



Governor's Local Workforce Areas
WORKFORCE INNOVATION AND OPPORTUNITY ACT

YOUTH WORK-BASED LEARNING SUPERVISOR GUIDELINES

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Introduction

The Worksite Supervisor Handbook has been prepared to assist in the supervision of Youth Work-Based Learning (WBL) Program activities. Supervisors assigned to oversee WBL participants should study this handbook prior to the beginning of the job assignment and refer to the policies throughout the work experience.

The Governor's Local Workforce Areas (GLWA) which includes North Alabama Works, East Alabama Works, West Alabama Works, Central Alabama Works, and Southeast Alabama Works Local Workforce Development Areas, operates a Work-Based Learning Program for Workforce Innovation and Opportunity Act (WIOA) eligible youth ages 16 to 24 years old. Youth are paid between \$7.25 and \$19.66 per hour for 32 hours per week a maximum of 390 hours total. The rate of pay varies by Local Workforce Development Area and type of employment. The WBL Program is funded through the federal Workforce Innovation and Opportunity Act's (WIOA) Youth Program funds.

Purpose of The Work-Based Learning Program

The Work-Based Learning (WBL) Program provides a mechanism for youth enrolled in WIOA services to improve their work maturity and occupational skills through worksite instruction, well-supervised job tasks and receive payment while gaining work experience and career exposure. This guide is to ensure that the participant being mentored through the WBL program will receive meaningful work habits and learn job skills to enhance employability in a safe environment.

Career Center Responsibilities

Career Center Case Managers, located in the Governor's Local Workforce Areas, are responsible for recruiting and determining WIOA eligibility of applicants for this service. Career Center staff also solicit, review, and select participant worksites. The participant's Case Manager monitors their job performance, reviews weekly and total hours worked, assists with work-related problems, provides very basic counseling as necessary, and links the participant to support services.

The Career Center Case Manager and your company/organization's representative have already signed a Worksite Agreement (attached) which outlines the company/organization's responsibilities. Your company should provide you with a copy of this agreement. The Career Center staff can assist with explaining the Worksite Agreement as well as procedures for reporting time and attendance and the required participant evaluations.

The Career Center staff will verify with the payroll vendor prior to placement that the job assignment falls into allowed workers compensation categories.

Work-Based Learning Terms of Agreement

Work-Based Learning Program activities must be performed under the following terms of agreement:

- i. Participants will be placed in assignments that provided meaningful employment and follow Federal, State, and Local laws. ***If a participant's job assignment or job duties change, the Career Center must be notified, and the Worksite Job Description changed to reflect the new work assignment.***
- ii. Work-Based Learning participants must always be supervised. In addition to supervision, Worksite supervisors are required to: (1) provide an orientation to workstations and safety rules associated with work performance, (2) review participant timecards in Avionte and approve by 10 a.m. on Tuesday. (3) immediately notify the WBL payroll vendor, Sirius Workforce LLC, and the Career Center in the event of a work-related accident or injury, and (4) immediately notify the Career Center if participants fail to report to work.
- iii. Participants in the Work-Based Learning program will not result in the displacement of current employees, including partial displacement, such as reduction in hours of overtime work, wages, or employment benefits.
- iv. WBL job assignments shall not discriminate on the grounds of race, disability, sex, political affiliation, religion, creed, or national origin.
- v. The Worksite will designate a full-time employee as a contact person who will be responsible for answering inquiries at the Worksite and be available to assist with the resolution of any Worksite problems.
- vi. Participants are covered by Workers' Compensation Insurance through Sirius Workforce LLC in the event of a work-related accident and/or injury associated with the Youth Work-Based Learning Program activities.
- vii. The worksite agrees that if participants should accidentally damage equipment or property, no damages will be chargeable to the participants, the Career Center, or Sirius Workforce LLC. However, the participants may be held responsible for the willful destruction of equipment/property.
- viii. The assignment to a worksite shall not exceed 390 hours, 32 hours maximum per week. The participant is not meant to be a fulltime employee and cannot be scheduled to work 40 hours per week or work overtime. It is understood that the worksite is not required to hire the participants upon completion of the training assignment. However, employers can transition participants who are performing well in their WBL assignment into an On-the-Job Training contract through the Career Center.
- ix. Worksite supervisors will assist in ensuring that Work-Based Learning is beneficial to the participants in gaining workplace knowledge, including enforcement of time and attendance policies. The worksite supervisor will offer instruction to the Work-Based Learning participants as they would any of their other full-time employees.

- x. Each Worksite must have at least one supervisor located at their assigned worksite.
- xi. The worksite must keep a file of all paperwork related to the WBL participants. This file will be reviewed when the worksite is monitored by State or GLWA monitors.

The Case Manager will explain the reporting process in case of on-the-job injuries and how to handle issues that may arise. Once the work experience begins, the Career Center Case Manager will come by regularly to check the participant's progress, discuss rules and regulations, counsel those who may be experiencing problems, and confirm all participants are busy with assigned job tasks.

Career Center Case Manager assigned to the Work-Based Learning Activity:

Name: _____

Career Center/Address: _____

Telephone/Email: _____

Payroll Process and Responsibilities

Sirius Workforce LLC is the contracted employer of record/payroll vendor for the Work-Based Learning program. Once enrolled in WBL, participants become employees of Sirius Workforce LLC. Wages for the participants are paid with (WIOA) Youth Program funds. Sirius Workforce LLC also provides Workers' Compensation Insurance for the participants to cover injuries or on-site accidents during their work assignment. Career Center Case Managers verify the WBL job assignment will be covered by Sirius Workforce LLC's Workers' Compensation coverage prior to placing a participant at the worksite.

