



**California Tribal TANF Partnership
Youth Employment Program**

Worksite Agreement

Applicant: _____ Age: _____ Phone: _____
Address: _____
(Street / PO Box) (City) (State) (Zip)

Site Supervisor Assurances

The Work/Training Site Supervisor assures California Tribal TANF Partnership (CTTP) that there will be adequate supervision for the proposed youth position which is in accordance with Federal Labor guidelines for youth workers. A qualified alternate supervisor will be available in the event that the Training Supervisor is absent from the work site. The Worksite Supervisor assures CTTP that there is sufficient equipment and material for the trainee to complete their work assignments. If additional material or equipment needs to be obtained, the Work Site supervisor will notify CTTP with cost and reason for need.

The Work/Training Site Supervisor will ensure that the youth worker will be allowed to attend events agreed upon prior to placement. The supervisor will ensure that all time cards are accurate.

The Work/Training Site Supervisor assures CTTP that the conditions at the worksite meet at least the minimum standards required by the Fair Labor Standards Act (FLSA) and all Federal Labor Laws regarding youth employment, as well as any other applicable standards approved by CTTP. Where more than one standard applies, the site shall comply with the most stringent standards.

The youth participant is to be paid by the employer on the same day as other employees based on the hours worked. Again, youth participants are only to work the amount of hours agreed upon before placement. The employer/Worksite will pay the legally required hourly wage, taxes and Workers' Compensation benefits to or on behalf of the youth participant.

The employer shall submit an invoice, the timesheet and a copy of the pay stub which will verify the expenses that will be reimbursed to them. CTTP agrees to reimburse the full amount of the youth participant's employment including the agreed upon hourly wage and additional expenses required by law for the employer to pay.

There will be up to a two week turn-around time for payment to be reimbursed to the Worksite employer upon receipt of the Worksite employer's invoice.

Each Worksite Supervisor shall sign their name in the space below to signify that they have read and understand their responsibilities hereunder.

Primary Work / Training Site Supervisor's Signature

Date

Alternate Work / Training Site Supervisor Signature

Date