



STEP-UP Chattanooga Worksite Agreement 2021

Worksite Agreement

WORK ASSIGNMENTS: The Worksite agrees to adhere to all rules & regulations governing the STEP-UP Chattanooga Jobs Program described herein and as authorized by the laws of Tennessee for the purpose of providing education, career exploration, & training.

EEO POLICY: The purpose of the STEP-UP Chattanooga Jobs Program is to provide safe, meaningful, & adequately supervised work experiences for young people. The program serves youth without discrimination due to race, color, creed, religion, political affiliation, disability, marital status, sexual orientation, beliefs, sex, national origin, age, or status in regard to public assistance.

The Worksite will properly train students before they operate any equipment, ensure safety trainings as needed, & provide a safe & healthful workplace that conforms to all health & safety standards of Federal & State Law (including the Fair Labor Standards Act, OSHA, & TN Child Labor). The Worksite will protect STEP-UP Chattanooga Workers from sexual and other forms of harassment. The Worksite will maintain workers compensation & general liability coverage for STEP-UP Chattanooga Workers. STEP-UP Chattanooga Workers will not perform Hazardous Work as defined by Federal Labor Standards Act.

SUPERVISION: The Worksite agrees to provide a job & direct supervision for the length of this agreement to every STEP-UP Chattanooga Worker in its workplace. Worksite supervisors shall be of such age & experience as to meet the diverse needs of STEP-UP Chattanooga Workers. The STEP-UP Chattanooga Worker-to-supervisor ratio shall not exceed 3:1. The Worksite shall ensure that a substitute supervisor is available for times when the regular supervisor is absent & that this substitute is also provided with sufficient orientation to ensure compliance with program requirements. The Worksite also agrees that all STEP-UP Chattanooga Workers shall be oriented to its workplace & position requirements, & will instruct them in professional competencies as identified.

TIME & ATTENDANCE: The Worksite agrees to be accountable for time & attendance of STEP-UP Chattanooga Workers. STEP-UP Chattanooga Workers shall be paid for hours worked in accordance with applicable State & Federal laws and regulations. A company hiring STEP-UP Chattanooga Workers shall be responsible for all payroll costs for all hours worked.

The Worksite agrees to provide feedback on performance to the STEP-UP Chattanooga Worker & STEP-UP Chattanooga program staff, including providing, in writing, detail on major performance issues & any reasons for STEP-UP Chattanooga Worker termination.

In the case of STEP-UP Chattanooga Workers under 18 years of age, the Worksite shall take responsibility to secure parental authorization for after-hours activities beyond the scope of regularly assigned job duties, or activities that require travel outside Chattanooga.

MAINTENANCE OF EFFORT: No STEP-UP Chattanooga Workers shall be placed at a worksite where they will displace current employees (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits) or

current employees' promotional opportunities; or where the hiring of STEP-UP Chattanooga Workers impairs existing labor contracts, unless the labor organization concurs. The Worksite shall not hire a STEP-UP Chattanooga Worker at its worksite if a member of the STEP-UP Chattanooga Worker's immediate family is employed as an officer, board member, or is in an administrative capacity (including supervisor) at the Worksite. Immediate family means wife, husband, mother, father, sister, or brother.

STEP-UP PROGRAM: STEP-UP Chattanooga staff may conduct worksite visits to interview STEP-UP Chattanooga Workers and/or supervisors for quality assurance purposes. During the term of their employment, enrichment activities may be available to STEP-UP Chattanooga Workers. In such instances, STEP-UP will contact Worksite supervisors for prior approval & scheduling.

It is further accepted that failure to fulfill obligations of the agreement is just cause to terminate this agreement.

*** 1. This agreement is entered into between our company (referred to as the "Worksite") and PEF to provide a professional work experience for STEP-UP Chattanooga workers participating in the STEP-UP Chattanooga Jobs Program. PLEASE TYPE NAME OF COMPANY IN BOX BELOW.**

2. Entering your name is considered your electronic signature, and obligates you to this Worksite Agreement and your pledged number of interns in the job description section.

First and Last Name
(signature):

Title:

Date
(month/day/year):

*****If someone else in your office is responsible for signing this agreement please email dyoung@pefchattanooga.org for a hard copy.**