Career Centers will provide a Sirius Workforce Development Placement Form to each participant. Participants will complete the required employment forms for Sirius Workforce LLC at the Career Center. The Case Manager will review the employee handbook with each participant before the job assignment begins.

Participants will be paid weekly on Friday. The two payment options are direct deposit or reloadable pay cards.

Participants have access to their timesheets 24/7 and can update timesheets daily or weekly through a secure web-based submittal. They also have access to view/download paystubs and W2's, tax forms and update personal information. Once the timesheet is complete, the timecard approvers are notified through the same web-based program (Avionte) and through email.

- ▶ **Employees must submit their timesheet by 10:00 a.m. on Monday.**
- ▶ **Timesheet Approver #1 or #2 must approve the timesheet by 10:00 a.m. on Tuesday.**
- ▶ Employees are paid weekly through direct deposit or pay cards.

Approving Timesheets

Every timesheet processed for payment must be approved in Avionte. Once the placement form is submitted a link to Avionte and login instructions will be sent. *Timesheet Approvers will not have access to participants until they are assigned to you by Sirius.*

The Worksite Supervisor is Timesheet Approver #1 with the Career Center Case Manager as Timesheet Approver #2. **As the Timesheet Approver, you are responsible for reviewing the timesheet for errors such as comparing the participant's hours with their work schedule and verifying total work hours do not exceed 32 hours weekly before approving the timesheet.**

Career Center Case Managers, as Timesheet Approver #2, are responsible for reviewing the weekly timesheet for errors as well as the participant's total WBL hours to ensure the participant does not work over 390 total hours.

If there are any discrepancies between the participant's timesheet and work schedule DO NOT approve the timesheet! Contact the participant to discuss and correct any minor errors. If there are several discrepancies between the timesheet and work schedule, contact the Career Center Case Manager. They will speak with the participant to determine if the errors were intentional or by mistake.

Participants who falsify their timesheets will be immediately terminated from WBL. This rule is included in the Work-Based Learning Program Requirements and Expectations Brochure received by all participants with a signed Receipt form retained in their AW! online documents. The participant is the only person allowed to enter their work hours or complete their timesheet.

Worksite Supervisors should always verify the hours entered on the participant's timesheet with their work schedule before approving the timesheet. **Worksite Supervisors that fail to verify participant hours and approve falsified timesheets will have their worksite removed as a WBL Worksite effective immediately.** The Worksite's responsibility for accurately reporting the WBL participant's time is stated in the Worksite Agreement.

Sirius Workforce LLC has contracted with The Governor's Local Workforce Areas to be the WBL payroll vendor. Because Sirius pays their wages, participants are considered Sirius employees even though they are enrolled in a WIOA youth service funded by federal funds. *As the payroll vendor, Sirius must comply with the Affordable Care Act (ACA) healthcare law which requires businesses with 50 or more fulltime employees (with fulltime being 30 hours or more per week) to provide healthcare coverage to employees that work fulltime for 90 days or more.* Sirius' contract does not allow for WBL participants to work over the maximum number of hours or to be considered a fulltime employee of their company. WBL participant hours, both weekly and the total number, must be enforced by Career Center Case Managers and the Worksite Supervisor.

Worksite Supervisor Responsibilities

The following is a list of the Worksite Supervisor's responsibilities. These responsibilities are explained in full throughout the guidelines.

1. Study the rules and procedures covered in this booklet and the signed Worksite Agreement prior to the participants beginning their assignment. A WBL Training and Evaluation Plan must be developed and attached to the Worksite Agreement. The Worksite maintains a copy of the signed Worksite Agreement and WBL and Evaluation Training Plan.
2. Participants cannot be placed in a WIOA Work-Based learning assignment if a member of their immediate family would directly supervise the participant.
3. Once the rules of the program are understood, a training plan benefiting both the participant and the worksite can be written. The Supervisor will establish goals for the job assignment which should be accomplished in a day or week. Consider the total hours of work available and set the goals high enough to keep the youth engaged. Participants need to understand what they are expected to do, how their work benefits the worksite, and that they are performing useful tasks.
4. Worksite preparations, before the participant begins the job assignment, include completing the WBL Training and Evaluation Plan listing the participant's job description, employability skills, workplace skills, and career specific skills.
5. If the participant is under age 18, a Class II Child Labor Certificate from the Child Labor Division of the Alabama Department of Labor must be purchased by the worksite. The cost of the certificate is \$15. The application can be completed online at the Child Labor section on the Department of Labor website: <https://labor.alabama.gov/uc/childlabor/child-labor.aspx>.
6. Provide orientation for participants and staff members who will be working alongside the participants. This includes informing worksite staff of their responsibilities toward the participant.
7. Ensure the participants are always supervised and engaged in their work.
8. Report unresolved participant problems to the Career Center Case Manager.
9. Report participant injuries to Sirius and the Career Center and secure medical assistance immediately.
10. Complete the WBL Training and Evaluation Plan. There are two times throughout training when the participant will be reviewed. At the mid-point of training, or 195 hours, and at 360 hours, just before training is complete. The WBL Training and Evaluation Plan should be completed at the beginning of training with the basic information, at the mid-point and at the end. Each time you complete a portion a copy should be submitted to the career center for uploading into the participants documents in AlabamaWorks!.
11. Accurately recording and reporting the Work-Based Learning participant's time and attendance per the Governor's Local Workforce Area WBL Time and Attendance and Payment policies.

