



Youth Employment Program Employer Agreement

The Youth Employment Program operates year-round and provides employment opportunities to youth living in Pinellas County. Employment is provided through agreements with local public and private business owners. By signing this document, you agree to the stipulations outlined below. This agreement will be effective from the signature date and may be terminated by either party with a 30-day notice. All agreements should include a Job Order Form and a W9.

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 employers portion of hourly wage as listed below.
- Pay for the intern to attend 8 hours of mandatory orientation and employability skills training at hourly wage listed below and adjust their work hours accordingly
- Be responsible for full payment of hourly wage listed below 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 the overtime rate listed below.
- Have policies in place to foster a good work environment and provide on-the-job training and instruction for the intern; allow the Youth Employment Counselor (YEC) to complete a semi-annual site assessment
- 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 YEC
- **Contact the YEC 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**
- **Hourly Wage _____; Employers Portion _____; Employers OT Rate (1.5 x hourly)_____**

Boley Centers agrees to:

- Assign a YEC to monitor the intern’s performance on the job, and provide necessary feedback; conduct a semi-annual site assessment to ensure compliance with the agreement
- Ensure that the intern attends the eight (8) hour orientation and employability skills training
- Pay \$6.00 of the intern’s hourly wage.
- 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: _____