



## Youth Employment Program 2019

### 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:

- **NOT MAKE ANY CHECKS PAYABLE TO INTERNS. ALL PAYMENTS SHOULD BE SENT TO BOLEY CENTERS**
- Schedule the intern for no more than 15 hours a week during the school year and no more than 30 hours a week over the summer (**meal breaks are not included**)
- Adhere to all Florida Child Labor Laws as it pertains to minors. The list below is not exhaustive:
  - During the school year 14 and 15 year olds may not work before 7:00 a.m. or after 7:00 p.m.
  - During the school year 16 & 17 year olds may not work before 6:30 a.m. or after 11:00 p.m. when school is scheduled for the next day.
  - All minors working more than 4 consecutive hours must have a 30-minute break documented on their time sheet.
  - Interns will not work more than 6 consecutive days per week.
- Pay \$4.46 per hour of the intern’s hourly wage of \$8.46 per hour
- Pay for the intern to attend 8 hours of mandatory orientation and employability skills training at \$4.46 per hour and adjust their work hours accordingly
- Be responsible for full payment of \$8.46 per hour for hours exceeding 30 hours per 2 week pay period during the school year and 60 hours per 2 week pay period in the summer
- Be responsible for full payment of any hours over 40 hours per work week at an overtime rate of \$12.69 per hour
- Have policies in place to foster a good work environment and 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 the Youth Counselor IMMEDIATELY if an intern is injured or hurt on the job or if any incidents occur 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 \$8.46 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: \_\_\_\_\_

Boley Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_