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## U LEAD Supervisor Certification

I hereby certify that I have been trained in the following items regarding supervision of Workforce Solutions' youth/young adult workers:

- MYP/WIOA Goals and Objectives
- Employee Rights
- Enrollee Time and Attendance Procedures
- Safety Information
- Injury Report
- Corvel
- Emergency Contact Information
- Child Labor Laws
- 40 Hour Work Experience Performance
- Employment Evaluation

and will be responsible for supervising and signing the timesheets for the youth/young adult placed at \_\_\_\_\_. *I understand that youth/young adults may not work if there is not a trained supervisor on site.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Worksite Agreement

This agreement is entered into between Ramsey County ("County") and the organization listed below as part of the County's Work Experience Program:

Employment Services Provider

Worksite Provider

Workforce Solutions – U LEAD Program

Name

\_\_\_\_\_

Business Name

2266 2<sup>nd</sup> Street North

Street Address

\_\_\_\_\_

Street Address

North St. Paul, MN 55109

City, State & Zip

\_\_\_\_\_

City, State and Zip

### Program Overview:

The Program is funded by the County, through Workforce Solutions. The Program is operated by Workforce Solutions, through contracts with various for profit and non-profit agencies, including the one identified above.

The intent of the Program is to provide Twin Cities' employers with pre-screened trainees returning to the workforce. The trainees who enter the Program seek opportunities to improve existing skills while building positive work references needed in today's competitive job environment. In exchange for the trainee's work, the Worksite Provider agrees to provide learning opportunities that improve the trainee's employability and act as a potential reference if the trainee performs well.

The Worksite Provider agrees to interview pre-screened Program participants to fill agreed-upon roles at the Worksite. Once a trainee is selected, the trainee will function at the Worksite similar to an intern but will be paid a wage by the Employment Services Provider for the duration of the work experience. In this way, the Program combines the learning goals of an internship with the flexibility similar to that of a temporary employment position.

The Employment Services Provider will assign a representative to each trainee in order to support each trainee's progress and to provide support services as needed. The Employment Services Provider's representative will also serve as a point of contact for the Worksite staff. The Employment Services Provider will pay the trainee a wage of \$\_\_\_\_\_ per hour for the length of the work experience as negotiated with the Worksite Provider, not to exceed \_\_\_\_\_ weeks (\_\_\_\_) hours. During this time, the trainee is placed on the Employment Services Provider's workers' compensation insurance and payroll under the status of "trainee".

**This is a general agreement to work together. By participating in this program the Worksite Provider is NOT promising or obligated to accept any candidate as a trainee or offer permanent employment to a trainee. The details of each/any trainee's work experience (scheduling, duration and duties) will be arranged individually with the Worksite Provider.**

**The Employment Services Provider will:**

- Require all trainees to complete orientation to clarify skills and career goals prior to participating in a placement.
- Pre-screen candidates to meet the requirements of the job description developed with the Worksite Provider and arrange an interview for the candidate with this employer.
- Provide the Worksite Provider with a letter confirming that the trainee will receive wages and workers compensation coverage through the Program.
- Provide ongoing support to the trainee Worksite supervisor and the trainee after the Worksite Provider accepts a trainee.
- Address any issues brought by the Worksite Provider regarding the trainee.

**The Worksite Provider agrees to:**

- Consider trainees as the Worksite Provider's needs allow.
- Provide orientation and supervision consistent with job duties as would be provided to an employee/trainee.
- Once a trainee is accepted, ensure that the trainee has a clear understanding of the job description, key Worksite policies (attendance) and schedule.
- Record and verify attendance, including signing the trainee's bi-weekly time card, to ensure the trainee is properly paid for time worked. Note: Trainees shall only be paid for actual hours worked. They are not paid for lunch breaks, holidays or sick time. Trainees will be paid for trainings and company events for which company employees/trainees are also paid.
- Be responsible for all payroll costs arising from:
  - Any overtime if the trainee works more than 40 hours in a week.
  - Any wages for work by the trainee after the agreed upon end date or after being notified in writing by the Employment Services Provider that the work experience is over.
- Provide trainees with information concerning any health hazard and be in compliance with the 1983 Minnesota Employee Right to Know Act, the MN Child Labor Standards Act (where applicable), and the Americans with Disabilities Act.
- Complete the Work Experience evaluation form to be shared with the Employment Services Provider and trainee.
- Ensure that assignment(s) given to trainees will not harm or reduce the work hours or work opportunities of existing employees—including those laid off from any similar position.
- Whenever possible, notify the Employment Services Provider staff 24 hours prior to terminating trainee.
- Notify the Employment Services Provider staff within 24 hours of a worksite injury to the trainee.
- Notify the Employment Services Provider staff within 24 hours of a sexual harassment incident affecting the trainee.
- Ensure adequate liability insurance coverage including motor vehicle (where applicable).
- Ensure that sufficient work and equipment will be provided to trainees and that provisions for supervision will be made when the regular supervisor is unavailable.
- Obtain union approval from unions representing bargaining units covering similar positions at the worksite.
- Ensure that participants will not be involved in political, religious or union-promoting activities during the work experience.

**Worksite Opportunities:** The Worksite Provider shall attach job descriptions of available work experience opportunities, using either the attached **Form A** or one provided by the Worksite Provider. As opportunities change, the Worksite Provider shall provide additional job descriptions to the Employment Services Provider.

As trainees are accepted, information about the trainees shall be provided by the Worksite Provider using the attached **Form B**.

Either party to this agreement may terminate this agreement, or a specific trainee, at any time with or without cause. At the completion of the period for which the Program is paying the salary of the trainee, the Worksite Provider is under no obligation to hire or otherwise compensate the trainee.

**Signatures:**

\_\_\_\_\_  
Worksite Provider Representative Name (please print name)

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Employment Services Provider Representative Name (please print name)

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Form A

Work Experience  
General Internship Job Description

Worksite: \_\_\_\_\_

Worksite Provider: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Trainee Supervisor: \_\_\_\_\_  
(if different)

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

General Description/Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Duties/Tasks:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Key Policies & Practices:

- Dress Code: \_\_\_\_\_
- Computer abilities: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Hours per week: (min/max) \_\_\_\_\_

Schedule Needs / Options / Flexibility: \_\_\_\_\_

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From:							
To:							

