

**The Mississippi Partnership
Counseling to Career (C2C) Youth Program
Work Experience
Worksite Agreement**

This worksite agreement is between _____, the WIOA youth program provider (an agent of the Mississippi Partnership Local Workforce Development Area) and _____, the worksite employer. The purpose of this agreement is to set forth the guidelines to provide WIOA eligible youth with basic work skills in order that the youth will be better able to compete for available jobs in the local labor market.

Section I. – Regulations for _____ (Worksite Employer)

1. Sufficient work must be available to occupy the youth.
2. The worksite will have enough equipment and/or materials to perform the tasks assigned to each enrollee.
3. The worksite will comply with the regulations of the Workforce Innovation and Opportunity Act, The Mississippi Partnership, and/or _____.
4. Working conditions are sanitary and safe, and each enrollee will work in a safe manner.
5. No enrollee shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation or belief, be discriminated against or denied employment as a participant.
6. Enrollee will be utilized only in the agreed upon job(s).
7. Regulations regarding Child Labor Laws must be followed.
8. Enrollees may not be employed on construction jobs or operation or maintenance of a facility that is used for religious instruction or worship.
9. The Employer will notify the youth provider if an enrollee quits or fails to report to work for two consecutive days.
10. Enrollees should be treated as regular employees. The Worksite Supervisor may not dismiss an enrollee from the program, but may request that _____ remove an enrollee from the worksite. If a Worksite Supervisor does request that an enrollee be removed, _____ cannot guarantee that another enrollee will be available to fill the vacancy.

If a problem with an enrollee arises, the problem should be immediately reported to _____. The problem will be solved or the enrollee will be reassigned to another worksite. If the situation warrants, the enrollee will be terminated from the work experience component of the youth program.
11. If the enrollees are working at several sites other than this worksite agency's main office, a sign-out procedure to show exactly where the enrollees are working must be kept at all times.
12. Constant supervision by a competent adult will be provided at all times by the worksite agency and will not exceed the 1:5 supervision ratio. Each supervisor should receive a copy of the Worksite Supervisor Orientation Manual and read and be familiar with its contents.
13. The worksite agency will complete the enrollee's time and attendance report and submit it to the youth provider in a timely manner. Unexcused absences should be noted on the time/attendance form and reported to the youth provider for action. Excessive unexcused absences could result in dismissal from the program.
14. Three Rivers Planning and Development District, fiscal/administrative agency for the Mississippi Partnership Local Workforce Development Area, and/or other state or federal representatives may monitor the worksite to ensure that both the youth provider and the work site employer are in compliance with this agreement.
15. No currently employed worker shall be displaced by any work experience participant, including partial displacement such as reduction in hours of non-overtime work, wages, or employment benefits.

16. The Employer will notify the youth provider of the receipt from any person of any written or oral complaint relating to the conditions of this agreement and will assist in any investigation undertaken, whether by the Mississippi Department of Employment Security or the Mississippi Partnership Local Workforce Development Area to ascertain facts relevant to the complaint.
17. The Employer will perform evaluations on each work experience participant on a regular basis and will report any problems that cannot be resolved to the youth provider.
18. The Employer understands that a representative from the youth provider will monitor the work site on a regular basis.
19. Enrollees may work a maximum of ____ hours per week. If the enrollee is permitted to work beyond the limit set by the youth provider, the wages for those hours worked in excess of the limit will become the responsibility of the worksite agency.

Section II. Regulations for _____ (Youth Provider)

1. The youth provider will provide forms to be used to record time and attendance, which must be signed by the youth enrollee and Employer and submitted to the youth provider in accordance.
2. Enrollees may be paid the prevailing wage rate for the business/enterprise but shall not be paid less than the current minimum wage rate per hour. The subcontractor is responsible for paying each enrollee for hours set forth by this agreement.
3. Enrollees shall be covered by Worker's Compensation Insurance provided by this agency for work related accidents. Accidents occurring on the job should be reported promptly to:
Youth Provider: _____ Phone Number: _____
4. The Youth Provider will monitor all job site(s) in conjunction with the Mississippi Partnership Local Workforce Development Area's requirements in order to ensure that this agreement is being carried out properly.

Section III. Statement of Work

1. Name of Agency: _____
2. Type of Agency: _____ (i.e., Private Non-Profit, County, Federal, etc.)
3. Address: _____
City: _____ State: _____ Zip: _____
4. Regular Functions of Agency: _____
5. Contact Person and Number: _____
6. Employer Hours: _____
7. Maximum # of Enrollees: _____

Section IV. Conflict of Interest

The WIOA Work Experience Program is subject to the Mississippi Partnership Conflict of Interest Policy which ensures that representatives of organizations entrusted with public funds do not personally profit. Employers that have an employee currently serve on the Mississippi Partnership Local Workforce Development Board are not eligible to participate in the internship program. This prohibition applies while the employee serves on the board and for one year after the Board member's term expires.

This worksite employer and the youth provider will adhere to the above criteria and all guidelines of the Rules and Regulations governing the work experience element of the WIOA youth program.

Signature for Worksite Employer	Title	Date
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Signature for Youth Provider	Title	Date
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