

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	-0-				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

No. ADDITIONAL FTE POSITIONS (Cumulative)					
---	--	--	--	--	--

Is Item Included in Current Budget? Yes _____ No _____

Budget Account No.:

Fund ___ Dept ___ Unit ___ Object ___ Program Code ___ Program Period ___

B. Recommended Sources of Funds/Summary of Fiscal Impact:

No Fiscal Impact

C. Departmental Fiscal Review:

TM
Taruna Malhotra, Director, Financial & Support Svcs

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 6/18/2014
OFMB 6/18/14

[Signature] 6/19/14
Contract Dev. and Control
6-19-14

B. Legal Sufficiency:

[Signature] 6/19/14
Chief Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

YOUTH AND YOUNG ADULT INTERNSHIP

NON-FINANCIAL AGREEMENT NUMBER 1

BY AND BETWEEN

WORKFORCE ALLIANCE, INC. DOING BUSINESS AS CAREERSOURCE PALM BEACH COUNTY
3400 Belvedere Road, West Palm Beach, Florida 33406

AND

Palm Beach County Board of County Commissioners

(INSERT PROVIDER NAME)

PROVIDER FEI #: 59-6000785 PROVIDER EMAIL ADDRESS: www.pbcgov.org

PROVIDER ADDRESS: 607 S. Main Street, Suite 103, Belle Glade, FL 33430

PROVIDER DESCRIPTION: Local Government Agency

PROVIDER IS A (CHECK ONE):

- private non-profit or public non-profit corporation, or local governmental entity.
 private for-profit or public for-profit entity licensed to do business in the State of Florida.

WHEREAS, Workforce Alliance, Inc. doing business as CareerSource Palm Beach County ("CareerSource") wishes to place CareerSource Program participants with the Provider in an internship and the Provider wishes to provide an internship to CareerSource Program participants ("participants");

NOW THEREFORE, the parties enter into this Youth And Young Adult Internship Non-Financial Agreement (Agreement) for the provision of work experience training activities and work site services upon the following terms and conditions:

I. Term

This Agreement shall begin on the date last signed by both parties. This Agreement shall be automatically renewed annually without action of any party, unless earlier terminated pursuant to Article VII. of this Agreement or a participant has not completed his/her internship with the Provider, in which event this Agreement shall continue to be in full force and in effect until the duration of the remaining time required for the participant to complete his/her internship with the Provider.

II. Participant Status

The participant is not an employee of the Provider or CareerSource. For purposes of workers' compensation coverage the participant will be considered an employee of the State of Florida. Participants shall not be considered employees of CareerSource or Provider, although Provider shall have all supervisory responsibility.

III. Independent Provider

Both parties in the performance of this Agreement will be acting in an individual capacity and not as agents, employees, partners, joint venturers, or associates of one another.

IV. Provider Representations and Duties

Provider agrees to:

- A. develop and provide a work site designed to provide participants with a non-paid, job training experience commonly referred to as an internship.
- B. maintain the confidentiality of all information provided by or about any participant, except as otherwise approved and authorized in writing by the participant, or as otherwise authorized by law.
- C. provide participants with an internship described in "Attachment A Work Site Training Outline/Job Description" and attached hereto.
- D. provide training to participants so he/she can adequately perform his/her internship. Maximum internship hours and length in time shall be determined by CareerSource.
- E. provide participants with the same working hours, lunch periods and break times that would be afforded to paid employees.

- F. not to place participants in positions that are involved in political activity or the instruction of worship and not to engage participants in sectarian activities or in the construction of sectarian facilities. Participants may not engage in the operation or maintenance of any facility used or to be used for sectarian activity.
- G. notify CareerSource in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - a) the participant has failed to attend the initial interview or refused a suitable work site offer or voluntarily quit training.
 - b) the participant was not accepted by the Provider into an internship.
 - c) the participant has experienced absenteeism or sickness or other problems.
 - d) the participant secured employment with the Provider or with another entity.
- H. comply with all applicable federal, state and local laws, regulations, policies and procedures relative to CareerSource's Internship Program.
- I. obtain written approval from CareerSource before assigning this Agreement.
- J. complete and maintain the required participant time record forms, referral, progress reports and periodic evaluation forms and provide such records upon request by CareerSource for monitoring purposes.

