



LOS ANGELES COUNTY YOUTH@WORK WORKSITE AGREEMENT

Agreement: 22-W000

This agreement is between WDACS-Operated America's Job Centers of California (AJCC's) and partner AJCC's **South Bay Workforce Investment Board, Inc. (SBWIB, INC.)** ("Youth Agency") and **City of Carson**, a California Charter City ("Worksite"), and is effective from **January 3, 2023** through **June 30, 2027**.

I. The Worksite agrees to:

- A. Adhere to all Youth@Work program regulations and program-related WDACS-Operated AJCCs' or partner AJCCs' policies.
- B. Adhere to all requirements in the Worksite Checklist including but not limited to American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan, Workplace Postings and work restrictions required by Child Labor Laws.
NOTE: All Worksite Checklist requirements shall be met before any youth can began work.
- C. Attend Worksite Supervisors' orientation conducted by the WDACS-Operated AJCCs or partner AJCCs.
- D. Adhere to the authorized work hours indicated on the Worksite Expectations Review form.
- E. Comply with California and Federal Child Labor Laws (maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Child Labor Laws.
- G. Provide meaningful work experience designed to promote the development of positive work habits and specific skills required for successful participation in the workforce.
- H. Assure that this agreement will not displace currently employed worker(s) or impose on their promotional opportunities.
- I. Provide youth with an orientation to familiarize the youth with his / her duties, work hours, worksite expectations and what to do in case of an emergency and provide clear emergency and evacuation procedures.
- J. Complete a Worksite Expectations Form for each youth when there is a change in the Worksite schedule or location.
- K. Provide the youth with supervision at all times and a clear line of supervision and accountability.
- L. Provide the WDACS-Operated AJCC or partner AJCC case manager with copy of signed Performance Evaluations on Monthly basis and a final Performance Evaluation.
- M. Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance

Evaluation. Work with the WDACS-Operated AJCC or partner AJCC to resolve problems as they arise.

N. Maintain accurate timecard records, verifying hours, and ensure that timecards are signed by the youth and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED)**.

O. Provide the youth with copies of signed timesheets and other program or work related information as appropriate.

P. Utilize only authorized timesheets which are provided by the WDACS-Operated AJCC or Partner AJCC.

Q. Ensure that timesheets are consistent with WDACS-Operated America's Job Centers of California Procedures; it is not your responsibility to deliver the timesheets. It is the responsibility of the WDACS Operated AJCC to pick up timesheets in a timely manner.

R. Give full consideration to the possibility of hiring the youth, although there is no requirement to do so.

S. Provide materials and equipment necessary to perform the duties of the work assignment.

II. The Youth Agency agrees to:

A. Provide the worksite with Youth@Work regulations and program-related WDACS-Operated AJCCS or partner AJCCs policies.

B. Verify the worksite is in compliance with requirements in the Worksite Checklist. *Note: All Worksite Checklist requirements shall be met before any youth can begin work.*

C. Provide orientation to the Worksite Supervisors.

D. Ensure that the worksite adheres to the authorized work hours indicated on the Worksite Expectations Review form.

E. Ensure that the worksite adheres to the California and Federal Child Labor Laws (Maximum hours, breaks, etc.) and acknowledges the penalties for violating Federal Child Labor Laws.

F. Ensure all minors under the age of 18 have a valid Work Permit.

G. Ensure that the worksite provides meaningful work experience consistent with the goals of the Youth@Work Program.

H. Ensure that the worksite provides youth with an orientation to familiarize the youth with his/her duties, work hours, worksite expectations and what to do in case of an emergency and ensure clear emergency and evacuation procedures are in place.

I. Verify that a Worksite Expectations Form is completed for each youth. A Worksite Expectations Form must be completed when there is a change in the Worksite or Worksite schedule.

J. Assume the cost of wages and all appropriate benefits. The Youth Agency is responsible for payment of Youth@Work youth hours as indicated in the Worksite Expectations Form.

K. Verify that the youth is supervised at all times and ensure youth is provided a clear line of supervision and accountability.

- L. Review the Performance Evaluations on a monthly basis, discuss monthly evaluation with the youth, and provide additional guidance for any needed improvements.
- M. Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance Evaluation. Work with the Worksite to resolve problems as they arise.
- N. Maintain accurate timesheet records, verify hours, and ensure that timesheets are signed by the youth and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth. **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED).**
- O. Ensure that the worksite provides the youth with copies of signed timesheets and other program or work related information as appropriate.
- P. Ensure the worksite utilizes only authorized timesheets.
- Q. Pick up the timesheets of the youth in a timely manner. Issue paychecks to the youth according to verified time records and agency payroll procedures.
- R. Ensure the worksite provides materials and equipment necessary to perform the duties of the work assignment.
- S. Maintain a copy of the Worksite Expectations Review, Worksite Agreement, job description, all submitted timesheets, and other relevant forms for a minimum of three (3) years for audit purposes.
- T. Provide ongoing oversight of the Youth@Work program and supportive services to the youth.
- U. Provide all Youth@Work youth with an orientation, explaining the program's purpose, procedures and rules and also an overview of what to expect at the worksite.
- V. Ensure liability and accident coverage of youth during authorized work hours through workers' compensation as provided by WDACS-Operated America's Job Centers of California.
- W. Provide Worksite Supervisors with appropriate written materials: Supervisor Manual, timesheets, performance evaluations, and a copy of Worksite Agreement. Worksite Agreement is valid for one fiscal year.