Time and Attendance Policy

Career Center staff work with the Worksite Supervisor to develop a work schedule for the participant. The participants work schedule will be agreed upon prior to the assignment and shown in the Worksite Agreement.

WBL participants cannot be scheduled to work fulltime. Participants may work up to **a maximum of 32 hours per week.** If the jobsite prefers an individual who can work fulltime (40 hours per week), **the participant should be moved to the On-the-Job Training (OJT) program by the Career Center or hired fulltime by the worksite.** The maximum total number of hours for Work-Based Learning is 390. Weekly work hours may be flexible based on the preference of the Worksite employer as long as they do not exceed 32 hours.

After the participants are assigned Payroll Approvers in Avionte, the Career Center Case Manager and Worksite Supervisor can review the total number of hours worked each week to make sure participants don't exceed the total number of hours. Case Managers will notify the Worksite Supervisor when participants have 40 hours left in their work-based learning assignment.

- Once participant hours total 350, the Worksite Supervisor will receive an official "WBL Notification of Participant Hours" email listing the participants with 40 hours remaining out of the 390-hour maximum.
- The email will remind the Worksite *if they allow the participant to work over 40 hours per week or over 390 total hours, the Worksite is responsible for paying the participant's wages for these hours. The Worksite must compensate the participant when the overtime occurs. Any overtime hours paid by the employer to the participant should not be listed on the participant's Avionte timesheet.*
- *If the Worksite fails to pay the participant's overtime upfront, they will have to reimburse Sirius Workforce LLC.*
- *If the worksite business fails to reimburse Sirius, the business including all locations/worksites will be barred from receiving any WIOA funding for Work-Based Learning or On-the-Job training for at least two years.*

Participants will only be paid for the hours worked. They will not be paid for lunch breaks or receive payment for any time off, even if the other employees are on a (paid) holiday.

Note: Maximum hours per week and total number of hours allowed per participant is documented on line VII on each Worksite Agreement.

Payment Policy

Work-Based Learning worksites are public (governmental), not-for-profit agencies (non-profit) or private (for-profit) worksites. Participant placements will earn \$7.25 to \$19.66 per hour depending on the Local Workforce Development Area. The participant's rate of pay should be the comparable rate of pay for new employees at that worksite who are performing the same job tasks.

If the WBL participant does not report for the job assignment, it should be reported to the Case Manager immediately.

Worksite Employment and Termination Policy

Worksite supervisors are the supervisors of the WBL participants while they are assigned to the worksite. Participants are expected to follow worksite rules. Participants should be treated as other employees but keep in mind that this is a learning opportunity for the participant. The Work-Based Learning job assignments are temporary. **All participants must stop their job assignments when they reach 390 hours of paid work-based learning.** However, if the Worksite would like to hire any of the WBL participants or place any of the participants into an On-the-Job (OJT) training contract they should discuss it with the Career Center Case Manager who will be glad to assist.

If there are any problems with the participant assigned to your worksite, Career Center staff are available to assist. Do not hesitate to call the Case Manager. If a problem with a participant cannot be resolved, the Worksite Supervisor has the right to request the Case Manager assign the participant to a different WBL worksite. **The Supervisor does not have the right to terminate a participant from the Work-Based Learning Program.** The Career Center Case Manager will review the situation and determine if a participant should be terminated from the WBL program or if the participant should be assigned to a different Worksite.

Safety and Accident Policy

The Worksite is responsible for providing a safe environment for Work-Based Learning participants to work. The Worksite supervisor is responsible for instructing the participants about the possible dangers that may arise while on the jobsite. WBL participants must not be left without supervision. Neither the AL Department of Commerce/GLWA nor Sirius Workforce LLC is responsible for any damages resulting from actions of the WBL participant.

All Work-Based Learning participants are covered by Workers' Compensation insurance provided by Sirius Workforce LLC at no cost to the Worksite. This insurance covers all injuries which are related to their work, including minor injuries.

In case of injury:

1. Immediately get medical treatment for the participant.
2. Sirius has an agreement with Med Corp to assess injuries if a participant is injured while on a WBL job assignment. WBL participants receive instructions on these procedures once the on-boarding process is complete.
3. Report the details of the accident to the Case Manager

Report all injuries. The insurance company will decide if they are work related. As their supervisor, get to know the participants so you will be aware of any health issues or allergies which might affect the type of duties the participant can perform.

Prohibited Activities

Federal and State laws place certain restrictions on Work-Based Learning participants. The following is a list of prohibited activities:

- Engaging in political activities: This includes voter registration, handing out leaflets for politicians, making speeches, and lobbying.
- Engaging in religious or anti-religious activities: This includes attending religious and/or anti-religious classes, soliciting donations for religious and/or anti-religious organizations, doing clerical or maintenance work having a religious or anti-religious appearance, and singing or leading others in singing of religious or anti-religious hymns.

Participants also will not be involved in:

- Donation of wages: The Worksite Supervisors may not require participants to make any contributions.
- Soliciting funds: This includes any form of fund raising, such as selling tickets, stuffing envelopes with fund raising literature, etc.
- Nepotism: This includes hiring relatives of administrative staff as a Work-Based Learning Program participant.
- Work under hazardous or dangerous conditions: This includes working or receiving services in buildings or surroundings that are unsafe or unhealthy.
- Working more than 32 Hours per Week: Weekly hours may be flexible; however, program participants are not allowed to work over 32 hours per week.
- Work at a site where there is evidence of discrimination: No discrimination based on race, color, religion, sex, national origin, age, disabilities, political affiliation, or beliefs is allowable.
- Supplant restriction: Work-Based Learning participants may not replace or reduce the work schedule of other regular employees of the worksite; instead, their work tasks should aid regular employees.