V. CareerSource Representations and Duties

CareerSource agrees to:

- A. provide a candidate to the Provider for consideration in an internship with the Provider containing the candidate's name and area of occupational interest.
- B. provide support services, subject to funding availability, to eligible participants that enable the participant to maintain his/her internship and that are allowed by the Program rules, laws and regulations.
- C. inform the Provider of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- D. provide the required participant time record forms, progress reports and periodic evaluation forms to be completed by the Provider.
- E. Execute "Attachment C Work Site Letter Transmittal".

VI. Manner of Service Provision

- A. The work site Work Site Training Outline/Job Description ("Attachment A") must be approved by CareerSource prior to the internship beginning for any participant.
- B. Provider agrees to provide the necessary instruction, supervision and equipment for a participant to perform internship duties.
- C. Provider agrees to submit on a weekly basis to CareerSource's payroll vendor a Program time sheet signed and dated by the Provider and the participant. The employee(s) noted by Provider on "Attachment B Authorizing Signature Page" of this Agreement will be responsible for signing the participant's time sheet. Only those Provider employee(s) noted on "Attachment B Authorizing Signature Page" will be authorized to sign the participant's time sheet.
- D. Provider shall train the participant with the necessary skills for an entry level position in the designated job title.
- E. No participant may participate in an internship unless the participant is referred to Provider by CareerSource in accordance with the terms of this Agreement.
- F. All participants are to be provided with the same working conditions by Provider accorded to other employees presently in the Provider's work force. However, for purposes of workers' compensation coverage the participant will be considered an employee of the State of Florida. Participants shall not be considered employees of CareerSource or Provider, although Provider shall have all supervisory responsibility.

- G. No currently employed Provider employee shall be displaced by a participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits. It is illegal for a Provider to displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Based upon the above, Provider must ensure that employees of Providers organization are notified of the Internship Program displacement rules and his/her rights under the law and ability to file a grievance. Provider's execution of the Agreement is with the expectation that Provider will be monitored by CareerSource for compliance with this provision and Providers that violate this provision of the Agreement and requirement of the law will be terminated from participation in the program.
- H. No participant shall be hired into or remain working in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the provider's personnel policy or collective bargaining agreement.
- I. Provider shall indemnify and hold harmless CareerSource, its officers, agents, employees, and the Palm Beach County Board of County Commissioners from liability of any nature or kind, including costs, expenses, and attorney's fees, for or on account of any actions, claims, suits or damages of any character whatsoever arising out of any negligent act or omission of the Provider or any employee, agent, subcontractor, or representative of Provider to the extent allowed by law.
- J. CareerSource shall indemnify and hold harmless Provider, its officers, agents, employees from liability of any nature or kind, including costs, expenses, and attorney's fees, for or on account of any actions, claims, suits or damages of any character whatsoever arising out of any negligent act or omission of CareerSource or any employee, agent, subcontractor, or representative of CareerSource.
- K. Provider may conduct background checks of potential participants as necessary and as a pre-requisite for acceptance of any participant at a work site.

VII. Termination

Either party may terminate this Agreement, with or without cause, at any time by giving written notice 24 hours in advance to the other party. This Agreement will be modified at anytime without notice to the other party upon change or amendment to any law or regulation that governs the Program.

VIII. Notice and Contact

The name, address and telephone number of each parties representative to this Agreement is as follows:

<u>CareerSource</u>	<u>Provider</u>
President/CEO	Point of Contact Name: Minerva J. Acosta
3400 Belvedere Road	Address:
West Palm Beach, Florida 33406	607 S. Main Street, Suite 103
Telephone (561) 340-1061 Ext. 2221	Belle Glade, FL 33430
	Telephone/Fax: Tel. 561-992-7405 Fax 561-992-7516
	E-Mail: macosta@pbcgov.org

In the event a different representative is designated by either Party after execution of this Agreement, written notice including the name, address and telephone number of the new representative will be sent in writing to the other Party.

