

**ULSTER COUNTY OFFICE OF EMPLOYMENT AND TRAINING  
SUMMER YOUTH EMPLOYMENT PROGRAM**

**SYEP WORKSITE AGREEMENT**

NAME OF WORKSITE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

<u>YOUTH JOB TITLE</u>	<u>SUPERVISOR</u>	<u># IN JOB TITLE</u>
_____	_____	_____
_____	_____	_____

BRIEFLY DESCRIBE JOB DUTIES OF EACH TITLE: \_\_\_\_\_

YOUTH EMPLOYEE WORK SCHEDULE: \_\_\_\_\_

SUPERVISOR WORK SCHEDULE: \_\_\_\_\_

**The above-named agency, as a Summer Youth Employment Program (SYEP) worksite, agrees to:**

1. Provide constructive, meaningful work for each youth in accordance with the worksite schedule.
2. Provide conscientious supervision of all SYEP youth employees at all times and assure that the supervisor/youth ratio does not exceed 1:10.
3. Provide a youth orientation session to explain expectations on the worksite, the particular duties mentioned above, dress requirements, policies concerning tardiness and absences, the work schedule, lunch breaks and safety requirements.
4. Monitor youth employee progress, instruct youth in work maturity skills, and complete and submit a Youth Evaluation Report at the designated time.
5. Ensure that all personnel working with SYEP youth employees understand the policies and regulations of the Summer Youth Employment Program.
6. Comply with the provisions of the Fair Labor Standards Act and New York State laws regarding the training and employment of youth including providing a safe and healthy work environment.
7. Ensure compliance with the Drug Free Labor Standards Act of 1988 and Section 1352 of Title 31 of the U.S. Code concerning the prohibition of use of Federal Funds for lobbying activities, as well as appropriate sections of the Workforce Investment Act of 1998 and all Federal laws proscribing discrimination on grounds of race, religion, color, sex, national origin and political affiliation.
8. Assist youth employees in maintaining and submitting accurate bi-weekly time sheets provided by the SYEP staff to assure that youth will be properly compensated for hours worked. These time sheets must be submitted in accordance with the payroll schedule provided each supervisor. **TIME SHEETS MUST BE RECEIVED BY SYEP STAFF NO LATER THAN THE DAY INDICATED ON THE PAYROLL SCHEDULE.**
9. Ensure that youth employees will not be paid for absences, hours not worked, meal periods, or recreational activities.
10. Ensure alternate work is available for youth when inclement weather interrupts normal work duties. Describe inclement weather plans: \_\_\_\_\_

11. Ensure sufficient work is available to occupy all youth employees during the workday.
12. Provide sufficient materials and/or equipment to enable youth to carry out work assignments.
13. Ensure worksite supervisor(s) and alternate supervisors will participate in an orientation prior to the start of SYEP.
14. **Report to the SYEP counselor any attendance, attitude or other problems which may lead to a request to replace a participant.**
15. Immediately report all accidents involving SYEP participants to the SYEP case worker.
16. Allow flexible work schedules for SYEP participants enrolled in remedial education or summer school programs.
17. Allow Ulster County Office of Employment and Training staff on-site to monitor activities of SYEP participants.
18. Comply with all applicable Equal Opportunity requirements.
19. By signing this agreement, the worksite certifies that youth employed in the positions listed in this agreement are not supplanting recently laid off employees with the same job titles.
20. To the fullest extent permitted by law the Agency shall defend, indemnify and hold harmless the COUNTY, including its officials, employees and agents from and against any and all claims, demands, suits or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from the negligent acts or omissions of the Agency, employees or agents.

**The Summer Youth Employment Program agrees to:**

1. **Retain all rights to hire, place and, if necessary, terminate youth employees.** The worksite, by demonstrating just cause, has the right to request replacement of a SYEP employee when youth progress or work performance is falling below minimum standards.
2. Provide orientation to youth employees, supervisors and alternate supervisors prior to the beginning of the program.
3. Ensure that SYEP Case Managers visit worksites on a regular basis to evaluate youth employee progress and discuss/resolve with the youth and the supervisor any outstanding issues.
4. Retain the right to terminate the worksite's participation in the SYEP program for failure to comply with the terms of this agreement and the policies set forth in the supervisor orientation.

**Youth Employee Names and Ages.**

**Note: This information is included to help ensure youth's job duties are age-appropriate.**

Youth Name	Age	Job Title

**This Worksite Agreement has been read, is understood and agreed to by the following:**

**Worksite Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alternate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SYEP Case Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SYEP Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUMMER YOUTH EMPLOYMENT PROGRAM**

**Description of Off-Site Transportation**

As part of their job duties, Summer Youth Employment Program participants will be traveling off site from \_\_\_\_\_ (site) in \_\_\_\_\_, NY.

Transportation to and from the locations outlined below will be provided by (bus/company vehicle/etc) \_\_\_\_\_ as necessary, and will NOT be via a personal vehicle, while participants are employed by the Ulster County Summer Youth Employment Program from \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_.

Youth will be covered by insurance provided by \_\_\_\_\_

Travel Locations: \_\_\_\_\_

\_\_\_\_\_  
(or attach calendar)

**Program Duration**

The 2020 Summer Youth Employment Program (SYEP) dates of operation are:  
  
July 6th, 2020 to August 7th, 2020\*

\_\_\_\_\_  
**Worksite Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SYEP Staff Signature**

\_\_\_\_\_  
**Date**

\*Disclaimer: Program end date is subject to change. Worksites and Youth will be notified by SYEP staff of any and all changes by the first Monday on the final week. It is the worksites responsibility to ensure youth does not work past the program end date. SYEP is not obligated to pay youth for hours worked past this date.

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# *EQUAL OPPORTUNITY is THE LAW*

It is against the law for all recipients of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to such a program or activity; or making employment decisions in the administration of, or in connection with such a program or activity.

## **What to Do If You Believe You Have Experienced Discrimination**

If you think you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:



**Department  
of Labor**

**Director**  
Division of Equal Opportunity Development  
New York State Department of Labor  
State Office Campus, Building 12, Room 540  
Albany, New York 12240

**PHONE: (518) 457-1984 (TDD)**  
**1-800-662-1220 (VOICE)**  
**1-800-421-1220**

or you may file a complaint directly with:

**Director**  
Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room N-4123  
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

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DEOD 310 (6/16)

Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

I have received and reviewed a copy of the Equal Opportunity Notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Revised: 8/19/2014**