Participant Orientation

The first day of the participant's job assignment is critical to their success during the work experience. A thorough explanation of what is expected on the job and the worksite rules will avoid many problems. Items to discuss include:

- Schedules: Explain the work schedule (number of days per week and hours per day), what time work begins and ends, the length of their lunch break, and the policy on break time. Explain the worksite's policies for attendance and what to do if they are unable to report to work on time. Be sure the participant has the name and telephone number of the person at the worksite to contact.
- Type of work: Explain what is expected of them on the job; the duties they are assigned to accomplish before the end of the day, before the end of the job assignment, and the goals for the job assignment. Discuss the WBL Training and Evaluation Plan, the job tasks, and how their performance will be measured.
- Dress: Provide a Worksite dress code; if one is not available, prepare a written policy for the WBL participants to ensure everyone understands what is expected. If special clothing will need to be obtained for the worksite, the Career Center Case Manager should be advised in advance of the placement and the participant should be advised in advance of the work assignment.
- Conduct: Explain the rules of conduct for the worksite, all safety rules, and the participant's responsibilities to adhere to these rules.
- WBL program rules: Review the program rules as outlined in this guide especially the work schedules and maximum number of hours allowed, payment procedures, and timesheets. The Case Manager has already discussed this information with the participant in orientation at the Career Center, but it should be emphasized again. Answer any questions the participants may have during this time. Note any questions you need to ask the Career Center Case Manager. A clear understanding of the hourly wage, hours per week and how often paid, especially when the first pay will be received, to avoid issues later.
- Supervision: The participant must always be advised of the worksite supervisors to which they report. If their primary supervisor is out, there must be at least one alternate supervisor to which the participant can report. Assure the participant that worksite staff will be training and guiding them through their job tasks and assignments should be completed to the best of their ability. Point out that questions are welcome and to ask a supervisor anytime he is unsure about a job task.
- Role of the Career Center staff: The Career Center Case Manager has already explained to the participant that the case manager will be regularly visiting the worksite. As the Worksite Supervisor, remind the participant of these visits and encourage them to talk with the Career Center staff if they have a question or a problem.

- Worksite tour: Show the Work-Based Learning participants where they will be working. Introduce the participants to the regular worksite staff. Give the participants a tour of the facility so they know where to park, where the restroom and breakroom is located and other required information.

Participant Skills Assessment

For Work-Based Learning to be effective, participants must be provided constructive feedback concerning their work habits, work readiness skills and job task performance. All WBL participants should be evaluated/assessed by the Worksite Supervisor with assistance from the Career Center Case Manager. The WBL Training Plan and Evaluation Plan (attached) is utilized for employability skills, workplace skills, and career specific skills. As mentioned earlier, the WBL Training and Evaluation Plan is discussed with the applicant at orientation when job tasks are explained.

The WBL Training and Evaluation Plan

The supervisor will review the participant's employability, workplace, and career specific skills at the mid- point of the training (195 hours) and again before the participant's last day (at 360 hours). The supervisor should then discuss the results of the assessment with the participant and if needed, counsel the participant on how to improve their performance. The participant should initial and receive a copy of the completed form with a copy to the Career Center Case Manager. The WBL Training and Evaluation Plan is uploaded into the participant's documents in AlabamaWorks! at the beginning of the job assignment, at the mid-point, and again at the end once the training is complete. The employer will keep a copy for their file, give a copy to the participant and send a copy to the Career Center Case Manager.

Attachments

Sirius Workforce Development Placement Form

Work-Based Learning Worksite Agreement

Work-Based Learning Training and Evaluation Plan

The Alabama Child Labor Law Brochure

Work-Based Learning Participant Requirements and Expectations
Receipt Form

Sirius Workforce Development Placement Form

Customer/College:

1. Legal Employee Name: _____
2. Physical Address: _____
3. DOB: _____
4. SSN: _____
5. Phone Number: _____
6. Email Address: _____
7. Emergency Contact Name/Relation; Phone #1: _____
8. Emergency Contact Name/Relation; Phone #2: _____

Employee Title: _____

Start Date: _____

Time to Report: _____

Pay Rate: _____

Background: ☐ N/A

☐ Employment (7 years)

☐ Education (Highest Level)

☐ County Search (7 years)

☐ Federal Search

☐ National Search

☐ SSN Trace

Drug Screen: ☐ N/A

☐ 5 Panel

☐ 10 Panel

Place of Employment (Worksite): _____

Worksite Address: _____

Worksite Phone Number: _____

Worksite Supervisor: _____

Timesheet Approver #1: _____

Timesheet Approver #1 email: _____

Timesheet Approver #2: _____

Timesheet Approver #2 email: _____

Invoicing/Funding Source: _____

P.O. Number: _____ ☐ N/A

Invoice Submitted to: _____

Max Hours Weekly: _____

Max Hours Total: _____

Sirius Only

STPR: _____ OTPR: _____

STBR: _____ OTBR: _____

STMU: _____ OTMU: _____

WORKSITE AGREEMENT

Between the **Governor's Local Workforce Areas (GLWA) and Sirius Workforce LLC** (hereinafter referred to as the Program Operator) and _____ (Hereinafter referred to as the work site) concerning work-based learning under the Governor's Local Workforce Areas Work-Based Learning Program. The GLWA Career Center System is responsible for coordinating the program at the local level. Sirius Workforce LLC is responsible for the participant payroll process and for the provision of worker's compensation for on-site accidents. Neither the Alabama Department of Commerce/Governor's Local Workforce Areas nor Sirius Workforce LLC is responsible for any damages resulting from actions of the Work-Based Learning participant.

