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## WORKSITE AGREEMENT

Columbia-Greene Community College  
Workforce Investment Office  
4400 Route 23  
Hudson, NY 12534

MEMORANDUM AGREEMENT for: Summer Youth Employment Program 2024

This document is an agreement between

Columbia-Greene Community College, Workforce Investment Office, hereinafter referred to as “Sponsor”

and;

\_\_\_\_\_, hereinafter referred to as the “Worksite”.

This agreement is dated: \_\_\_\_\_

- I. It is understood that the Sponsor and the Worksite wish to execute a non-financial agreement to allow the Worksite to provide Work Experience to SYEP participants.

The Sponsor and the Worksite will work together to accomplish the goal of enhancing the employability of the Summer Youth Employment and Training participants by:

- (a) Providing well supervised, well-structured meaningful employment experiences.
- (b) Increasing participant knowledge of and experience with proper working habits and basic work skills.
- (c) Increasing participants’ knowledge of the local labor market.
- (d) Providing career exposure and exploring various occupations.

To ensure that participants will have a realistic work experience, Worksite agrees to assign meaningful tasks on the same basis used with regular employees. We agree, jointly, that no youth will be discriminated against in selection of assignment of duties based on race, color, sex, handicap, religious belief, age or national origin.

Further, it is agreed that the Worksite will provide Sponsor with a list of the types of jobs or activities and work hours at each worksite as an attachment to this agreement.

- II. The Worksite agrees to:

- 1. Employ only those participants referred to and declared eligible to the Worksite by the Sponsor.
- 2. Permit participants to start work only with prior approval from Sponsor.
- 3. Ensure that participants will work no more than 30 hours per week.
- 4. Comply with Rules and Regulations governing the Summer Youth Employment Program.
- 5. Comply with Fair Standard Act and appropriate New York State Labor Laws.
- 6. Inform participants of supervisor’s name, role and responsibilities and provide the youth the opportunity to relate any problems that might arise.

7. Assign tasks to the youth daily.
8. Assure that adequate work is available to occupy all participants during working hours.
9. Provide contingency plans for inclement weather when worksites are outdoors.
10. Always provide adequate supervision to participants and shall supervise no more than 12 youths. When worksite supervisors are unavailable, alternate supervisors will be designated.
11. Assure that sufficient equipment and/or materials are available to carry out work assignments.
12. Assign youth to only those activities approved by the Sponsor.
13. Assure that participants will not be paid for breaks, lunch, unexcused absences, un-worked hours, or recreational activities.
14. Permit release time scheduled by Sponsor during work hours to attend services and programs required and offered by Sponsor, or its agents.
15. Notify sponsor within 24 hours of any accidents, special situations, or unusual occurrences.
16. Evaluate each participant as agreed upon and required by Sponsor.
17. Comply with assurances, reporting, monitoring and evaluation systems required by Sponsor.
18. Permit monitoring and evaluation of worksite by Sponsor staff, and such state and federal officials as shall be necessary to monitor this site. Monitoring will be on a regular basis and shall include random unscheduled visits.
19. Close worksite where serious or continual violations of the Rules and Regulations of Summer Youth Employment and Training Program cannot be remedied by quick remedial action.
20. The participants' time and attendance shall be certified by the supervisor and the participant on time sheets provided by Columbia-Greene Community College. The time sheets shall be forwarded to the College by the worksite bi-weekly. Copies of all time sheets and related participant records shall be retained by the worksite for at least three (3) years.
21. Participants will be provided with their scheduled hours of work at the beginning of participation. Any changes in this work schedule will be provided in writing to the participant and the participant's counselor before the changes take effect.
22. Ensure that the positions filled by summer youth employees funded under this Agreement will not displace any currently employed worker, including partial displacement, such as a reduction in hours of non-overtime work, wages, or employment benefits. Furthermore, the worksite insures no other individuals are currently on layoff from the same or any substantially similar job, or the worksite has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by utilizing summer youth employees.
23. Insures that summer youth employees will not take part in fund raising activities during the hours they are being paid wages under this agreement.

### III. Sponsor agrees to:

1. Provide worksite with instructions and procedural forms as may be required.
2. Provide orientation to SYEP participants on program purposes and policies and procedures.
3. Assure that immediate worksite supervisors and their alternates will receive orientation as to their duties and responsibilities to the program prior to participant's arrival.
4. Ensure participants are eligible for this program and that each participant has proper working papers, if they are required.
5. Provide Labor Market Orientation Exposure Activities, counseling and supportive services to the participants as determined necessary by Sponsor.
6. Notify worksite three (3) days in advance for activities that require release time of participants.

7. Be responsible for evaluating and referring youth to positions which are relevant to the youth's career interests and educational program as well as specific individual needs. Preference will be given to those applicants who demonstrate the greatest need for employment and training. Although worksite may recommend someone to be placed at the site, the Sponsor has the final say in placement.
8. Although the worksite may recommend firing of participants, the Sponsor will be responsible for the final decision made.
9. Be considered the employer and provide workman's compensation, social security, federal and state income taxes. Wages are paid by sponsor and will distribute these wages on a bi-weekly basis.
10. Monitor the program according to the grant funded guidelines.
11. Provide technical assistance in programmatic aspects.

IV. IT IS MUTUALLY AGREED THAT:

This is a non-financial agreement, which may be terminated by either party upon notification in advance and will be updated to reflect current conditions as necessitated by the Summer Youth Employment Program Job Description.

The program activities are contingent upon federal or other grant 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 funding agency or other appropriated laws, ordinances, rules and regulations.

Both parties understand that the funding agencies prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in the funding agencies programs or activities; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Worksite administrator will ensure that all individuals supervising youth participants will have a copy of this agreement.

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(Signed) Worksite Designated Administrator, Director or Supervisor Date

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(Signed) Sponsor Designated Representative Date  
 Columbia-Greene Community College  
 Workforce Investment Office  
 4400 Route 23, Hudson, NY 12534  
 518-697-6514



**Summer Youth Employment Program  
Job Description 2024**

Organization:		Director/Manager:	
Phone Number:		Director's Email Address:	
Mailing Address:			
Immediate Supervisor:		Phone Number:	
Alternate Supervisor:		Phone Number:	
Location Address (if different from above):			
Supervisor's email:		Alternate's email:	

Internship Job Title:							
<b>Internship Work Schedule</b> (plan for 25 hours per week) (List start time and end time)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Lunch Break will be from:** \_\_\_\_\_

**Internship Job Tasks (list at least 5 activities the youth will be performing):**


**List skills required, equipment to be used, or any special instructions for the Intern**


**CHECK THE SKILLS BELOW THE INTERN WILL BE ABLE TO DEVELOP AND DEMONSTRATE**

Attendance	Punctuality	Workplace Appearance	Taking Initiative	Read With Understanding	Respond To Supervision	Cooperate With Others
Solve Problems & Make Decisions	Listen Actively & Respond Appropriately	Resolve Conflict & Negotiate Well	Observe Critically	Take Responsibility For Learning	Quality Of Work	Solve Problems Using Math

\_\_\_\_\_  
Worksite Director/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Columbia Greene Workforce Representative

\_\_\_\_\_  
Date