



Youth Employment Program 2017

Employer Agreement

The Youth Employment Program is a year around program that provides employment opportunities to youth living in Pinellas County.

The employer agrees to:

- **DO NOT MAKE ANY CHECKS PAYABLE TO INTERNS: ALL PAYMENTS SHOULD BE SENT TO BOLEY CENTERS.**
- Schedule intern work week to not exceed 15 hours during the school year and 30 hours over the summer (**meal breaks are not included**).
- Will have policies in place to foster a good work environment
- Pay \$4.10 per hour of the intern's hourly wage of \$8.10 per hour
- Pay for the intern to attend 8 hours of mandatory orientation and employability skills training at \$4.10 per hour and adjust their work hours accordingly
- Provide on-the-job training and instruction for the intern
- Review and sign the intern's time sheet on a bi-weekly basis
- Complete the evaluation section of the intern time sheet for each pay period and provide feedback to the Youth Consultant on a regular basis
- **Contact Youth Consultant IMMEDIATELY if an intern is injured or hurt on the job**
- **Contact the Youth Consultant IMMEDIATELY if an incident occurs on the job site**
- **Reimburse Boley Centers for hours worked by the intern within 10 days of receiving each invoice**

Boley Centers agrees to:

- Assign a Youth Consultant to monitor the intern's performance on the job, and provide necessary feedback
- Ensure that the intern attends the eight (8) hour orientation and employability skills training
- Pay \$4.00 of the intern's hourly wage of \$8.10 per hour
- Provide necessary accounting and payroll functions (time sheets, pay checks)
- Provide the employer with an invoice for reimbursement on a bi-weekly basis
- Provide Workers Compensation insurance for the intern

Name of Business: _____

Employer Name: _____
(Please print)

Employer Signature: _____ Date: _____

Vice President Signature: _____ Date: _____