**STATE/LOCAL INTERNSHIP PROGRAM (SLIP)**

# WORKSITE AGREEMENT

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| --- | --- | --- | --- | --- | --- |
| Worksite |  |  | Program Operator | | Carbon County Workforce Training |
|  | | | | | |
| Phone # |  |  | Phone # | (570) 325-2915 | |
|  | | | | | |
| Address |  |  | County | Carbon | |
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| --- | --- | --- | --- |
| Agreement Period: |  | to |  |

Participant(s) Job Title(s): see attached job description(s)

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| --- | --- |
| Participant(s) Immediate Supervisor/Contact Name: |  |

It is agreed that as a 2021 SLIP Worksite/Project, our responsibilities to the Workforce Innovation and Opportunity Act (WIOA) Program and the SLIP participants will be:

1. To provide a meaningful and challenging internship experience for youth under our supervision. These assignments should be relevant to the assigned task(s).
2. To provide adequate supervision by supervisors who are knowledgeable of the SLIP goals.
3. To provide alternative worksites and/or activities, whenever possible, for participants assigned to outdoor worksites as a result of inclement weather.
4. To assure adequate accountability for participant time and attendance by maintaining accurate time and attendance records for all participants assigned to the worksite. Accurate time and attendance records must include daily sign in and out sheets completed by the participants. Participant time sheets must be submitted as required by the Carbon County Workforce Training Office (before 9:00 A.M., the Monday after the pay period ends) and signed by both the supervisor and the participant verifying the accuracy of the time sheets.
5. To assure that the participants are paid only for time worked or for the time spent in training activities and that participants are not paid for holidays, sick leave, vacation leave, or lunch breaks.
6. To post in a prominent place at the actual worksite, copies of the grievance procedures, anti-discrimination posters, an abstract of the Child Labor Laws, EO poster and a listing of scheduled work hours for all participants under age 18.
7. To have available on-site emergency phone number(s) and contact(s) for all participants and to ensure that supervisors are aware of the location of emergency listings.
8. To comply with the Federal, State, and Local Child Labor Laws; the WIOA program regulations published in the Federal Register; the Title I Youth Policies and Procedures published by the Bureau of Workforce Development Partnership.
9. To cooperate with Federal, State, Workforce Investment Board and Carbon County Workforce Training staff monitoring efforts.
10. To notify Carbon County Workforce Training of any participant problems, pending labor disputes, grievances, or other conditions that may affect the performance of this agreement.
11. The worksite will assume the responsibility for providing liability coverage for WIOA participants for those hours during which the participants are working.
12. Compliance with the Federal, State, and Local Child Labor Laws will be the responsibility of the worksite. Worksites will be responsible for any and all fines and/or penalties associated with violations of the Federal, State, and Local Child Labor Laws.
13. The worksite agrees to allow Carbon County Workforce Training to provide training sessions, either on site or off, to any participant determined requiring it.
14. The worksite assures that no currently employed worker will be displaced by any participants placed through this agreement, including partial displacement such as reduction in hours of non-overtime worked, wages, or employment benefits. In addition, the worksite assures that no jobs will be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
15. Employer did not layoff anyone from the same job or an equivalent position. Employer did not terminate individuals from employment or cause an involuntary reduction in its workforce for the purpose of filling the vacancy with a State/Local Internship Program participant.

The terms of this agreement are contingent upon the receipt of WIOA funds from the Bureau of Workforce Development Partnership.

This agreement is made and entered into between   Carbon County Workforce Training  , program operator for the   Pocono Counties Workforce Development Area   and       in the   Pocono Counties   Workforce Development Area.

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| --- | --- | --- | --- | --- |
| Signed this | 1st | day of | June | 2021 |



Chief Administrative Officer, Program Operator and/or Administrative Entity

Chief Administrative Officer, Worksite

Primary Worksite Supervisor

Secondary Worksite Supervisor