IX. Monitoring

At any time and as often as CareerSource, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector General of the United States and the State of Florida, or their designated agency or representative may deem necessary, Provider shall make available all appropriate personnel for interviews and all participant records or other data relating to matters covered by this Agreement for the purpose of monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. Provider shall respond in writing to monitoring reports and requests for corrective action plans within 20 working days after the receipt of such request from CareerSource.

X. No Third Party Beneficiaries

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement.

XI. Modifications/Amendments

This Agreement may be modified by either party only upon written Agreement executed by both parties. This Agreement may be unilaterally amended by CareerSource if there are changes in federal, state or local laws, rules, regulations or policies.

XII. Conflict of Interest

Provider certifies that trainees referred to Provider are not members of Provider's immediate family or the immediate family of any of Provider's supervisory or management staff. To avoid a conflict of interest, all Provider's who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any CareerSource or Palm Beach Workforce Development Consortium (Consortium) staff member or CareerSource Board, CareerSource Committee or Consortium member must prior to execution of the Agreement complete and submit to CareerSource the CareerSource Conflict of Interest Disclosure form.

XIII. Certification Regarding Drug-Free Workplace Rule

Provider assures and guarantees that it shall comply with the Federal Drug Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 94, subpart F and the Drug Free Workplace Rules established by the Florida Worker's Compensation Commission.

XIV. Retention of Records

Provider agrees to retain all, supporting documents and any other documents (including electronic storage media) pertaining to this Agreement for a period of 7 years. Provider shall maintain complete and accurate record keeping and documentation as required by the CareerSource and the terms of this Agreement. Copies of all records and documents shall be made available to the CareerSource upon request at no cost. All invoices and documentation must be clear and legible for audit purposes. Any records not available at the time of an audit will be deemed unavailable for audit purposes.

XV. Independent Contractor

In the execution of this Agreement and rendering of services prescribed by this Agreement, Provider shall maintain at all times its independent status, and shall be considered an independent Provider in the performance of its duties and responsibilities under this Agreement. CareerSource shall neither have nor exercise any control or direction over the methods by which the Provider shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this Agreement, act of Provider in the performance of this Agreement, or act of CareerSource in the performance of this Agreement, shall be construed as making Provider the agent, servant or employee of CareerSource.

XVI. Indemnification/Hold Harmless

To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, Provider shall be liable, and agrees to be liable for, and shall indemnify, defend, and hold harmless the CareerSource, any director, employee, or agent, officers, heirs, and assignees employees, and the Palm Beach County Board of County Commissioners from liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of the Provider or any employee, agent, subcontractor, or representative of the Provider.

Provider further agrees to indemnify, save harmless and defend the Palm Beach Workforce Development Consortium, the Palm Beach County Board of Commissioners, its agents, servants, and employee harmless from any and all demand or cause of action, suits, judgments, or damages including court costs and attorney's fees of whatsoever kind or nature arising out of arising out of any conduct or misconduct, intentional acts, negligence, or omissions by the Provider, or its employees or agents, in the course of the performance of this Agreement, including any claim or actions brought under Title 42 USC §1983, the Civil Rights Act and for which the Palm Beach Workforce Development Consortium, the Palm Beach County Board of Commissioners, its agents, servant of employees are alleged to be liable. In the event of any claim or suit against CareerSource on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any supplies furnished or work or services performed under this Agreement, Provider shall furnish to CareerSource, when requested, all evidence and information in possession of Provider pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of CareerSource except where Provider has agreed to indemnify CareerSource or the Palm Beach Workforce Development Consortium or the Palm Beach County Board of Commissioners.

XVII. Non-Assignability Clause

This Agreement or any right accruing hereunder shall not be assigned by Provider in whole or in part without the prior written consent of the CareerSource. Any assignment in violation hereof shall be invalid.

XVIII. Governing Law And Venue

The place for any hearing, arbitration or otherwise, shall be Palm Beach County, Florida. This Agreement shall be interpreted under the laws of the State of Florida.

XIX. Public Announcements And Advertising

CareerSource's approval is required prior to Provider distributing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource or CareerSource services.

