2020 WORKSITE AGREEMENT

Organization: ____________________________________________________________

Organization Address: _____________________________________________________

Contact: __________________________ Title: ___________________________________

Organization Phone #: __________________ Fax #: ____________________________

E-mail ________________________________

Type of Organization: { } Non-profit { } Public/Government { } Education { } Religious
(check all that apply)
{ } Day Care/Summer Camp { } Other ________________________________

{ } For Profit (type of business): __________________________________________

EIN (Employer Identification Number): _______________________________________

If a license and/or certification is required to operate your business, please provide a copy and the following:

License No.: ________________________ Issued by: _____________________________

Certification No.: ____________________ Issued by: _____________________________

My organization is requesting an enrichment waiver for youth to remain at the worksite for the full 20
hour workweek: { } Yes   { } No

My organization has reviewed and approved the attached position request(s).

Organization Signatory: ____________________________________________   ____________
   (Signature)                                         (Date)

______________________________________
   (Printed Name)

Please sign this page and page 2 and return the entire Agreement to:

Summer Youth Employment Program
Bleecker Stadium
721 Clinton Avenue
Albany, NY 12206
**2019 Worksite Agreement**

A worksite employer agrees to make available to the Summer Youth Employment Program (SYEP) certain assurances in order to ensure a safe and productive summer.

**ASSURANCES:**

A. The worksite will only employ those participants who have documentation of their eligibility by the SYEP.
B. Participants can start work only with prior approval from the SYEP.
C. There will be adequate supervision of each participant.
D. There will be adequate accountability for participant time and attendance.
E. There will be adherence to the rules and regulations governing workplace employment of minors.
F. No youth under 18 years of age shall be employed in any occupation to be found hazardous for person between 14 and 18 years of age (please refer to the NYS Fair Labor Standards Act).
G. The worksite agency will allow monitoring and evaluation by the SYEP to insure compliance with the Worksite Agreement.
H. No participant shall be required to work or be compensated for work for more than 20 hours per week without prior approval of the Department of Youth & Workforce Services.
I. Participants will be performing tasks described in this Worksite Agreement.
J. Participants will not be paid for hours not worked, unexcused absences or recreational activities.
K. Worksite agencies are responsible for approving and submitting accurate time sheets, including students’ initials and supervisors’ signatures, for participant’s weekly paychecks.
L. Accurate and approved time sheets must be submitted by worksite supervisors no later than 2:00 pm each Thursday of the Summer Youth Employment program.
M. Sufficient work is available to employ youth during working hours.
N. Sufficient equipment and /or materials are available to carry out work assignments.
O. The worksite will provide contingency plans for inclement weather when worksites are outdoors.
P. No person with responsibilities in the operation of any program will discriminate with respect to any SYEP program participant because of race, creed, color, national origin, sex, age, political affiliation or beliefs.
Q. The supervisor and worksite agency will comply with the requirements that no SYEP program participant shall involve political activities.
R. Participants in the program will not be employed on the construction, operation or maintenance of part of any facility which is used for religious instruction or worship.
S. The worksite agrees to evaluate each participant at least twice during the program period; share it with the participant; and submit it to the SYEP Office at Bleecker Stadium.
T. Notify SYEP as soon as possible of any accidents, special situations or unusual occurrences.
U. Notify SYEP of any planned trips away from the worksite.

____________________________________________________  _______________________
Organization Signatory                                      Date
Please complete the following for each position and worksite. Attach additional sheets if necessary.

**Address of Worksites:**

**Worksite Supervisor:** ___________________________ **Cell Phone:** ________________

*Back-up Worksites Supervisor:* ___________________________ **Cell Phone:** ________________

Please select a job category:

- ___ Camp Counselor
- ___ Maintenance
- ___ Science/Technology
- ___ Day Care
- ___ Police/Fire Cadets
- ___ Business/Entrepreneurship
- ___ Elder Care
- ___ Gardening
- ___ Other ____________________(please specify)
- ___ Office
- ___ Arts ________________________ (please specify)

<table>
<thead>
<tr>
<th>Job title</th>
<th># of Youth Requested per shift</th>
<th>Days/Week</th>
<th>Hours: From-To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min. AM ____ PM ____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max AM ____ PM ____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:** The duties to be performed by youth participants and the skills to be taught for this position:

**Duties:**

___________________________________________________________________________________

___________________________________________________________________________________

**Skills taught:**

___________________________________________________________________________________

___________________________________________________________________________________

**Other Requirements (if age preferences include reason):**

___________________________________________________________________________________

___________________________________________________________________________________

*I acknowledge Albany’s LIGHT Summer Youth Employment Program (SYEP) is a 5 week program which will run from Monday, July 13th through August 14th, 2020.*

*I also acknowledge “Friday Enrichment and Recognition Celebrations” (7/17, 7/24, 7/31 & 8/7) activities are MANDATORY for ALL youth unless your worksite has been granted a “Waiver of Participation”.*
Basic work skills and professional development are key to any work experience. Please check which skills you plan to provide youth participants:

- Taking supervision
- Working together as a team
- Organization skills
- Financial literacy
- Proper work dress/behavior
- Problem solving
- Communication skills
- Resume writing
- Interview skills
- Business etiquette
- Social etiquette
- Other: _________________________
- Other: _________________________
- Other: _________________________

**Orientation:** Youth participants and Families of the Albany’s LIGHT program will receive a mandatory orientation from Summer Youth Employment Program staff. In addition, **all** youth must receive a worksite orientation including, but not limited to:

- Overview of worksite: purpose; who is served; what is produced; who works there
- Introduction of staff
- Introduction to supervisor, including phone #
- Site tour
- Job description
- Work schedule
- What to do if youth will be absent
- Dress code
- Acceptable behavior
- What to do in an emergency
- Introduction to all tools and equipment and related safety issues
- Payroll
- Timesheets
- Change of address
- Other: __________________________________________
- Other: __________________________________________
- Other: __________________________________________
The HIRE Capital City Talent initiative is an opportunity for Albany employers to help shape the future workforce by sponsoring and/or hiring at least one local youth employee. Job ready LIGHT participants are available for summer or year round positions through this opportunity.

By hiring a youth (16 or older) your business may earn a “NY Youth Jobs Program Tax Credit”. If the amount of the tax credit exceeds your tax liability, you may receive the excess as a refund. If the youth is hired for a part time position (20-34 hours per week or 10-34 if age 16-19 and enrolled in school full time), the maximum tax credit is $2,500. This is payable as follows: $250 dollars per month, for a maximum of 6 months ($1,500 maximum); $500 dollars if the youth is retained for 6 months beyond the first 6 months of employment; and $500 dollars if the youth is retained for a second full year.

Please complete the following for each youth. Attach additional sheets if necessary.

Address of Worksite: ________________________________

Worksite Supervisor: ____________________________ Cell Phone: ________________

*Back-up Worksite Supervisor: ________________________ Cell Phone: ________________

Please select a job category:

___ Camp Counselor       ___ Maintenance       ___ Science/Technology

___ Day Care       ___ Police/Fire Cadets       ___ Business/Entrepreneurship

___ Elder Care       ___ Gardening       ___ Other _____________(please specify)

___ Office       ___ Arts ___________________________ (please specify)

*To qualify for the tax credit, your business must be certified by the NYS Department of Labor: 
https://labor.ny.gov/careerservices/youth-tax-credit.shtm

* For more information regarding the tax credit contact NYS dept. of Labor at NYYW@labor.ny.gov or 877-226-5724

__________________________________________________________________________

Organization Signatory                        Date