	<input type="checkbox"/> Municipal Services	

**PARTICIPANT JOB DETAILS**

Job Code	# of Participants	Job requires Clearances		Supervisor's Name & Date of Birth	Supervisor's E-mail
		Yes	No		
<input type="checkbox"/> Previously Obtained Clearances		<input type="checkbox"/> Sterling State/FBI Package		<b>FOR PYN USE ONLY:</b> <input type="checkbox"/> Child Abuse date: _____ <input type="checkbox"/> PA State Criminal date: _____ <input type="checkbox"/> FBI Results date: _____	
<input type="checkbox"/> Hard Copies Attached		<input type="checkbox"/> Disclosure Statement			
<input type="checkbox"/> Sterling Package: Year Obtained _____		<input type="checkbox"/> Sterling State Package <input type="checkbox"/> Disclosure Statement			
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**Job Code Key (for use above)**

- |   |  |  |
|---|--|--|
| 1 Administrative Support Assistant/Intern | 12 Environmental Service Assistant/Intern  | 23 Manufacturing Assistant/Intern      |
| 2 Agricultural Assistant/Intern           | 13 Finance Assistant/Intern                | 24 Marketing Assistant/Intern          |
| 3 Architecture Assistant/Intern           | 14 Green Program Assistant/Intern          | 25 Municipal Assistant/Intern          |
| 4 Arts Assistant/Intern                   | 15 Health Care Assistant/Intern            | 26 Technical Services Assistant/Intern |
| 5 Automotive Assistant/Intern             | 16 Hospitality Assistant/Intern            | 27 Real Estate Assistant/Intern        |
| 6 Communications Assistant/Intern         | 17 Human Resources Assistant/Intern        | 28 Recreation Assistant/Intern         |
| 7 Community Development Assistant/Intern  | 18 Information Technology Assistant/Intern | 29 Retail Trade Assistant/Intern       |
| 8 Construction Assistant/Intern           | 19 Insurance Assistant/Intern              | 30 Social Assistance Assistant/Intern  |
| 9 Educational Services Assistant/Intern   | 20 Justice and/or Law Assistant/Intern     | 31 Social Media Assistant/Intern       |
| 10 Engineering Assistant/Intern           | 21 Life Sciences Assistant/Intern          | 32 Transportation Assistant/Intern     |
| 11 Entertainment Assistant/Intern         | 22 Logistics Assistant/Intern              | 32 Utilities Assistant/Intern          |



<b>WORKSITE SAFETY PROVIDER CERTIFICATION CHECKLIST:</b> <b>Provider warrants that the Worksite meets PYN Safety Standards by circling the response below:</b>			
1.	Worksite warrants that the building, surroundings and working conditions for youth are in compliance with all applicable federal, state, and local laws, codes, and standards. <i>(Information on applicable laws can be found at <a href="http://pyninc.org/toolkit">pyninc.org/toolkit</a>)</i>	Yes	No
2.	Worksite has fire exit routes for youth to get out safely.	Yes	No
3.	Worksite is equipped with an unexpired fire extinguisher.	Yes	No
4.	Worksite has first aid kit available.	Yes	No
5.	Worksite has a telephone available in case of an emergency.	Yes	No
6.	Worksite warrants that it will ensure participants have access to drinking water and bathroom facilities.	Yes	No
7.	Worksite warrants that no adult will be alone with youth; two adults must be present at all times when youth are on-site.	Yes	No
8.	Worksite warrants that it will not allow youth to engage in any hazardous or prohibited activity.	Yes	No

**QUALITY EXPERIENCE:**

- Worksite must engage youth in meaningful work and provide tools and equipment necessary for youth to effectively carry out their duties,
- Worksite must have an alternative plan to ensure youth can make up work hours due to inclement weather.
- Worksite is not a home-based business.
- Worksite must not allow youth to construct, maintain, operate, or perform any activities in any part of the Worksite used for sectarian instruction or religious worship.
- Worksite agrees to be monitored by PYN (and Provider, if applicable) and must participate in periodic evaluations of youth assigned to this Worksite.
- Worksite must promptly notify PYN (and Provider, if applicable) regarding performance issues prior to removal of youth from the program.
- Worksite may interview, select and, if merited, recommend removal of youth from the program if the youth’s work conduct is unsatisfactory to Worksite.

**SAFETY:**

- Worksite warrants that the building, surroundings and working conditions for youth are in compliance with all applicable federal, state, and local laws, codes, and standards.
- Worksite must collect emergency contact information for all youth and must make information available to supervisors.
- Liability for injuries or accidents during transit for field trips rests with the party responsible for sponsoring the trip.
- Worksite must submit an incident report to PYN (and Provider, if applicable) within 24 hours of any accidents or injury to any youth placed at this Worksite.
- Youth must not be involved in any activities that take place in or around water at any time (e.g. swimming pools, ocean or lakes).
- Worksite warrants that no adult may be left alone with any youth; two adults must be present at the Worksite at all times when youth are on-site.
- Worksite ensures that they will both provide and train on the use of protective gear for job activities that require such gear.

**COMPLIANCE:**

- Worksite can articulate how to access copies of the signed Worksite Agreement.
- Worksite must post EEO poster (English & Spanish), Child Labor Law abstract, Minimum Wage Law fact sheet, OSHA posting (English & Spanish), DOL Minimum Wage Law posting, PYN’s Grievance Procedure, and youth work schedule at each approved Worksite location.
- Worksite must supervise youth in compliance with federal, state and local Child Labor laws including, without limitation, laws relating to the employment of children and Philadelphia Youth Network’s (PYN) policies as stated within this Agreement.
- Worksite must acquire and maintain all clearances necessary to work with and supervise children.
- Worksite must use job titles and the number of positions specified on this Agreement for youth.
- Worksite must adhere to youth-to-supervisor ratios outlined in the Worksite Toolkit and ensure that supervisors/crew leaders/instructors know the program goals.
- Worksite employee(s) must not transport youth before, during, or after work hours or to and from Worksite.
- Worksite must have General Liability Insurance.



**RESPONSIBILITY TO PYN:**

- Worksite must 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 must require that all employees supervising youth must participate in training provided by Provider or PYN.
- Worksite must not utilize 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 warrants that 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; Worksite shall observe the same standards. Worksite shall not discriminate, on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity, national origin, ancestry, marital status, age or non-job related disability as required by federal, state, and local law.

**Provider:**

The provider certifies that the above information is accurate and is legally bound by the terms of this Worksite Agreement.

**Worksite:**

The worksite certifies the above information is accurate, agrees to the terms outlined on this Form, and is legally bound by the terms of this Worksite Agreement.

**Philadelphia Youth Network:**

Based on these representations, the Philadelphia Youth Network approves the use of the above named Worksite.

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Contract Code: \_\_\_\_\_

**Additional Insert for Participant Job Details**

<b><i>PARTICIPANT JOB DETAILS</i></b>					
<b>Job Code</b>	<b># of Participants</b>	<b>Job requires Clearances</b>		<b>Supervisor's Name &amp; Date of Birth</b>	<b>Supervisor's E-mail</b>
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