XX. Certification Regarding Debarment, Suspension, And Other Matters

Provider certifies that it is not currently presently nor previously within a three-year period in accordance with the U.S. Department of Labor regulations at 29 CFR Part 98, 29 CFR Part 95 and 45 CFR Part 74 preceding the effective date of the Agreement, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XXI. Nondiscrimination And Equal Opportunity

Provider shall establish and maintain a non-discrimination policy in accordance with the Executive Order 11246, as amended by Executive Order 11375, Section 188 of the Workforce Investment Act of 1998, Executive Order (EO) No. 11246, The Age Discrimination Act of 1975 as amended, Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, Title VI of the Civil Rights Act of 1964 as amended, which prohibits discrimination on the basis of race, color or national origin, Section 188 of the Workforce Investment Act of 1998 (WIA), 42 U.S.C. 2000 et seq., Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended, The American with Disabilities Act of 1990, P.L. 101-336 Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, and as supplemented in Department of Labor regulation 29 CFR parts 33 and 37 as well as 41 CFR, part 60 and 45 CFR part 80 if applicable.

XXII. Energy Efficiency And Energy Policy Act of 2005 (Public Law 109-58)

Provider agrees to comply with all provisions of the Energy Policy Act of 2005 (Public Law 109-58). Provider shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

XXIII. Entire Agreement

This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated.

IN WITNESS WHEREOF, Provider and CareerSource have caused this Agreement to be duly executed as of the date set forth below.

Approved By CareerSource:

Approved By Provider

By: Steve Craig
Signed Steve Craig, CareerSource President/CEO

By: _____
Signed Authorized Representative
Name & Title Printed, Authorized Representative
Priscilla A. Taylor, Mayor

ATTEST:
SHARON R. BOCK
CLERK AND COMPTRROLLER

By: _____
Deputy Clerk

WITNESS: [Signature]

WITNESS: [Signature]

DATE 6-19-14

DATE 5-29-14

**APPROVED AS TO TERMS
AND CONDITIONS**

BY: [Signature]
DEPARTMENT HEAD

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
[Signature]
COURTY ATTORNEY

**ATTACHMENT A
WORK SITE TRAINING OUTLINE/JOB DESCRIPTION**

Indicate below the location, job title(s), days, hours and number of slots available at the work-site. If there is more than one job title available at the work-site in the same location, please list the job duties separately. Many providers have different positions available at different locations, if this is the case; please complete a separate Work Site Training Outline/Job Description. Thank you!

1. **Work Site Name and Location:** Enter the legal address of the work site where the participant will be located.

607 S. Main Street, Suite 103, Belle Glade, FL 33430

Worksite Business Status: [check one] Nonprofit or Public Organization For Profit

2. Contact Person: Minerva Acosta Title: Program Coordinator

Telephone Number: 561 992-7405 Fax Number: 561 992-7516

Alternate Person: Cynthia McMillan Title: Farmworker Counselor

Telephone Number: 561 992-7419 Fax Number: 561 992-7516

Job Title	1. Office Assistant	2.	3.	4.
Work Days	S M T W TH F S <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	S M T W TH F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S M T W TH F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S M T W TH F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Work Hours	8:00am - 5:00pm			
# of Slots Available	2			

3. **Work Site Duties:** List the specific job duties at the work site the participant will perform for each job title listed above

Job Title #1 Job Duties:

Greet & direct visitors. Make appointment for participants, answer phone, transfer calls, relay messages to staff, stamp, fold & mail letters, assist with photocopies of application program brochures & other advertisement materials. Assist staff with other clerical duties

Job Title #2 Job Duties: as needed.

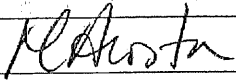
Job Title #3 Job Duties:

4. List any pre-requisites for acceptance of a participant (finger printing, background check, interview, testing, etc) for the work site activity.

Interview will be conducted by the Program Coordinator.