The Work Site Agreement is hereby made between the Program Operator and the Work Site, pursuant to Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA).

The program is designed to provide WIOA eligible participants with meaningful and worthwhile work-based learning, financial assistance, and a better understanding of the labor market. To this end, the following worksite agreement will be adhered to:

- I. The Worksite will ensure provision of adequate and competent on-site supervision. Supervisors will require participant conformance with the Worksite's personnel rules.
- II. Participants will be employed in accordance with the applicable Federal and State Labor Law Acts, rules, and regulations, and other applicable State and local laws.
- III. The job description on the reverse of this agreement must be completed for each participant employed by this worksite.
- IV. Worksite supervisors will agree to attend and participate in worksite supervisor orientation which will be conducted by local Program Coordinators.
- V. The Worksite will ensure orientation and training of worksite supervisor personnel directly responsible for the supervision of participants, as to the Worksite's responsibilities and obligations under this agreement by providing each supervisor with a copy of this Agreement.
- VI. Worksite personnel will maintain and certify daily and weekly time and attendance records on each participant for the program duration. Participants will not be paid for absences, hours not worked, or holidays.
- VII. Participants cannot work more than 32 hours per week, 390 total hours. Worksites that allow participants to exceed 390 hours or 40 hours per week must reimburse Sirius Workforce LLC/Alabama Department of Commerce for all overpayments or be barred from receiving any WIOA funding for at least two years.
- VIII. Worksite personnel will ensure to the best of their ability that no participant is engaged in political, sectarian, and/or maintenance of effort activities.
- IX. The Worksite will ensure that all sites where participants are assigned will have capability and facilities to provide services to WIOA participants in a sanitary and safe environment.
- X. Worksite personnel agree to notify Sirius Workforce LLC of Alabama staff immediately in the case of an accident or injury at the worksite affecting a participant.
- XI. Worksite personnel agree to notify Career Center staff of any problem concerning participant performance at a worksite.
- XII. Worksite supervisors will be responsible for on-site program operation in compliance with governing DOL/WIOA regulations and directions. The Career Center staff is responsible for providing worksite Agencies with copies of this agreement and Supervisor Orientation information.
- XIII. Worksites will provide sufficient equipment and materials for participants learn and develop good work habits.

This Agreement is effective the _____ day of _____, 20_____, and shall remain in effect until terminated by written notice of either party concerned, or until _____.

Worksites Are Responsible for Reimbursement of Any Overpayments to Participants Who Work More Than the Allotted Number of Hours.

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

Signature of Program Operator/Career Center

Signature of Director/Manager

Worksite Information:

Worksite Address: _____

Mailing Address if different from Worksite Address: _____

NOTE: The two Timesheet Approvers signing this agreement will also be authorized to approve the Work-Based Learning participant time sheets. The names/signatures of Worksite staff on this form must appear the same as they will on the time sheets.

Print or type name of Authorized Worksite Supervisor:

Signature of Timesheet Approver #1:

Career Center Case Manager:

Signature of Timesheet Approver #2:

Contact Name: _____

Telephone Numbers: _____

Email Address: _____

Number of Participants at Worksite: _____

WORK-BASED LEARNING TRAINING AND EVALUATION PLAN

Complete this form at the beginning of training with the basic information, at the mid-point and at the end. Each time you complete a portion a copy should be submitted to the career center for uploading into the participants documents in AlabamaWorks!.

Participant's Name:

Worksite Supervisor Name:

State ID Number:

Worksite Supervisor Email:

Job Title:

Career Center:

Worksite:

Case Manager:

JOB DESCRIPTION

Tasks, responsibilities, projects:

Start Date:

End Date:

EMPLOYABILITY SKILLS

The employability skills below are essential in every work environment throughout one’s career. Please discuss and review these skills twice during this work-based learning experience. First, at the mid-point 195 hours and in a second review near the end of the work-based learning experience at 360 hours. **(Two reviews to capture growth -- Be objective!)**

KEY

Rev #1: 195 hours

Rev #2: 360 hours

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATIONS	REVIEWS Use 1-5 Scale (See Key Above)		COMMENTS Notes, goals, and reflections for Review #1 and Review #2
Attendance and Punctuality	<ul style="list-style-type: none"> Arrives on time and prepared for work Provides sufficient notice if unable to report for work 	Rev #1		
		Rev #2		
Motivation and Initiative	<ul style="list-style-type: none"> Participates fully in tasks or projects from start to finish Initiates interaction with supervisor for next task or project upon successful completion of previous one 	Rev #1		
		Rev #2		
Communication	<ul style="list-style-type: none"> Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	Rev #1		
		Rev #2		
Teamwork and Collaboration	<ul style="list-style-type: none"> Works productively with co-workers, individually and in teams; support organization’s mission and goals Accepts direction and constructive feedback with positive attitude 	Rev #1		
		Rev #2		
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Notifies and identifies challenges and problems that arise in the workplace Brings concerns to attention of supervisors when appropriate Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 	Rev #1		
		Rev #2		
Workplace Policy, Culture and Safety	<ul style="list-style-type: none"> Exhibits understanding of workplace culture and policy Dresses appropriately for position and duties Practices personal hygiene appropriate for position and duties Follows professional standards for use of computers, phones, and social media Respects confidentiality Complies with health and safety rules for the workplace 	Rev #1		
		Rev #2		

WORKPLACE & CAREER SPECIFIC SKILLS

Select three to five job tasks that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals.

