



C.A.R.E. PROGRAM

Career Awareness Related Experience

PO Box 6015, 701 East Ash, Columbia, MO 65201

Phone (573) 874-6300

Employer's Job Site Agreement

BUSINESS INFORMATION

Business/Organization Name _____

Address _____ Zip Code _____

Business Phone # _____ Business Hours _____

Directions: please provide specific directions, including any familiar landmarks

Business Contact _____ Alternate Phone # _____

What type of employment is offered? (Circle all that apply)

Childcare Indoor Labor Outdoor Labor Customer Service Technical
Office/Clerical Retail Lab Food service Teaching Other

Number of Positions Available (up to 3*) _____

**Please Note: If your business is interested in having more than 3 youth, please complete page 6 to obtain permission from the C.A.R.E. Coordinator.*

We strive to make the best placements for our youth and for your business. However, we cannot guarantee a placement or all requested placements, only that we will expend all reasonable efforts to make one.

THE PROGRAM

C.A.R.E. benefits YOU, YOUR BUSINESS, and the COMMUNITY

- Businesses gain exposure to talented young people
- A FREE employee for 8 weeks (summer). Potentially longer during school year.
- If you hire them after the program, they're already trained
- Youthful energy is an asset to any business
- Youth gain exposure to different career options
- Create positive change in Columbia

TIMELINE

October 1st, 2010: C.A.R.E. Missouri Options employment begins

January 11, 2011: Summer program applications are available

January 28, 2011: Summer Interviews begin

January 31, 2011: Employer Recruitment begins

March 18, 2011: Last day to turn in Summer applications

March 31, 2011: Employer Recruitment ends

April 15, 2011: Last day of summer interviews

June 13, 2011: First work day of the summer program

August 5, 2011: Last work day of the summer program

SAFETY

All C.A.R.E. trainees are employed by the City of Columbia and, therefore, all C.A.R.E. employers **must adhere to state and federal child labor laws and OSHA standards.**

If laws or standards are violated, the City will incur serious penalties. PLEASE review Child Labor Laws. When you sign this agreement you are agreeing to comply with these laws.

ACCIDENTS AND INJURIES

If a young person is injured during the course of a C.A.R.E. work shift, the City of Columbia will compensate him/her for treatment/wages as long as City procedures are followed.

Please review the Accident and Injury procedures in your employer packet. When an on-the-job injury occurs it is essential to follow these procedures exactly. Failure to do so may jeopardize a youth's compensation.

THE JOB

Remember, your trainee will be working for you for up to 20 hours per week (unless enrolled in classes at the C.A.R.E. office). What will you have him/her do?

- Provide structure
- Provide clear instructions – written ones are especially helpful
- Show rather than just tell
- Work with your trainee's strengths

SCHEDULING

How many hours per week can a C.A.R.E. trainee work for you?

- Wages are subsidized by the City of Columbia for each youth to work up to 20 hours per week (for 8 weeks during the summer). NO TRAINEE can exceed 20 hours per week. Trainees may not "MAKE-UP" missed hours for any reason.
- We hire the maximum number of youth that our budget allows. There aren't any funds to cover excess trainee hours. VERY IMPORTANT *****
- Please DO NOT schedule any youth for more than 8 hours per day or your business (and the City of Columbia) will be in violation of child labor laws. City time sheets are audited regularly for this occurrence and the fines are substantial.

BREAKS AND LUNCH

This can get confusing, so read carefully and call us if you need clarification.

- For every **four hour shift**, a young person works, he/she gets a **paid 15-minute break**.
- If a trainee works a **six hour shift or longer**, he/she gets an **unpaid 30-minute lunch break**. Youth must clock-out for lunch and it must be indicated on their C.A.R.E. time sheet.
- If a young person works an **eight hour shift**, he/she gets **two paid 15-minute breaks and one unpaid 30-minute lunch break**.