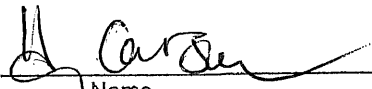
**ATTACHMENT B
AUTHORIZING SIGNATURE PAGE**

Please include the names of all those persons in your organization that would be responsible for signing all timesheets submitted to CareerSource. This will help CareerSource ensure that those signing the timesheets are valid and accurate. CareerSource appreciates your assistance!

PROVIDER STAFF NAME (PRINT)	STAFF SIGNATURE
Minerva Acosta	

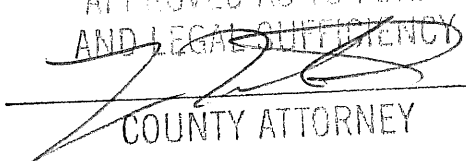
**ATTACHMENT C
WORK SITE LETTER OF TRANSMITTAL**

Attached please find a Work Site Agreement that requires your approval. Please review the Agreement. Upon your approval sign your name and date below and forward the Agreement to the next individual listed on this transmittal page.

- | | | |
|---|---|----------------|
| 1. Person Initiating The Agreement | <u>Priscilla A. Taylor, Mayor</u> | |
| | Name | Date |
| 2. Approved Careersource Youth Management | <u></u> | <u>5/29/14</u> |
| | Name | Date |

**ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER**

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

TO: CareerSource Palm Beach County Vendors
FROM: CareerSource Palm Beach County
RE: Conflict of Interest Disclosure

To avoid a conflict of interest, all vendors who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any CareerSource Palm Beach County (CareerSource) or Palm Beach Workforce Development Consortium (Consortium) staff member or CareerSource Board, CareerSource Committee or Consortium member must clearly disclose such a relationship by completing and submitting this form when submitting a bid/submittal/quote/proposal (quote) to CareerSource. For purposes of this procedure, vendor, contractor and subrecipient are the same.

Financial or family relationships with vendors will disqualify an CareerSource or Consortium staff member or CareerSource Board, CareerSource Committee or Consortium member from participating in the discussion and voting to fund quotes and will also disqualify any individual from evaluating quotes. Contracts with an organization or individual represented on the CareerSource Board of Directors must be approved by a two-thirds vote of the board when a quorum has been established and the CareerSource Board member who could benefit financially from the transaction must abstain from all discussion and voting on the contract. Contracts equal to or greater than \$25,000 with an CareerSource Board member or other person or entity who could benefit financially from the contract as defined in paragraph Section 112.312(2), F.S. must be reviewed by the Department of Economic Opportunity and approved by CareerSource Florida. Contracts under \$25,000 must reported to CareerSource Florida. **If the work/services or product provided in the quote requires prior approval of the CareerSource Board of Directors and impacts the CareerSource's ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the President/CEO, the quote submitted by the vendor who has a conflict of interest relationship will not be considered by CareerSource.**

In the space provided below, please identify any such relationships as defined in Section 112.3143, F.S. or verify that none exist at this time.

<u>Name of Person</u>	<u>Relationship To You</u>	<u>Relationship To CareerSource</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Yes, a relationship exists as defined in Section 112.3143, F.S.;

OR

At this time, I do not have a relationship as defined in Section 112.3143, F.S.

Palm Beach County Board of County Commissioners
 Printed Name of Vendor

 Signature of Vendor

 Date

Note any person who files an action protesting a decision or intended decision pertaining to contracts administered by CareerSource shall follow the requirements of CareerSource's Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the CareerSource President/CEO within seventy two hours of the publication of the award. The CareerSource President/CEO's address is 3400 Belvedere Road, West Palm Beach, Florida 33406 and e-mail address is scraig@careersourcepbc.com. The time of the publication of the award shall be the date at which notice of the award is published by CareerSource (the date at the top of this letter). Failure to file within seventy two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. **You may obtain a copy of CareerSource's Procurement, Contract Award and Provider Protests policy on the CareerSource website at pbccareersource.com. Click on the link "Doing Business With Us". Then scroll down the drop down menu and open the document named "CareerSource Procurement, Contract Award and Provider Protests Policy". You may also obtain a hard copy of the CareerSource Procurement, Contract Award and Provider Protests Policy by contacting the CareerSource President/CEO at (561) 340-1061, Ext. 2221 or scraig@careersourcepbc.com.**

