



2023

Summer Youth Employment Program



**PLEASE RETURN COMPLETED
AGREEMENT BY
FRIDAY, APRIL 28, 2023**

**WORK-LEARN
SITE
AGREEMENT**

**Camden County
Workforce Development Board**
Supporting the Development and Retention of a World Class Workforce

IV. REQUIRED CONTRACTUAL ELEMENTS

The Work-Learn Site shall agree that throughout the term of this program it will comply with and remain in compliance with all of the required contractual elements below:

- 1) Assurance of compliance with Federal and New Jersey Child Labor Laws and agreement to prominently display a Child Labor Law poster in its building.
- 2) Assurance of compliance with Title VI and VII of Civil Rights Act of 1994, as amended, and Executive Order 11246 - Equal Employment Opportunity. The Work-Learn Site agrees not to discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, political affiliation, belief, or disability/handicap.
- 3) Assurance of compliance with applicable Federal and State minimum wage laws and the Fair Labor Standards Act of 1938.
- 4) Assurance of compliance with health and safety standards established under Federal and New Jersey law and otherwise applicable to working conditions of youth employees.
- 5) Assurance of Work-Learn Site compliance with workers compensation law (if workers compensation law does not apply, insurance coverage **must** be secured for potential injuries suffered by youth in the course of their intern work experience).
- 6) Assurance that the intern **will not** displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any current employee.
- 7) Assurance that the intern **will not** be placed in a job if any other individual is on a layoff from the same or any substantially equivalent job.
- 8) Assurance that the intern **will not** be placed in a job if the Work-Learn Site has terminated the employment of any regular employee or reduced the workforce of the Work-Learn Site with the intention of filling the vacancy so created with the youth intern.
- 9) Assurance that the intern **will not** be placed in a job that will infringe in any way upon the promotional opportunities of currently employed individuals.
- 10) **Assurance that the intern has not been previously employed by this Work-Learn Site except for eligible placement as part of a prior Summer Work Employment Program.**
- 11) Assurance that the placement of an intern **will not** impair an existing contract for services or collective bargaining agreement. Written concurrence of the labor organization and the work-learn site is needed for youth employment activities that are inconsistent with the terms of the collective bargaining agreement.
- 12) Assurance that no youth will be placed at a Work-Learn Site if a member of that youth's immediate family is directly supervised by or directly supervises the work-learn site.
- 13) Assurance that no youth funded with resources derived from the American Recovery and Reinvestment Act will be placed at a casino or other gambling establishment, aquarium, zoo, golf course or swimming pool. Youth funded by other sources may be placed at these types of establishments.
- 14) Work-Learn sights may have multiple locations but must have at least one location in Camden County.

V. GENERAL PROVISIONS, CONDITIONS, AND ASSURANCES

- A. The Work-Learn Site agrees that only youth interns approved by the Sponsor will be placed and eligible for the allotted stipend under this Agreement. Any payments made directly to youth interns are the sole responsibility of the Work-Learn Site and not the Sponsor.
- B. The Work-Learn Site agrees that the provision of and costs associated with supervision of the youth intern; and the costs of all supplies, equipment and other related materials necessary for the youth to adequately perform the tasks related to the job will be fully borne by the Work-Learn Site. The Sponsor and the youth will not provide nor pay for any such costs incurred.
- C. The Work-Learn Site agrees to place the youth participant identified in the Agreement as an intern, not an employee. **The Work-Learn Site agrees to submit a copy of the youth intern's record of hours completed to the Sponsor by 4:30pm each Friday of the program.**
- D. The Work-Learn Site agrees to provide the youth intern with an orientation to the Work-Learn Site on or before their first day of the program. The orientation will include, but will not necessarily be limited to, expected program responsibilities and assignments; workplace safety rules/requirements; attendance expectations; procedures for reporting absences; and other related personnel policies of the business/organization. (Please note: The interns are required to participate in a general work orientation presented by the Sponsor prior to their first day of employment.)
- E. The Work-Learn Site agrees to cooperate with and maintain an open line of communication with the Sponsor as it pertains to the status of each youth intern at his/her site.
- F. The Work-Learn Site agrees that for any intern under the age of 18, the mentor/supervisor and anyone having on-going direct contact with any minor throughout the program must have proper and up-to-date clearance and has passed any necessary background checks.
- G. **In the event of a medical emergency requiring an incident report, the Work-Learn Site agrees to notify the guardian/emergency contact and the Sponsor immediately (i.e. within 60 minutes of occurrence) so appropriate action may be taken.**
- H. **The Work-Learn Site agrees to abide by the weekly attendance schedule approved for each intern by the Sponsor. The intern is required to attend the Work-Learn Site for 25 hours per week July 3rd- August 11th and 15 hours for the final week of the program, August 14th-18th. One week equals consecutive days Monday to Friday. Saturday work is permitted with prior approval from the Sponsor. The Work-Learn Site further agrees to maintain and submit attendance records for each youth intern as specified by the Sponsor.**
- I. The Work-Learn Site agrees to submit all required documents prior to the intern's first day.
- J. The Work-Learn Site agrees to notify the Sponsor if they no longer wish to host an intern. Prior to discontinuation, the Work-Learn Site agrees to first attempt to follow the Summer Youth Employment Program youth intern disciplinary policy. Notification of discontinuance must be provided to the Sponsor within 24 hours. Any local grievance policies that are in place should be followed.
- K. The Work-Learn Site agrees to afford the Sponsor and/or any State authorized representative reasonable access to interns during program hours for the purpose of monitoring and evaluating the progress of the youth. The Sponsor and/or State shall have the right to monitor and review all program activities and services provided by this Agreement to ensure compliance with the terms of the youth program, its implementing regulations, and the terms of this Agreement. Such monitoring, may be conducted

