

# COUNTY OF ULSTER

## Office of Employment and Training

535 Boices Lane  
Kingston, NY 12401  
[www.ulsterworks.com](http://www.ulsterworks.com)

Jen Metzger,  
Ulster County Executive



Phone: (845) 340-3170  
Fax: (845) 340-3165  
E-mail: [oet@co.ulster.ny.us](mailto:oet@co.ulster.ny.us)

Sharon Williams, Director

### **Returning Worksite Hours & Supervision Agreement**

All worksites must comply with program's guidelines. Unless otherwise specified, the following maximum work hours apply.

#### **Maximum Hours Youth Can Work**

- **Young Adult Employment Program (YAEP)**
  - No more than **35 hours per week**
  - Work experience to last **no more than 16 weeks**
- **Brighter Futures Initiative (BFI)**
  - No more than **30 hours per week**
  - Work experience to last **no more than 16 weeks**
- **Summer Youth Employment Program (SYEP)**
  - **25-30 hours per week.**
- **Youth Employment Program (YEP):\***
  - Youth 14-15: **18 hours per week.**
  - Youth 16-17: **28 hours per week.**
  - Youth 18+: **30 hours per week**

\*- For youth under 18, up to an additional 10 hours will be allotted per week for school breaks

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### Transportation

Worksites are strictly prohibited from transporting youth employees in any personal or non-approved vehicle. Youth may only be transported in an organizational vehicle that is properly registered and insured. Proof of current registration and insurance must be submitted with this agreement and kept on file for the duration of the program.

### Supervisor Responsibilities

- Be present during all youth work hours
- Provide meaningful, age-appropriate tasks that teach skills
- Give orientation on safety, job duties, and expectations
- Mentor youth: offer feedback, guidance, and encouragement
- Keep the workplace safe and respectful for all

### Accountability

- Sign the Worksite Agreement before starting
- Expect visits/check-ins from program staff
- Not following these rules may result in removal from the program

### The Office of Employment and Training 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 an OET 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 OET 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 OET program for failure to comply with the terms of this agreement and the policies set forth in the supervisor orientation.

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Worksite Supervisor's Signature

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Date

OET Received by: \_\_\_\_\_

Date: \_\_\_\_\_