Youth Illness/Injury Procedures for Worksite Supervisor

1. Youth interns are instructed to immediately report any illness or injury to their worksite supervisor.
2. The Worksite Supervisor reports the illness or injury by calling 561-340-1060: Holly Carson at Ext. 2335 or Nikole Rozon at Ext. 2489. The Program Manager or Designee will determine if illness and/or injury is or is not work related.
3. If illness and/or injury is **not** work related (i.e. nauseous from a cold or flu), the Worksite Supervisor will be asked to send the youth intern home for the day. If needed, the Worksite Supervisor will arrange for transportation. No sick pay is available.
4. If illness and/or injury is **work related AND/OR life threatening**:
 - a. Call **911** immediately!
 - b. Next, the Worksite Supervisor contacts the Program Manager.
 - c. Then, the Program Manager or Designee calls AmeriSys at 800-455-2079 as soon as possible (within 24 hours) to report the injury/illness. They will ask for a Location Code - Youth: **2306**
5. If illness and/or injury is **work related AND/OR non-life threatening**,
 - a. The Worksite Supervisor contacts the Program Manager.
 - b. Next, the Program Manager or Designee calls AmeriSys at 800-455-2079 to report the injury/illness. Location Code - Youth: **2306**
6. Whenever possible, youth intern should be available when the Program Manager or Designee calls AmeriSys as they will need information from the youth intern (i.e. name, youth contact phone number, date of birth, SS#, home address, work address, injury site location, etc.)
7. If medical treatment is required for the youth intern, AmeriSys will direct where to go for medical care. If needed, the Program Manager or Designee will arrange for transportation. If additional treatment is required, Program Manager will also coordinate transportation. No sick pay is available.
8. If no treatment is needed, AmeriSys will provide a phone number and case number to the youth intern. If medical treatment is required later, youth intern may call AmeriSys to discuss their situation. If medical treatment is obtained later, youth is to notify the Program Manager.
9. The Program Manager or Designee must then complete and submit an Injury Report Form to Laurie Myers, Human Resources Generalist, to lm Myers@careersourcepbc.com or fax to 1-888-633-0315 **within 24 hours** of illness and/or injury of youth intern.
10. Youth intern must provide Release to Work documentation to Program Manager or Designee in order to return to work site.

I understand and agree to follow the Youth Illness/Injury Procedures.

Worksite Supervisor's Signature _____ Date _____

Worksite Supervisor's PRINTED Name _____

(March 2014 – For Worksite Supervisor) Provide copy of signed form to Worksite Supervisor. Original signed form should be placed in employer's CareerSource Palm Beach County file.



CareerSource
PALM BEACH COUNTY

**YOUTH & YOUNG ADULT PROGRAM
EMPLOYER INTERNSHIP AGREEMENT FORM**

This Internship Agreement Form must be completed prior to the beginning of the 2014 Summer Youth Program by the designated employer. The internship component of the summer program is designed to educate the intern and provide productive work for the employer through the cooperative efforts of the employer and CareerSource Palm Beach County. The employer will provide supervision and performance evaluations. CareerSource Palm Beach County will provide program coordination, guidance to the intern, and support to the employer.

The summer program internship is 40 hours per week for 4 weeks starting on July 7th and ending on August 1st, 2014. A daily schedule will be agreed upon by the employer and intern. The interns will be paid \$8.00 per hour by CareerSource Palm Beach County through Manpower for each of the allotted 160 hours worked.

THE EMPLOYER AGREES TO:

- ✓ follow the regulations and policies of the Internship Program
- ✓ place the intern in a positive learning environment where skill development is emphasized
- ✓ provide a safe work environment and related training if needed
- ✓ adhere to all applicable employment laws and regulations
- ✓ review company policies and procedures with the intern
- ✓ evaluate the intern's performance and provide feedback to the designated career consultant
- ✓ verify and sign weekly time sheets

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read, understand, and agree to the terms of the Internship Agreement.

Signature of Employer

Priscilla A. Taylor, Mayor

Printed First and Last Name of Employer