TIME SHEETS

Every other Friday, the C.A.R.E. staff collects time sheets from **over 100 employers**. Job coaches have two hours to correct any mistakes and alphabetize the time sheets before they are sent to the City's payroll department. **No late time sheets can/will be processed for the current pay period. Late time sheets result in an additional 2-week delay in pay.**

- Have and use a system to make time sheet pick-up easy
- Please take a few minutes with your trainee to make sure that their C.A.R.E. time sheet is accurately completed (both sides) and **signed by the trainee and a supervisor. No signature = no paycheck**
- Place time sheets in a designated location that all your staff will be aware of
- Please designate a supervisor or supervisors who can complete C.A.R.E. time sheets

Thank you for your efforts and understanding in this matter.

CONDUCT and BEHAVIOR

The young people who are hired to be C.A.R.E. trainees have demonstrated in their interviews a **desire** to work, a **need** to work, and a **good attitude**.

These attributes, combined with **clearly explained expectations from their employers**, create successful experiences for both trainees and employers.

MISBEHAVIOR

Occasionally, however, a C.A.R.E. trainee will have difficulty. If your trainee seems unmotivated or uncooperative at work **CALL THE C.A.R.E. OFFICE - DO NOT WAIT**. Waiting will create an environment where a problem can escalate. **THIS IS THE #1 REASON** why youth are terminated. When you call to report a problem, your Job Coach will contact your trainee and discuss the issue. C.A.R.E. Job Coaches are paid to work with youth and educate them about proper on-the-job behavior. **Please don't let issues go unresolved**. Any situation requiring intervention will receive it, provided we have been made aware.

Please review the disciplinary information in your packet.

THE AGREEMENT

C.A.R.E. will provide:

- An employer orientation
- A suitable youth worker for the prescribed job
- Wages and worker's compensation for youth workers during C.A.R.E. shifts for the prescribed program days, hours, and times
- Support in the form of Job Coach assistance

The Employer will provide:

- A job or jobs for youth hired by the City of Columbia C.A.R.E. Program
- Completed C.A.R.E. timesheets, READY on timesheet pick-up dates
- A positive, safe work environment
- An environment where youth will not be subjected to any form of harassment based on race/ethnicity, gender, religion, disability, or sexual orientation. Sexual harassment also includes but is not limited to any verbal, visual, physical, or written act which is intended or works to demean or intimidate the person at whom it is directed, or creates a hostile or offensive work environment

Note: Either party may terminate the Job Site Agreement upon written notification to the other party.

Company Contact _____ date _____

C.A.R.E. Coordinator _____ date _____

Note to Childcare Providers: *Childcare facilities participating in the C.A.R.E. Program must provide a valid licensure to the Job Developer, or attach a copy to this form. Thank you for your understanding.*

Licensure expiration date _____ Licensure for # of children _____

Please complete one sheet for each different position, i.e. Host, Prep Cook, etc.

JOB TITLE _____ Supervisor's name(s) _____

Work Environment indoor outdoor both

Public Interaction none some a lot

Heavy Lifting no yes, up to _____ lbs.

Trainees at this job site will work with the following:

Children Adults Money Technology Food Chemicals/Cleaning Supplies Animals

Trainees at this job site must have:

TB Tine Test Food Handler's Certificate

Age Requirement: YES NO If Yes, what _____

Daily Duties (please be specific)

1. _____
2. _____
3. _____
4. _____
5. _____

Preferred Skills (ex.: typing skills, ability to interact w/public, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

NOTE: It is very IMPORTANT that this information is filled out COMPLETELY so that we can ACCURATELY PLACE YOUTH with an employer.

REQUEST FOR MORE THAN 3 C.A.R.E. TRAINEES

Number of youth requested _____

Reason(s) for request (please be specific) _____

More trainees require more supervision. How will your business provide this?

Office Use Only

Approved Not Approved Re-Submit

Coordinator Signature _____ date _____

Job Coach assigned to the site _____ date _____