Career / Engagement Skills

Active Learning
Collecting and Organizing Information
Creativity
Customer Service
Leadership
Project Management
Public Speaking / Presentations
Teaching/Instructing
Time Management
Understanding All Aspects of the Industry

Digital Literacy Skills

Computer Technology
Database Use
Graphic Design
Media Literacy
Office Suite Software
Photo Editing
Software Development
Spreadsheet Use
Web Development
[Or industry specific technology]

Applied Academic Skills

Applied Mathematics
Reading
Research and Analysis
Writing

STEM-Related Skills

Engineering Concepts
Environmental Literacy
Health Literacy
Research and Analysis
Science Lab Concepts

Technical / Career-Specific Skills

Applied Arts and Design
Blueprint Reading
Child Development
Cooking / Culinary Arts
Early Childhood Math/Reading Literacy
Equipment Operation
Landscaping
Maintenance / Repair / Painting
Medical Office Skills
[Or other skills applicable to the work experience]

SKILL	SKILL DEFINITION	REVIEWS USE 1-5 SCALE (See Key Above)		COMMENTS Notes, goals, reflections for Review 1 and Review 2
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		

COMMENTS & SIGNATURES

REVIEW #1:

Participant Signature: _____

Supervisor Signature: _____

Staff Signature: _____

Date: _____

REVIEW #2:

Participant Signature: _____

Supervisor Signature: _____

Staff Signature: _____

Date: _____

THE ALABAMA CHILD LABOR LAW BROCHURE

MINORS UNDER 18

Minors **under 18** are **prohibited** from the following occupations:

- (1) In or about or in connection with any mine, coke breaker, coke oven, or quarry in any capacity.
- (2) In wrecking, demolition, and ship-breaking
- (3) In any tunnel or excavation with a depth of four feet or more
- (4) In any roofing, scaffolding, or sandblasting operations.
- (5) Operating or driving any truck or heavy equipment over three tons gross weight
- (6) In logging or around any sawmill, lathe mill, shingle, or cooperage-stock mill.
- (7) Operating any power-driven woodworking, bakery, or paper products machinery.
- (8) Upon any steam, electric, diesel, hydraulic, or other railroad.
- (9) As fire fighters.
- (10) Operating any stamping machines used in sheet metal or tin ware, or in paper or leather manufacturing, or washer or nut factories.
- (11) In or around any steam boiler or rolling mill machinery.
- (12) Operating any power-driven metal forming, cutting, straightening, drawing, punching, or shearing machines.
- (13) Operating or assisting in operating any elevators, open freight elevators, cranes, derricks, or other power-driven hoisting apparatus, with exception of an unattended automatic passenger elevator.
- (14) Operating any paper cutting, stapling, corrugating, or punching machines.
- (15) Assembling, adjusting, cleaning, oiling, or servicing machinery in motion.
- (16) Operating any circular saws, band saws, or guillotine shears.
- (17) In or around any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed.
- (18) In the manufacture, storage, or transportation of explosive components.
- (19) In the manufacturing of brick, tile, or similar products.
- (20) In the manufacture or transportation of dangerous or toxic chemicals or compounds.
- (21) In, about, or in connection with, poisonous dyes, dangerous or poisonous gases, compositions of lye in dangerous quantities, dangerous or poisonous acids, or pesticides.
- (22) In any activity involving exposure to radioactive substances or ionizing radiation.
- (23) Around asbestos or any other cancer-causing agents
- (24) Operating or assisting in operating any job, cylinder, or offset printing presses.
- (25) In any activity involving slaughtering, butchering, and meat cutting.
- (26) In any place or occupation which the department may declare dangerous to life or limb or injurious to the health or morals of persons under 18 years of age.

Some prohibited occupations may be allowed for registered apprenticeships and certain student-learner programs.

ALCOHOL

Employees must be **21** to serve alcoholic beverages for consumption on premises (18 if licensee is RVP certified).

Minors **16** and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or seaters.

14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

ADULT ESTABLISHMENTS

No person under 18 years of age shall be employed in or perform in any adult establishment.

INSPECTIONS BY THE DEPARTMENT OF LABOR

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to insure that minors are employed in compliance with this act. The department shall enforce this act and administer fines and/or prosecution for any violation of this act.

TRAINING AND EDUCATION

Child Labor personnel are available at no cost, when scheduling is possible, for presentations to schools, organizations, and employer groups. Please contact Child Labor Enforcement if interested.

Alabama Department of Labor
Child Labor Enforcement
649 Monroe Street
Montgomery, AL 36131
Ph: (334) 956-7390
Fax: (334) 956-7391
child.labor@labor.alabama.gov

Occupations that are not prohibited by State Law may still be restricted by Federal Law.
Consult <https://www.dol.gov/whd/childlabor.htm> for more information.

Published 2022



THE ALABAMA CHILD LABOR LAW

www.labor.alabama.gov

CHILD LABOR CERTIFICATES

Employers who wish to employ a person under 18 years of age must obtain the appropriate Child Labor Certificate(s) for each location where persons under 18 years of age are employed.

A Class I Child Labor Certificate is required for the employment of 14 and 15 year old minors.

A Class II Child Labor Certificate is required for the employment of 16 and 17 year old minors.

