

Workforce Investment Act (WIA)/ Youth Worksite Agreement Form

Worksite Rights and Responsibilities

1. Ensure that safe working conditions, safety guidelines and child labor provisions are observed. If an accident occurs notify YES Program staff that an accident has occurred and seek medical aid when necessary.
2. Provide adequate and continual supervision in order to accomplish that participant's employability plan that is on file in the YES Program office.
3. Outline the participant's job duties and responsibilities.
4. Ensure that meaningful work is available for every participant during work hours.
5. Maintain participant time and attendance record on a daily basis and have the bi-weekly time sheets signed by both participant and worksite supervisor. Submit these reports on a timely basis to YES Program which will ensure timely payment to the participant.
6. Make sure that the participant does not exceed authorized working hours.
7. If applicable, youth working in activities such as painting, grounds work, light maintenance, etc. must be closely supervised either individually or in groups not to exceed ten per supervisor. Youth must not be assigned to work with heavy equipment, power-driven sheeting or cutting equipment, or stamping or similar hazardous equipment or machinery. (For further information see Child Labor Laws).
8. Ensure a qualified substitute supervisor will be available in the absence of the regular supervisor.
9. That any applicable written WIA laws, regulations, local board policies, and other guidelines and/or procedures will be adhered to and that participants will not be discriminated against because of race, color, religion, sex or sexual preference, national origin, age, handicap (disability), or political affiliation or belief. Participants choosing to file grievances claiming abridgement of their civil rights, equal employment opportunity, or other complaints regarding their program participation, are to use the NMDOL procedure described in NMSDA/NMSA Directive NO. 36-93.

WIA Rights and Responsibilities

1. Provide general orientation to participants and worksite supervisors regarding the YES Program and its intents and purposes. Explain policies/procedures of the activity purpose, goals and program requirements (example) time, attendance, performance, evaluation, grievance and appeals procedures, maximum hours that may be worked on a weekly basis, relationship between worksite supervisor and participant, and requirements of training plan.
2. At least bi-weekly, review and document the progress of each participant to determine whether a transfer to another activity or placement in unsubsidized employment is more appropriate.
3. Coordinate with the worksite the assignment, transfer, and termination of participants to assure compliance with YES Program regulations. Maintain a participant file system to assure that participants do not remain in the program beyond the established time limitation.
4. Participants should be informed of the procedures to be followed in case of an on-the-job injury, contact your YES Program office staff and the human resource office at
(Seek medical aid when necessary).

Worksite Name: Gadsden Independent School District

<u>4950 McNutt Road</u>	<u>Sunland Park</u>	<u>NM</u>	<u>88063</u>	<u>882-6200</u>
Main District Offices Worksite Address:	City	State	Zip	Telephone:

Authorizing Signature: _____ Date: _____

Position Title: _____

Worksite Supervisor's Signature: _____ Date: _____
If different from Authorizing Signature

WIA Participant Signature: _____ Date: _____

WIA Case Manager Signature: _____ Date: _____

Parent or Guardian if under 18 years of Age:
Signature: _____ Date: _____