

**Broome/Tioga BOCES NY
Non-Financial Worksite Agreement
Summer Youth Employment Program**

SYEP Sub grantee: Town of Windsor
SYEP Worksite: 124 Main Street, Windsor, NY 13865
Number of Participants requested: 2
Start Time: 9:00 am
***Number of Supervisors: 1

This non-financial agreement is entered into by the SYEP sub-grantee: Town of Windsor
Address : 124 Main Street, Windsor, NY 13865. The worksite agrees to implement
Summer Youth Employment program in accordance with the provisions of this
agreement. This non-financial agreement consists of this sheet and such general and
special assurances as are included herein. The dates of this non-financial agreement will
be from 7/8/24 to 8/8/24 .

Contacts for Sub grantee

BOCES SYEP Administrator

Name: Nicole Tryt
Phone: (607) 763-3671 W

BOCES SYEP Coordinator

Name: Tish Butler
Phone: (607) 763-3475 W
(607) 316-1631 C

Insurance (Workman's Compensation) In the event an accident does happen on the job,
the participant is covered by Workman's Compensation Insurance which includes the
cost of emergency medical treatment. Contact the youth's parent or guardian and take
the youth to his doctor, hospital or clinic as soon as possible. Immediately contact the
SYEP Administrator. If you cannot reach the BOCES SYEP Administrator, call Tish Butler
at (607) 763-3475 W or (607) 316-1631 C for further instructions.

***Please write down details of how the accident occurred, when and where the accident
happened, and the names of the witnesses.***

Assurances:

1. The worksite will provide adequate supervision of each participant. In no case will that ratio be greater than twelve (12) participants to one (1) supervisor.
2. The worksite will provide adequate accountability for all participants' time and attendance.
3. The worksite will comply with all SYEP regulations.
4. The worksite will assure that sufficient work is available to occupy all participants during the working hours and that alternate arrangements will be made at outdoor sites for sufficient work during inclement weather.
5. The worksite will assure that all direct supervisors will be oriented as to their duties and responsibilities to the program and that a substitute supervisor, having received the orientation, will be available for the times the regular supervisor is absent.
6. The worksite will assure that the participant will not be paid for unexcused absences, hours not worked, or recreational activities.
7. The worksite will assure a safe and healthy working environment. Specifically, no youth under 18 years of age shall be employed in any occupation which the Secretary of Labor has found, pursuant to her authority under the Fair Labor Standards Act, to be particularly hazardous for persons between 16 and 18 years of age; and participants who are 14 and 15 years of age shall participate only in accordance with limitations imposed by the Fair Labor Standards Act.
8. The worksite will assure compliance with the Child Labor Laws of the State of New York
9. The worksite assures that sufficient equipment and/or materials are available to carry out work assignments.
10. Youths working six (6) hours or more in any workday must have, at minimum, a half hour unpaid break in the middle of the work day.
11. Participants will normally work 6 and ½ hours per day, four days per week, Monday through Thursday including a half hour duty free lunch.

Approval:

***By Mark Odell, Town Supervisor

BY _____

124 Main St. Windsor, NY 13865

Broome /Tioga BOCES

****Supervisor's Contact Information**

Name: Elizabeth "Liz" Pfister

Name _____

Title: Town Clerk

Title _____

Phone: 607-655-5440

Phone _____

Worksite: 124 Main Street, Windsor,
NY 13865 (Town Hall)

Worksite _____

Name _____

Name _____

Title _____

Title _____

Phone _____

Phone _____

Worksite _____

Worksite _____

Name _____

Name _____

Title _____

Title _____

Phone _____

Phone _____

Worksite _____

Worksite _____

Name _____

Name _____

Title _____

Title _____

Phone _____

Phone _____

Worksite _____

Worksite _____

Alternate Supervisors

Name: Khristine Breeding

Name _____

Title: Secretary to the Supervisor

Title _____

Phone: 607-655-5444

Phone _____

Worksite: 124 Main Street, Windsor,
NY 13865 (Town Hall)

Worksite _____

Purpose of the Summer Youth Employment Program (SYEP)

The Summer Youth Employment program shall provide eligible youth with useful work or on-the-job-training to assist these youth to develop their maximum occupational and educational potential. The program is intended to address the diverse individual needs of participants as follows:

- Provide eligible youth with exposure to world of work;
- Opportunities to explore vocational interests
- Vocational Counseling and occupational information;
- Structured and well supervised work;
- Enhance basic education;
- Encourage school completion;
- Services to induce and aid dropouts to return to school

Activities and Services

The primary activity of the Summer Youth Employment Program is to provide paid, meaningful work experience, related training and career exploration. The worksite provides the work experience, training and supervision. The SYEP Sub grantee provides coordination and counseling of the participant to assist the partnership in providing career objectives to participants. Worksite supervision, provided by your staff supervisors, is unpaid, voluntary and extremely important to the development of the youth assigned to your site. It is greatly appreciated and will help define the success of the SYEP program, as well as the quality of the work done at your worksite.

The worksite will provide access to all SYEP participants during normal work hours to the assigned Mentor.

Supervisor Responsibilities

1. The supervisors shall report any discipline problems and grievances to the assigned SYEP mentor immediately. If there is an issue early on in the program, please do not hesitate to report this, as there may be a solution to the situation, as opposed to terminating the participant.
2. Outline the participant's job duties and responsibilities
3. Instruct the participant in the duties and performance of his/her job
4. Provide continual supervision by checking the participant's progress at various hours of the day.
5. Ensure that the participant does not exceed the authorized working hours.
6. Objectively evaluate the participant in terms of criteria provided on the time sheet.
7. Ensure that the working conditions are safe and that the participant works in a safe manner.

8. Youth performing grounds work, maintenance, painting, etc., must be closely supervised either individually or in groups not to exceed six participants per supervisor.
9. Youth must not be assigned to work with heavy equipment, power-driven sheering or cutting equipment, or hazardous equipment or machinery.
10. The supervisor must take the initiative in preventing accidents which might otherwise occur because of carelessness or laxity on the part of the participant.

Child Labor Laws

Below is a listing of Child Labor Laws that frequently affect the SYEP participants. Please review these and how they may relate to your worksites.

Participants under Age 21 may not work:

- In construction work as operators of certain types of cranes unless as an apprentice under the direct supervision of a trained crane operator
- Operation of explosive power tools

Participants under age 16 may not be employed or assist in:

- Any occupation at construction work, including wrecking, demolition or excavating operations and the painting or exterior cleaning of a building from an elevated surface
- Any occupation involved in the operation of power-driven wood working, metal forming, metal punching, metal shearing, or paper cutting machines.
- Any occupation involved in the operation of circular saws, band saws or guillotine shears.
- Any occupation involved in the operation of power-driven hoisting apparatus.
- Any occupation involved with exposure to radioactive substances, exposure to silica or other harmful dust.
- Logging occupations or in the operation of any sawmill, lath mill, shingle mill or stock mill.
- Any occupation in or connection to a mine or quarry
- As a helper on a motor vehicle
- Adjusting belts on machinery or cleaning or wiping machinery
- Preparing any composition in which dangerous or poisonous acids are used
- Operating steam boilers subject to Section 204 of the Labor Law