III. Worksite and Youth Agency agree that:

- A. Neither party shall incur costs from each other arising from participation in the Youth@Work program.
- B. The City may request that a program participant be removed at any time, which request shall be approved.
- C. This Agreement may be cancelled by either Party without cause upon ten (10) days written notice prior to the effective date of such termination, which shall be specified in the notice. Any modifications to this agreement shall be approved by the County.

/

/

/

/

/

/

/

/

/

Worksite Name: City of Carson

Worksite Address: 701 E. Carson Street
Carson, CA 90745

By: David C. Roberts, Jr.

Signature: _____

Title: City Manager

Youth Agency Name: **SBWIB, Inc.**

Signature: _____

Title: **CEO**

Updated November 2022



YOUTH@WORK WORKSITE CHECK LIST

**department
of economic
opportunity**
COUNTY OF LOS ANGELES

Section I. What Type of Work Experience Will This Worksite Provide?				
In Person WEX		Complete Sections I - VII		
Remote WEX		Complete Sections II & VII		
Section II. Worksite Information				
Agency Name:		Agency Representative:		
Worksite Name:		Worksite Address:		
Worksite Supervisor:		Review Date:		
Worksite Supervisor Orientation Provided on:				
Section III. Worksite Orientation Requirements				
ADA checklist provided on:		Emergency Plan Requirement met on:		
Section IV Americans With Disabilities Act				
ADA Checklist for Existing Facilities The worksite must be in compliance with the four priorities below. <i>Use the current ADA Checklist (2010) as a guide to determine if the following criteria is met:</i>		Yes	No	N/A
Priority 1: Accessible approach and entrance				
Priority 2: Access to goods and services				
Priority 3: Access to rest rooms				
Priority 4: Any other measures necessary				
For Technical Assistance on how to use the ADA Checklist you may call 1-800-949-4ADA				
Section V. Health & Safety				
General		Yes	No	N/A
1. Workplace is clean and orderly?				
2. Are floors clean? Are aisles, hallways and exits unobstructed?				
3. Are floor surfaces dry and free of slip hazards?				
4. Are stairways, sidewalks and ramps in need of repair?				
5. Is lighting adequate in all common areas and workstations?				
6. Are emergency evacuation plans clearly posted at every stairway and elevator landing, and inside all public entrances to the building?				
7. Are all containers, including non-hazardous chemicals and wastes, labeled with the full chemical or trade name?				
8. Are stored materials secure and limited in height to prevent collapse?				
9. Is there a 36" clearance maintained for electrical panels?				
10. Are electrical cords and plugs in good condition with proper grounding?				
11. Are extension cords and power strips used appropriately? (e.g. Not daisy chained and No permanent extension cords in use.)				

12. Do portable electric heaters have at least 3 feet of clearance from combustible materials (e.g. paper)?			
13. Does equipment and machines work properly?			
14. Are machines and other equipment in a clean condition?			
15. Is adequate ventilation provided to machines to preventing buildup of heat or gas emissions?			
16. Are emergency stop switches on machines identified and in proper working order?			
17. Are mechanical safeguards in place and in proper working order (e.g. paper cutter guards)?			
Fire	Yes	No	N/A
1. Are emergency exit signs lit properly?			
2. Are fire alarms and fire extinguishers visible and accessible?			
3. Are fire doors (e.g. in stairways) kept closed unless equipped with automatic closing device? Yes			
4. 18" vertical clearance is maintained below all sprinkler heads.			
5. Fire extinguishers are serviced annually.			
6. Corridors and stairways are kept free of obstruction and not used for storage.			
7. Fire safety plan and procedures			
Earthquake	Yes	No	N/A
1. Are bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over 4 feet tall anchored to the wall?			
2. Do shelves have lips or other seismic restraints?			
3. Are portable machines or equipment secured against movement using chains, lockable casters, or other appropriate means?			
4. Is top-heavy equipment bolted down or secured to wall studs? Yes			
5. Are large and heavy objects stored on lower shelves or storage areas? Yes			
6. Is valuable equipment sensitive to shock damage, such as instruments, computer disks and glassware stored in latched cabinets or otherwise secured to prevent falling?			
7. Are storage areas uncluttered providing clear passages in the event of an emergency? Yes			
8. Are cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors? Yes			
Section VI. Required Workplace Postings			
The following signs are required to be posted in clear view. (Child Labor Laws 2000)	Yes	No	N/A
1. A Minimum Wage poster available from any Division office or the Industrial Welfare Commission.			
2. A Pay Day Notice specifying the regular pay days and the time and place of payment for employees [LC 207]. (Employers may make their own notice. A sample notice can be obtained from any Division of Labor Standards Enforcement office.)			
3. A Cal/OSHA Safety Rules and Regulations notice available from the Division of Occupational Safety and Health [LC 6328].			
4. A Workers' Compensation Insurance Coverage notice available from the employer's workers' compensation insurance carrier [LC 3550].			
5. Equal Opportunity Is the Law Posting			
Section VII. Certification of Review			
I confirm that I have reviewed and discussed all applicable worksite requirements as contained in this checklist with the identified worksite supervisor or authorized representative.			
AGENCY REPRESENTATIVE SIGNATURE		Date	
AGENCY REPRESENTATIVE PRINT NAME			