through on-site visits and record review. Monitoring may also include, without limitation, review of the intern's attendance records; evaluation of program activities; examination of working conditions; and interviews of youth to determine program-related problems. If deficiencies are found, notice will be provided, and corrective action must be implemented immediately. Violations of the Agreement may result in forfeiture of interns and require reimbursement of their stipends to the Sponsor.

L. The Work-Learn Site agrees to submit to the Sponsor, an Intern Performance Evaluation at the conclusion of the program for each intern. The evaluation is included at the end of this agreement.

- M. Any provisions of this Agreement may be waived or amended with the written consent of all parties involved, provided, such waiver or amendment is not contrary to law.
- N. This Agreement may be terminated by either party upon 24 hours advanced notification. Program activities are contingent upon funding and may be terminated if said funding is discontinued or if said program is not being administered in accordance with this Agreement; rules and regulations of the youth program; or other appropriate laws, ordinances, rules and regulations. Written notification of termination shall be either hand-delivered or delivered by overnight commercial carrier or U.S. Mail.
- O. Where applicable, the Work-Learn Site herein indemnifies and holds harmless the Sponsor and its officers, agents, employees and/or representatives from any/all losses, claims, expenses, actions, causes of actions, costs, damages, and obligations, final or otherwise, arising from any/all acts of the Work-Learn Site, its agents, employees, licensees, or invitees that result in real or alleged injury or damage to the persons or property of others arising out of or incidental to the performance of the Agreement as those injuries, damages, or losses related to any person, corporation, partnership or any other entity.

VI. POLICIES AND PROCEDURES

▶ Work-Learn Site Agreement

- The Work-Learn Site location and number of youth interns must conform to those agreed upon by the Sponsor. They must also be indicated on the *Work-Learn Site Data* sheet and attached to this Agreement.
- If a Work-Learn Site change is requested, the Work-Learn Site must notify the Sponsor prior to making the change. The Sponsor reserves the right to approve/disapprove such request.
- All machinery and equipment utilized must be safe and conform to job description, Work-Learn Site agreement, and Child Labor Laws.
- The Work-Learn Site agreement must indicate the organization's status. Interns may not engage in any political activity.
- The Work-Learn Site agreement must clearly indicate the duties and responsibilities of participants during the term of employment. This should be clearly stated in the Work-Learn Site Data Form.
- If major segments of the work experience are to be conducted outdoors, the Work-Learn Site must submit to the Sponsor a written activity plan for rainy or inclement weather. The plan must be submitted to the Sponsor prior to the assignment and should include the following:

- a) Outline of availability of meaningful work indoors.
- b) If sent home due to inclement weather, the intern is permitted to make up program hours missed.

- **The Work-Learn Site contact person and title must be indicated on the Work-Learn Site agreement. This person must be accessible to the Sponsor at all times.**

- Program activities must take place between Monday and Saturday.
- Each Work-Learn Site must prominently display a Child Labor Law poster in its building in a location visible and approachable by all.

► **Supervision**

- **The site supervisor or his/her designated alternate must be present during the hours the interns are at the Work-Learn Site.**

- The site supervisor or his/her designated alternate must possess the necessary abilities and skills to direct and coordinate the intern's program assignments.
- The site supervisor must ensure that youth interns remain engaged in work-learn activities throughout their assigned hours.
- All Work-Learn Sites must provide legitimate work-learn experience. This should include, but not be limited to, occupational skills, responsibilities, appropriate work behavior, planning, working with others, following instructions, communicating and problem solving.
- Adequate supervision must be provided to interns during their regularly assigned hours. This includes any travel between sites, field trips, etc. At no time should a youth intern be left without supervision by/from the site supervisor or his/her designated alternate. If youth will be traveling, the Sponsor must be informed.
- The site supervisor must establish a system for the youth to contact the site supervisor at least 30 minutes prior to their start time if they are unable to attend their scheduled program hours for that day.
- Supervisor to youth ratio must conform to the Youth Work-Learn Site Agreement. The maximum allowable supervisor to participant ratio is 1:5. the Sponsor reserves the right to modify the ratio as deemed appropriate. Reasons may include but are not limited to type of program activities.

