



**CITY OF NEWPORT NEWS
SUMMER TRAINING AND ENRICHMENT PROGRAM
WORKSITE AGREEMENT**

Worksite:	Street Address:		
Telephone:	City:	State:	Zip:

The purpose of this Worksite Agreement is to ensure the provision of meaningful work experience opportunities for eligible participants in the Summer Training and Enrichment Program (STEP). Accordingly, the work experience provided shall be structured to provide the following:

- 1) Careful supervision and direction;
- 2) An opportunity for learning and mastering of basic job skills and tasks;
- 3) Quality tasks which lead to the attainment of workforce readiness skills;
- 4) A setting for developing sound work habits and attitudes; and
- 5) An opportunity for the participant(s) to establish a successful record of on-the-job performance.

This Worksite Agreement specifies the obligations and conditions that shall be met by the City of Newport News and the Worksite identified above.

The parties enter this non-financial agreement and will adhere to the governing worksite standards, specifications, responsibilities, regulations, policies, and procedures and overall conditions for the Summer Training and Enrichment Program.

CITY OF NEWPORT NEWS RESPONSIBILITIES

The City of Newport News agrees to accept the following responsibilities outlined with regard to this Agreement:

- 1) Oversee all Summer Training and Enrichment Program activities.
- 2) Provide Supervisor's Handbook and other standard forms, including policies and procedures, necessary for general program operation to the Worksite Supervisor.
- 3) Provide participant incentive payments which are tied to time and attendance on the Worksite.
- 4) Coordinate with the Worksite Supervisor to fill available work slots.
- 5) Provide final eligibility determination for all pre-screened applications.
- 6) Match eligible applicants with available Worksites while seeking compatibility of interest with assignment and site location with convenience, when and where possible.
- 7) Provide or make arrangements to provide Worksite Supervisor Training prior to placement of any participants at the worksite.

- 8) Monitor worksites for compliance with the responsibilities outlined under the WORKSITE RESPONSIBILITIES contained herein.
- 9) Orient participants to the program and refer participants to Worksites.
- 10) Gather and provide, in a timely and accurate manner, all reports, forms, invoices, and other materials as required.

WORKSITE RESPONSIBILITIES

The Worksite agrees to undertake the responsibilities listed below with regard to this Agreement:

- 1) Designate an immediate supervisor and alternate supervisor who shall be responsible for the job orientation and training of participants, performance evaluations of participants, time and attendance records for participants, and communication with City of Newport News staff.
- 2) Require immediate and alternate supervisors to attend scheduled supervisor training provided by the City of Newport News.
- 3) Ensure that immediate and alternate supervisors understand and accept the responsibilities outlined by this Agreement and the Worksite Supervisor's Handbook.
- 4) Maintain a participant/supervisor ratio that does not exceed 5:1, unless another ratio is agreed upon and approved by the City of Newport News. A Minor shall not be placed in a situation where he or she is left alone with a single adult.
- 5) Provide structured, well-supervised work activities; assign quality tasks and ensure these tasks are consistent with the worksite activity description; and ensure that participants do not work in surroundings that are unsanitary, unsafe, or hazardous to their health. Any assignments other than those previously agreed upon by the City of Newport News and the Worksite must be approved by the City.
- 6) Allow pre-arranged release time for participants to attend any necessary training, counseling, and other programmatic functions.
- 7) Approve timely and accurate electronic time sheets and attendance records as required.
- 8) Permit worksite inspections, monitoring visits, and cooperate fully with designated Job Coaches and City of Newport News staff.
- 9) Comply with all applicable Federal, State and Local employment laws, including Child Labor Laws;
- 10) Attempt to resolve all problems or conflicts with participants and supervisors prior to notification of a Job Coach.
- 11) Communicate problems, conflicts or questions regarding program participants or policies to Job Coach or City of Newport News staff.
- 12) Contact the Job Coach prior to any disciplinary action with regard to participants.
- 13) Comply with the policies, procedures and Regulations as outlined in or attached to this Agreement, including the Supervisor's Handbook and other appropriate documentation.

WORKSITE SUPERVISOR RESPONSIBILITIES

The undersigned individuals are the only people permitted to approve electronic participant timesheets. If additional names and signatures are required, they must be added to this Worksite Supervisor Agreement by Addendum.

The emphasis of the Summer Training and Employment Program is to provide a valuable work and learning experience for youth and young adults that will aid trainees in reaching their short term career goals. The City of Newport News realizes the challenge this represents for many worksites and stresses the importance of adequate supervision. The amount of supervision required should allow for no more than five participants per one supervisor. If the worksite cannot assure that youth will be provided proper supervision, it will not be approved or could be cancelled once program begins operations.

All worksites must have a designated representative who will provide close, supportive supervision and feedback on the performance and growth of the trainees at all times. Youth are not allowed to leave the worksite at any time during their assigned work hours without supervision, except for their scheduled lunch break. The designated supervisor at facilities that care for/supervise children must have passed a criminal background investigation. The Worksite Supervisor is required to participate in all mandatory program training sessions.

In addition, the Worksite acknowledges that any assignment of participants to positions other than those already agreed upon by the City of Newport News must be approved in advance. After submission of this worksite request form, any changes or cancellation on the part of the worksite must be immediately reported to the City of Newport News.

CERTIFICATION OF WORKSITE SUPERVISOR(S)

I hereby certify that I have read the preceding Worksite Agreement and fully understand the responsibilities charged to me and those acting in my absence. I accept the responsibilities as outlined in the Agreement and shall maintain a copy of this Agreement at my Worksite. In my absence, my alternate shall assume the same duties and responsibilities per this Agreement.

I further certify that those individuals designated below, who may act as my alternate, have read and understand this commitment.

Immediate Site Supervisor

Please provide the name and telephone numbers of the Immediate Site Supervisor responsible for the daily supervision of the trainees during program operations.

Name:	
Title:	
Primary Duties:	
Telephone Numbers:	1. Day: _____
	2. Cell: _____
	3. Emergency: _____

Alternative Site Supervisor(s)

Please provide the names and telephone numbers of any Alternative Site Supervisor(s) responsible for the daily supervision of the trainees during program operations.

Name (print please):	Telephone Numbers:

SIGNATURES OF CONCURRENCE

In entering into this Agreement, the parties heretofore named understand that activities, procedures and regulations must be adhered to in the operation of this program. This Agreement is entered into effective _____ (date) and shall remain in effect for the duration of the Worksite's participation in the Summer Training and Enrichment Program or until August 24, 2017. Refilling of positions which become vacant with new Summer Training and Enrichment Program participants shall be at the discretion of the City of Newport News.

This certifies that this Agreement has been approved by my respective agency and that the information contained herein is true and correct to the best of my knowledge.

Please type or print clearly:

Authorizing Executive

Signature

Date

STEP Program Manager

Signature

Date