**Worksite Agreement**

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name: |  | SSN: |  |
| Start Date: |  | Expected Hours Per Day: |  | Rate of Pay ($): |  |
| End Date: |  | Expected Hours Per Month: |  | Cost Center: |  |
| Job Title: |  |
| O\*Net code: |  |
| Job Description: |  |
|  |  |

|  |  |
| --- | --- |
| Worksite Name: |  |
| Address: |  |
| City / State / Zip |  |
| Phone Number: |  |

|  |
| --- |
| **For Service Provider Use Only** |
| [ ]  Adult [ ]  DLW  | [ ]  Youth in School | [ ]  Youth Out of School |

The Worksite Employer Agrees To:

1. Assist participants in developing good work habits and acquiring skills that will produce meaningful work.
2. Provide the participant with the necessary instruction to operate equipment to perform the assigned tasks.
3. Maintain and submit timesheets, as scheduled, which accurately records the time and date worked by the participant. Record any absences and the reason. Review the evaluation with the participant prior to submitting the timesheet.
4. Permit Department of Labor staff to visit the worksite for purposes of counseling participants, evaluating and monitoring worksites, and release participants for required activities.
5. CONTACT DEPARTMENT OF LABOR STAFF IMMEDIATELY if any problem exists or if the participant is absent for any unknown reason.
6. CONTACT DEPARTMENT OF LABOR STAFF IMMEDIATELY if the participant is injured on the job. Obtain appropriate medical attention at once. The participant should be taken to his/her doctor, hospital or clinic if possible. Worker’s Compensation through the Nebraska Department of Labor covers the participant.
7. For Youth ages 14-17, read and comply with Federal Child Labor Laws at [*www.youthrules.dol.gov*](http://www.youthrules.dol.gov) and with Nebraska laws which can be found at [*www.dol.nebraska.gov*](http://www.dol.nebraska.gov) under the Safety & Labor Standards link.

 Comply with Equal Employment Opportunity laws by not discriminating on the basis of race, sex, color, creed, national origin, handicap, religion, age or political affiliation, and provide a drug free workplace.

1. Comply with the regulations that apply for any currently employed worker or position. Department of Labor activities will not:
	1. result in the displacement, including partial displacement, such as a reduction in hours of non-overtime work, wages or employment benefits;
	2. impair existing contracts for services or collective bargaining agreements;
	3. result in the employment or assignment of a participant or the filling of a position when any other person is on layoff from the same or a substantially equivalent job within the same organization unit or when an employer has terminated any regular employee or otherwise reduced its workforce with the effect of filling the vacancy so created by hiring a participant whose wages are subsidized under this program; or
	4. infringe in any way upon promotional opportunities of any currently employed individual, and result in the filling of any established unfilled position vacancy by a participant assigned to a work-related activity.

**[ ]  THIS AGREEMENT SUPERSEDES ALL OTHER “Greater Nebraska WIOA Worksite Agreements” HAVING BEEN ENTERED INTO BETWEEN THE PARTIES.**

**I UNDERSTAND my rights and responsibilities as a worksite employer. I AGREE to comply with the terms of this Agreement. I UNDERSTAND that monitoring visits may be scheduled to verify compliance. Failure to comply may result in cancellation of this Agreement.**

Date Signed Authorized Worksite Representative Signature

 Authorized Worksite Representative Name (Printed)

Date Signed Worksite Supervisor Signature

 Worksite Supervisor Name (Printed)

**By signing below, I AGREE to the terms of this Agreement.**

Date Signed Participant Signature

**Reviewed and Approved:**

Date Signed Career Planner Signature

**Participant Goals**

|  |  |
| --- | --- |
| **Academic Educational Component Goals** | **Date completed** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

|  |  |
| --- | --- |
| **Occupational Educational Component Goals** | **Date completed** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

The participant met all required attendance, work duties, and professional conduct standards.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervisor Signature |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name (print) |  | Employee Signature |

|  |
| --- |
|  |
| Time period of Work Experience/ Transitional Job |

Child Labor Laws

The Worksite Employer Must Comply With Federal Child Labor Laws

Please see [*www.youthrules.dol.gov*](http://www.youthrules.dol.gov) and the Nebraska Employment of Minors law found at [*www.dol.nebraska.gov*](http://www.dol.nebraska.gov) under the Safety & Labor Standards link for full Child Labor Law Requirements.

**YOUTH AGES 14-15 May Work:**

Employment Certificates (work permits) must be obtained from School Superintendents (if applicable) in designated public high school districts. The Employment Certificate is available at *www.dol.nebraska.gov*.

|  |  |
| --- | --- |
| **During the School Year** | **During the Summer (June 1 through Labor Day)** |
| Hours: 7:00 AM to 7:00 PM | Hours: 7:00 AM to 9:00 PM |
| No more than 3 hours a day | No more than 8 hours a day |
| No more than 18 hours a week | No more than 40 hours a week |

Hazardous Occupations

Youth Age 14-17 **MAY NOT WORK** in any of the following hazardous occupations:

* Manufacturing and storing of explosives.
* Driving a motor vehicle and being an outside helper on a motor vehicle;
* Coal mining,
* Logging and sawmilling,
* Power-driven woodworking machines,
* Exposure to radioactive substances,
* Power-driven hoisting apparatus,
* Power-driven metal-forming, punching, and shearing machines,
* Mining, other than coal mining,
* Meat packing or processing (including the use of power-driven meat slicing machines),
* Power-driven bakery machines,
* Power-driven paper-product machines,
* Manufacturing brick, tile, and related products,
* Power-driven circular saws, band saws, and guillotine shears,
* Wrecking, demolition, and ship breaking operations,
* Roofing operations, or
* Excavation operations.