► **Participant Attendance Records**

- **No intern will be given a stipend by the Sponsor unless they have been accepted into the program, placed at an approved Work-Learn Site and completed the required hours for the program.**

- Interns are provided a stipend in the amount of \$375 for each completed week of the program.

• Internship hours completed must be indicated on attendance sheets which are attached for your convenience. The attendance record must be signed by the Work-Learn Site supervisor or AND the youth intern.

• Youth interns are not permitted to complete more than 25 per week of program activities per the SYEP Program guidelines. Work-Learn Sites who wish to hire youth interns as employees for additional hours must do so independently of the SYEP.

• All youth interns should be provided appropriate rest and/or lunch breaks.

• Stipend will be disbursed by direct deposit to youth interns.

• All youth interns, under age 18, may not leave the Work-Learn Site for break or lunch periods.

• Copies of program attendance records must be kept in a file on site for each youth intern.

• Should it be discovered that the Work-Learn Site approved or falsified intern attendance records in any way, the result may be the loss of all interns assigned to that work site and possible reimbursement to the Sponsor for stipends.

• Do not use white out on the attendance records. Errors should be crossed-out and initialed. These attendance records are considered legal documents.

• LWD requires local workforce systems to retain records for a period of seven (7) years. The Sponsor may choose to collect records each year as organizations that are Work-Learn Sites may come and go.

• Attendance records must be made available for inspection by monitors or auditors designated by the Sponsor and/or the State, as requested.

► **Disciplinary Policy**

The Summer Youth Employment Program is designed to be a learning experience for youth interns. To ensure its success, rules must be followed by both the youth intern and the Work-Learn Site. Written warnings will be utilized in conjunction with counseling techniques to develop proper work habits. The Sponsor should be informed of any intern who is in jeopardy of being dismissed so corrective action may be taken.

▪ Behaviors that may result in immediate dismissal include:

- a) Swearing or fighting
- b) Possessing anything illegal or any illegal activities
- c) Falsifying timesheets

▪ Behaviors that may result in a temporary suspension, or dismissal include:

- a) Excessive tardiness or absences without documentation. (2 or more in a two-week period)
- b) No call, no show when absent or late. (3 times during work experience)
- c) Leaving the Work-Learn Site without permission.
- d) Failure to follow Work-Learn Site rules or instructions.
- e) Having a bad attitude.

- f) Insubordination
- g) Inappropriate visitors to the Work-Learn Site.
- h) Inability to meet the standards of the program as defined in the Agreement.
- i) Lying to a Work-Learn Site, Sponsor and/or State representative.

For violating the above stated rules, the following disciplinary actions will be imposed. For extreme infractions, the youth intern may be moved to a higher-level discipline immediately.

First Offense – Verbal Warning

A site supervisor or Sponsor representative will issue a verbal warning to the youth intern and document the meeting date of the warning on the youth timesheet. A meeting will be scheduled with the site supervisor, Sponsor representative and youth participant.

Second Offense – Written Documentation

A meeting will be scheduled with the site supervisor and a Sponsor representative to complete a written contract outlining the expected performance improvements. The written documentation must be signed by all involved parties. The youth intern will be placed on probation for an agreed upon time set during the meeting.

Third/Final Offense – Dismissal from the Program

The site supervisor and/or Sponsor representative may terminate the internship experience based on the contracts developed in Steps 2 and 3. A written dismissal notice will be provided, and a dismissal meeting will be held between the youth intern and the Sponsor representative to review the reason(s) for termination.

VII. WORK-LEARN SITE DATA AND AUTHORIZATION

Required
Photocopy Form as Needed

Agreement Number:
(Internal Use Only)

Date:

Work-Learn
Site/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____

Email: _____

- Type of Agency:
- Public Sector (*Municipal, County, State or Federal Government Entity*)
 - Public Sector (*Education Entity*)
 - Non-Profit (*Public or Private Non-Profit and/or Community Based Entity*)
 - Private Sector (*Private Business*)
 - Other (*Specify*)

Indicate which of the following, if any, are required as a condition of placement:

- Drug Screening Background Check Fingerprinting Physical

Additional Data (if needed):

As the Work-Learn Site, I agree to abide by the terms of the Camden County Workforce Development Board Youth Work-Learn Site Agreement. I also agree to provide youth interns assigned to our Work-Learn Site with an orientation to the workplace on or before their first day of work. The orientation will include, but will not necessarily be limited to, expected program responsibilities and assignments; workplace safety rules/requirements; policies regarding attendance/lateness; disciplinary action policies; procedures for reporting absences; and other related personnel policies in your business/organization

**Please include a copy of your
New Jersey Business Registration Certificate**

VIII. WORK-LEARN SITE INTERNSHIP OPPORTUNITY DATA SHEET

Required

Complete one form for each job position.