Child Labor Certificates must be posted in public view

Apply for the certificate by going to:
www.labor.alabama.gov

ELIGIBILITY TO WORK FORM

An Eligibility to Work Form, issued by the school, must be kept on file for all 14 and 15 year old employees.

POSTER

A Child Labor Law poster (2009 version or later) must be on display in every location employing minors 18 and younger.

RECORD KEEPING

Each employer must keep on premises an **Employee Information Form, Proof of Age, and Time Records** showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.

(For full text see AL § 25-8-38)

Acceptable Proof of Age: A copy of a birth certificate, driver's license, or identification card issued by a federal, state, or local government agency provided the ID card includes the employee's name and date of birth.

Employers who chose not to use the **Employee Information Form** must keep a separate file for each employee 18 and younger which includes the following information: The employee's name, address, telephone number, date of birth, date of hire, proof of age, school of attendance, and time records.

The **Employee Information Form** can be found at www.labor.alabama.gov

MINIMUM AGE TO WORK 14 YEARS OF AGE

Persons under 14 years of age shall not be employed

CHILDREN OF PARENTS WHO OWN THEIR OWN BUSINESS ARE NOT EXEMPT FROM THE ALABAMA CHILD LABOR LAW. THEY MAY BE EXEMPT FROM THE AGE REQUIREMENT IF THE PARENT IS THE SOLE OWNER OF THE BUSINESS. THE CHILD MUST BE PURELY UNDER THE SUPERVISION OF THE PARENT, AND PERFORMING NON-HAZARDOUS DUTIES.

WORK TIME RESTRICTIONS (14-15 YEAR OLD MINORS)

DURING MONTHS WHEN PUBLIC SCHOOL IS IN SESSION:

Not before **7am** or after **7pm** ANY DAY OF THE WEEK
Not during hours when school is in session (8AM-3PM)
No more than 3 hours on ANY SCHOOL DAY
No more than 8 hours on non school days
No more than 6 days in one week
No more than 18 hours per week

DURING THE SUMMER MONTHS:

Not before **7am** or after **9pm** ANY DAY OF THE WEEK
No more than 8 hours a day
No more than 40 hours per week
No more than 6 days per week

WORK TIME RESTRICTIONS (16-18 YEAR OLD MINORS)

Minors 16, 17, & 18 years old, who are enrolled in public or private school **shall not work between 10pm and 5am on any night preceding a school day.**

The school superintendent may, on an individual basis, grant exemptions to this time restriction.

BREAKS

A **30 minute break** is required for any 14 or 15 year old person employed for **more than 5 hours continuously.**

All required breaks must be documented in the employees time records.

No breaks are required for employees age 16 and older.

MINORS UNDER 16

Minors **under 16** are **prohibited from being employed** in the following occupations or places:

In, about, or in connection with any manufacturing or mechanical establishment, cannery, mill, workshop, warehouse, or machine shop.

- (1) Operating or assisting in operating any sandpaper or wood polishing machinery, any washing, grinding, or mixing machinery, or commercial laundry equipment.
- (2) Operating or assisting in operating any machines used in picking wool, cotton, hair, or any other material.
- (3) In any work in or about a rolling mill, machine shop, or manufacturing establishment which is hazardous or dangerous to health, limb, or life.
- (4) In proximity to any hazardous or unguarded gearing.
- (5) Upon any vessel or boat engaged in navigation or commerce within the jurisdiction of this state.
- (6) In the manufacture or packing of paints, colors, or white or red lead.
- (7) In occupations causing dust in injurious quantities.
- (8) In soldering, brazing, heat treating, or welding.
- (9) In the building trades, except that persons 14 or 15 years of age who are members of the immediate family of the contractor may be employed in trades involving nonhazardous duties or occupations.
- (10) Repairing, painting, or cleaning buildings or structures while working at the top of ladders, lifts, or scaffolds exceeding a height of six feet.
- (11) In connection with a junk or scrap metal yard.
- (12) Assorting, manufacturing, or packing tobacco.
- (13) Operating any automobile, truck, or motor vehicle, or flagging or directing traffic.
- (14) In airport hangers or landing strips or taxi and maintenance aprons.
- (15) In connection with any lumberyard.
- (16) In any place or occupation which the department declares dangerous to life or limb or injurious to the health or morals of persons under 16 years of age.

(Note: A minor 14 or 15 may sell **fireworks** if supervised by someone 18 years or older.)

The presence of any person under 18 years of age in any restricted establishment or occupation shall be evidence of their employment.

**Work-Based Learning Program
Participant Requirements and Expectations Receipt Form**

I certify that I have received the **Work-Based Learning Program Requirements and Expectations brochure which includes Safety Guidelines** for participants. These requirements have been reviewed with me and I understand that I am to follow these throughout my worksite assignment and program participation. I understand that violating safety rules could endanger myself and coworkers. If I am injured while performing my job, I will immediately report the injury to my Worksite Supervisor and to the Career Center (within 24 hours).

I further understand that the sale or use of drugs and/or intoxicating beverages while participating in the Work-Based Learning Program is strictly prohibited. I understand that I may be checked for drugs and/or alcohol if I am injured and go to a medical facility for treatment.

My signature certifies that I have received, discussed and understand the Work-Based Learning Participant Requirements and agree to abide by them.

Participant's Name (Print): _____

Participant's Signature: _____ Date: _____

Parent's Signature*: _____ Date: _____

(Parental signature required if under age 19)

Signature certifies the WBL Requirements and Expectations brochure was provided and discussed with participant:

Career Center Case Manager: _____ Date: _____

This form should be uploaded in the participant's documents in AlabamaWorks!

