



STEP-UP Chattanooga Worksite Agreement 2022

This agreement is entered into between (organization), _____ (referred to as the “Worksite”) and the Public Education Foundation (referred to as “PEF”) to provide a professional work experience for STEP-UP Chattanooga interns (referred to as “interns”) participating in the STEP-UP Chattanooga Program.

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

EEO POLICY: The purpose of the STEP-UP Chattanooga Program is to provide safe, meaningful, and 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, and provide a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including the Fair Labor Standards Act, OSHA, and TN Child Labor). STEP-UP Chattanooga Interns will not perform Hazardous Work as defined by Federal Labor Standards Act. The Worksite will protect STEP-UP Chattanooga Interns from sexual and other forms of harassment. The Worksite will maintain interns’ compensation and general liability coverage for STEP-UP Chattanooga Interns. The Worksite specifically releases PEF of any liability arising out of the worksite agreement.

SUPERVISION: The Worksite agrees to provide a job and direct supervision for the length of this agreement to every STEP-UP Chattanooga Intern in its workplace. Worksite supervisors shall be of such age and experience as to meet the diverse needs of STEP-UP Chattanooga interns. The STEP-UP Chattanooga intern-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 and that this substitute is also provided with sufficient orientation to ensure compliance with program requirements. The Worksite also agrees that all STEP-UP Chattanooga interns shall be oriented to its workplace and position requirements and will instruct them in professional competencies as identified.

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

The Worksite agrees to provide feedback on job performance to the STEP-UP Chattanooga intern throughout the work experience. The worksite also agrees to complete the STEP-UP Chattanooga online Employer Survey.

In the case of STEP-UP Chattanooga interns 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.



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MAINTENANCE OF EFFORT: No STEP-UP Chattanooga Interns 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 Interns impairs existing labor contracts, unless the labor organization concurs. The Worksite shall not hire a STEP-UP Chattanooga Intern at its worksite if a member of the STEP-UP Chattanooga Intern'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 Interns and/or supervisors for quality assurance purposes. During the term of their employment, enrichment activities may be made available to STEP-UP Chattanooga Interns. In such instances, STEP-UP will contact Worksite supervisors for prior approval and scheduling.

Signing your name obligates you to this Worksite Agreement.

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

A copy of this Worksite Agreement shall be provided to all Worksite Supervisors for reference purposes.

CONTRACT APPROVAL SIGNATURES:

_____	_____	_____
Worksite Authorized Signature	Title	Date

_____	_____	_____
STEP-UP Chattanooga Authorized Signature	Title	Date

*****If someone else in your office is responsible for signing this agreement please email jrector@pefchattanooga.org for a hard copy or send the link to them.**