Work-Learn Site

Name: _____

Agreement Number: _____ Date: _____

Directions

Complete a separate form for each available position

YOUTH JOB DATA

Note:

Internship

Title: _____ Number of Internships available: _____

Maximum Hours
per Week: 25

Daily Hours: From _____ To _____

Days Scheduled to Work (mark all that apply): Monday Tuesday Wednesday Thursday Friday

Direct Supervisor: _____ Phone: _____

Alternate Supervisor: _____ Phone: _____

OCCUPATIONAL SKILLS & RESPONSIBILITIES

Program Opportunities and Responsibilities:

Special Equipment Used at the Work-Learn Site:

Work Principles that will be Learned:

Which age group of interns would you prefer? (check all that apply)

- 16 to 24
 18 to 24

Position Qualifications if any:

Required as a Condition of Placement: Drug Screening Background Check Fingerprinting Physical

Describe Inclement Weather Provisions (if applicable):

CERTIFICATION

I certify that the above Work-Learn Site Data is accurate and complete.

Work-Learn Site Representative Signature Title Date

IX. TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon 24 hours advanced notification. These program activities are contingent upon funding and may be terminated if said funding is discontinued or if said program is not being administered in accordance with this Agreement; rules and regulations of the youth program; or other appropriate laws, ordinances, rules and regulations. Written notification of termination shall be either hand-delivered or delivered by overnight commercial carrier or U.S. Mail.

XI. AUTHORIZATION/CERTIFICATION

I certify that I have read the Youth Work-Learn Site Agreement and agree with the terms of the Youth Work-Learn Site Agreement. Failure to comply with any of the above terms of service and provisions will cause the Agreement to become void and may result in the Work-Learn Site assuming liability for any claims regarding these terms and provisions.

Work-Learn Site Representative Signature

Title

Date

I certify that I have read the required contractual elements as identified by the New Jersey Office of the State Comptroller and that my business/organization is in compliance with/will comply with the fourteen elements listed thereon.

As the authorized person in this agency, I have read and agree to the terms set forth in this Work-Learn Site agreement and have attached my New Jersey Business Registration or Public Entity/Non-Profit Status Certification Form to the Work-Learn Site agreement.

Work-Learn Site Representative Signature

Title

Date

FOR OFFICIAL USE ONLY

Reviewed & Approved by Sponsor: _____

●●● Once a youth intern has been assigned to your Work-Learn Site, you will receive a Youth Assignment Authorization form. No youth intern may begin the program until a signed copy of the Youth Assignment Authorization Form is returned to the Sponsor. ●●●

Attached, please find the following forms:

- Weekly Attendance Record (Please make copies as needed.)
- An Intern Evaluation Form to be completed at the end of the program. (Please make copies as needed.)

Please complete for each participant at the conclusion of the program.

Required Format
Photocopy Form as Needed

New Jersey Department of Labor & Workforce Development
Youth Intern Performance Evaluation

At the end of the program, the form below must be completed for each youth participating in a work experience. Upon completion, the original signed copy must be submitted to the Sponsor.

Date: _____

Youth: _____ Supervisor: _____

Directions:		Excellent	Good	Fair	Poor
1. Please rate the youth intern in each area below by placing a <input checked="" type="checkbox"/> in the appropriate box.					
• Interactions	Interacts well with on-site personnel, clientele and public				
• Responsibility	Sets priorities, anticipates needs and uses time responsibly				
• Paperwork	Completes and submits timesheets, sign-in log and reports on-time				
• Quality	Completes tasks accurately and completely				
• Training	Participates in training sessions and applies knowledge learned				
• Service Skills	Applies skills and shows improvement over the course of the service				
• Dependability	Follows a regular schedule and contacts supervisor if late or not coming in				
• Ethics	Demonstrates a work ethic to "get things done"				
• Professionalism	Dresses appropriately and has a positive attitude and demeanor				
• Problem Solving	Creative and resourceful in solving issues and/or problems that arise				
• Leadership	Demonstrates group leadership and facilitation skills				

2. Would you consider this youth for future employment? Yes No

3. Additional Comments:

CERTIFICATION:

Youth Participant: _____ Date: _____

Work-Learn Site Representative: _____ Date: _____

Sponsor Staff: _____ Date: _____

FOR ADDITIONAL INFORMATION

Please direct any program-related questions to:

Leslie J. Williams
Comptroller/ SYEP Project Manager
856.751.1500
leslie@ccwib.com

Alex Levitt
Receptionist/Administrative Assistant
856.751.1500
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