

Department of Human Resource Development (DHRD)

Worksite Agreement with Summer Youth Employment Supervisors

GOAL: *To provide a meaningful work experience for youth 14-24 years old. We want the youth to develop good work ethics & positive working relationships as a foundation for future work place expectations.*

1. Youth cannot work more than **40 hours** in a week.
2. Youth **cannot** make up time for missed hours due to holidays, sickness, etc.
3. Each jobsite will be allowed up to 3 summer youth employees per Supervisor.
4. **Two** unexcused absences are cause for termination.
5. Summer Youth participants will be placed on DHRD payroll. Paychecks will be **mailed** to the Summer Youth. **NO EXCEPTIONS!!!**
6. Youths must adhere to the same rules as regular employees, i.e., lunches, breaks, dismissal times, and telephone use.
7. Please remember that the youth are new to the work force. It is your responsibility as a work site supervisor, to provide direction and supervision in addressing absences, tardiness and work expectations.
8. Supervisors are responsible for Workers Comp notification and first accident reports. The initial report can be done the same day the accident happens by calling 1-800-243-9121. Include the student name, social security number, date of accident, injury & what happened. The employees "First Report" still has to be filled out completely and submitted within 24 hours to Elizabeth Sheridan, Payroll Department, P.O. Box 278, Pablo, MT 59855. A copy needs to be submitted to, Traci Couture, Summer Youth Employment Program Manager.
9. Supervisors should let the Program Manager know immediately of any difficulties on the job i.e., absenteeism, habitual lateness, laziness, conflicts with supervisor and co-workers, etc.
10. Youth must only do the work as described in the job description; if the job changes, notify the Program Manager so that a different Worker's Compensation code can be computed.
11. Timesheets and Evaluations need to be **on time** for each pay period and turned into SYEP staff. Late Timesheets will not be processed until the next pay period. Timesheets, Evaluations and pay schedule forms will be provided by SYEP staff.
12. If a conflict arises at the work site that can't be resolved with the youth and supervisor, contact the SYEP Manager to assist with conflict resolution.

13. Please report all termination to the SYEP Manager at the time of termination.
14. All youth have already participated in a pre-employment drug screening provided by DHRD SYEP.
15. Youth are **NOT** eligible for annual or sick leave accrual and are **NOT** paid for holidays.
16. **Youth under 16 years** of age **cannot** operate motorized equipment (lawn mower, weed eater, etc). Please ensure all work is safe and properly supervised, & safety equipment is used.
17. Please provide the youth with a phone number where you can be reached so they have a way to communicate with you. They need to contact their employer when running late, missing days, etc.; NOT DHRD or SYEP.
18. The youth/employee **MUST BE SUPERVISED AT ALL TIMES** while employed with you.

Thanks for your help, dedication, and patience! Our program is confident your youth employee(s) will be a success. This program would not be possible without your support. Have a great summer! ☺

By signing below, you agree to the terms in this worksite agreement.

Supervisor

Date

DHRD SYEP Program Manager

Date