Revised October 2022

WELCOME

The Governor's Local Workforce Areas' Work-Based Learning (WBL) program assists young adults with employment opportunities to gain work experience and develop good work habits and skills. The following information explains program requirements and expectations.

Job assignments are a maximum of 390 hours total. Weekly hours are flexible, but you cannot work over 32 hours per week. You will be assigned to a worksite and your Worksite Supervisor will provide orientation, explain job tasks, work hours and worksite policies.

You will be evaluated on your job Performance (job tasks, work readiness skills such as attendance, time management, & communication skills.) The Training and Evaluation Plan lists assigned tasks, training & measurement methods of how well you complete the tasks. The Supervisor will explain your job tasks and the methods used to teach you to perform these tasks. Listen carefully, ask questions and repeat the instructions if necessary. Demonstrate the task for your Supervisor to confirm understanding. If your supervisor does not meet with you regularly to evaluate your progress, ask worksite staff how you are doing and what areas need improvement. Don't be afraid of criticism; constructive criticism is meant to help you improve.



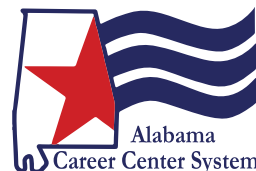
Equal Opportunity Employer/Program.
Auxiliary aids and services available upon request to individuals with disabilities.

This project is funded 100% with Federal Funds made available to the State of Alabama Department of Commerce by the U. S. Department of Labor/Employment and Training Administration as the Grantor.



REQUIREMENTS AND EXPECTATIONS

REVISED NOVEMBER 2022



PAYROLL INFORMATION

You will be paid for the hours you work. You cannot work more than 32 hours per week and 390 total hours. YOU WILL NOT BE PAID FOR YOUR LUNCH TIME, HOLIDAYS, SICK DAYS OR VACATION DAYS. Pay varies per local area and assigned job.

Once participants are enrolled into the payroll system both the worksite and participant will be notified by email from either Sirius or from the Avionte payroll system at notifications@myavionte.com assignment. The Work Based Learning Payroll Vendor, Sirius Workforce LLC has an automated time sheet process. Participants will have access to their time sheets 24/7 and can update time sheets daily or weekly through a secure web-based submittal. They also have access to view paystubs and W2's, download tax forms and update personal information. Once the time sheet is complete, the time card approvers are notified through the same web-based program and through email.

Employees are paid weekly through direct deposit or pay cards.

If they do not have a bank account a paycard can be mailed to them, or they can get one from a store and it can be loaded weekly with their paycheck.

Participants who falsify their time sheets will be immediately terminated from WIOA.

SUPPORTIVE SERVICES

WBL enrollment includes access to Supportive Services. Ask your supervisor or case manager where you should go for help with personal issues or work-related problems.

GRIEVANCE PROCEDURES

A grievance concerns a violation of your rights and privileges as a WBL participant. If you feel you have a grievance, first talk to your Worksite Supervisor. If it cannot be resolved, contact the Career Center or call the Governor's Local Workforce Areas at (334) 242-5300.

SAFETY GUIDELINES

If you are injured due to an accident Workers comp will not pay you for time missed from work but will cover medical expenses for accidental on-the-job injuries. Accident prevention is an important part of your job assignment and participant responsibilities include:

1. Complying with safety instructions from worksite supervisors.
2. Following company safety rules & helping to maintain safe working conditions.
3. Reporting unsafe conditions or practices to the Supervisor and Career Center.
4. Using tools and equipment as instructed and authorized.
5. Avoiding unnecessary talking, shouting, or loud noises that distract others and create safety hazards.
6. Using provided protective equipment (safety goggles, footwear, etc.) as required.
7. Obeying all health and safety standards, warnings, and signs.
8. Using worksite first aid facilities, if available and practical.

WBL SAFETY GUIDELINES ALSO INCLUDE:

Individuals under the influence of alcohol, illegal drugs or controlled substances are not allowed on the job site and will be terminated.

No one will be permitted to work if their ability is impaired by illness or other causes that might lead to injury.

Roughhousing or any actions which endanger the safety and well-being of coworkers is prohibited.

Participants must be supervised when working with equipment or handling heavy materials.

Participants will not handle electrical equipment, air or water lines, or machinery unless it is part of their job duties or they have received instruction from their worksite supervisor.

WBL GROUNDS FOR TERMINATION

Your Worksite Supervisor will review all worksite rules and policies at orientation. Any participant consistently failing to observe these rules will be terminated:

1. Attendance: be on the job every day unless you are ill. Consistent absenteeism will result in termination.
2. Attitude: failure to follow instructions or refusing to do assigned tasks will result in dismissal.
3. Punctuality: be on time each day. Call in per Supervisor's instructions if you will be late.
4. Worksite: show respect to Supervisor and coworkers. Do not deceive or make false statements to your Supervisor or worksite staff. Treat worksite supplies/equipment with respect and care. Being dishonest disrespectful, or damaging worksite supplies/equipment will result in termination.

GROUNDS FOR TERMINATION—FIRST OFFENSE:

Falsifying information on time sheets or other program forms.

Endangering the lives of coworkers.

Stealing or receiving stolen property while on the job or during counseling sessions.

Using, selling, or receiving any form of narcotics, drugs, or alcoholic beverages while on the job or during counseling sessions.

Threatening your supervisor, counselor, or fellow employees.

Completing/Signing another person's time sheet or allowing another person to complete/sign your time sheet.