This agreement is entered into between your organization, University of Minnesota, (referred to as the “Worksite”) and AchieveMpls to provide a professional work experience for young people participating in Level 2 of the Step Up Youth Employment Program.

TERM: The term of this Agreement shall commence on the date listed above and continue until May 31, 2021, unless sooner terminated as provided herein.

SUPERVISION: The Worksite agrees to provide a job and direct supervision for the length of this agreement to every Step Up Worker in its workplace. Worksite supervisors shall be of such age and experience as to meet the diverse needs of Step Up Workers. The worksite will provide all supervisors who directly supervise Step Up Program youth orientation as to their duties and responsibilities to the program and youth workers. The Step Up Worker-to-supervisor ratio shall not exceed 5:1. The Worksite shall ensure that a substitute supervisor is available for times when the regular supervisor is absent and that this substitute is also provided with sufficient orientation to ensure compliance with program requirements. If the regular supervisor is no longer employed by the Worksite, the Worksite will promptly find a replacement supervisor. The Worksite will notify Step Up of all permanent changes to a Step Up Worker’s supervisor. The Worksite also agrees to provide that all Step Up Workers are oriented to its workplace and position requirements, and instruct them in professional competencies as identified.

TIME AND ATTENDANCE: The Worksite agrees to be accountable for time and attendance of Step Up Workers. Workers shall be paid for hours worked in accordance with applicable State and Federal laws and regulations. Step Up requires all Level 2 interns be paid at least $13.25 per hour and work 20 – 40 hours per week for at least six weeks. The Worksite shall be responsible for onboarding and ensuring timely payment of Step Up Workers for all hours worked.

The Worksite agrees to provide feedback on performance to the Step Up Worker and Step Up program staff, including providing, in writing, detail on major performance issues and any reasons for Step Up Worker termination. Supervisors must complete two intern evaluations using the MHA materials provided by Step Up; one at the internship mid-point and once at the end of the internship. The Worksite shall (1) promptly report any Step Up Worker major performance deficiencies or problems of any kind directly to program staff so that they may immediately investigate and, if necessary, correct any deficiencies or problems and (2) notify program staff prior to termination of a Worker. In the case of Step Up Workers who are pursuing academic credit for their work experience, this information may be shared with Minneapolis Public Schools.

In the case of Step Up Workers under 18 years of age, the Worksite shall take responsibility to secure parental authorization for after-hours activities beyond the scope of regularly assigned job duties or activities that require travel outside Minneapolis or locations other than those in that particular Step Up Worker’s job description.

WORK ASSIGNMENTS: The Worksite agrees to adhere to all rules and regulations governing the Step Up Youth Employment Program described herein and as authorized by the laws of Minnesota for the purpose of providing education, career exploration, and training.

EEO POLICY: The purpose of the Step Up Youth Employment Program to provide safe, meaningful, and adequately supervised work experiences for young people. Employers must complete a mandatory employer safety check. The program serves youth without discrimination due to race, color, creed, religion, political affiliation, disability, marital status, sexual orientation, beliefs, sex, national origin, age, or status regarding public assistance.

The Worksite will properly train students before they operate any equipment, ensure safety trainings as needed, and provide a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including the Fair Labor Standards Act, OSHA, and MN Child Labor). The Worksite will protect Step Up Workers from sexual harassment. The Worksite will comply with the Americans with Disabilities Act. The Worksite
Summer 2020 Step Up Worksite Agreement (Level 2)

will maintain workers compensation and general liability coverage for Step Up Workers. Step Up Workers will not perform Hazardous Work as defined by Federal Labor Standards Act.

All worksites must adhere to the rules and regulations governing youth employment including the following: Americans with Disabilities Act, Right-to-Know Act, MN Data Practices Act, EEO Affirmative Action Policy, both state and federal child labor laws and the MN Child Labor Standards Act. No Step Up Worksite shall allow youth workers to provide services or engage in political or religious activity as part of the work assigned.

The Worksite will protect Step Up Workers from sexual harassment. The Worksite will maintain workers compensation and general liability coverage for Step Up Workers, which may be satisfied by Hennepin County self-insurance program.

MAINTENANCE OF EFFORT: No Step Up Workers shall be placed at a worksite where they will displace current employees (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits, or an individual is in layoff status from the same or similar job) or current employees’ promotional opportunities; or where the hiring of Step Up Workers impairs existing labor contracts, unless the labor organization concurs. The Worksite shall not hire a Step Up Worker at its worksite if a member of the Step Up Worker’s immediate family is employed as an officer, as a board member, or in an administrative capacity (including supervisor) at the Worksite. Immediate family means wife, husband, mother, father, sister, or brother.

STEP UP PROGRAM: The main contact for Step Up at the Worksite will receive all internship placement information and will be responsible for disseminating placement information to the appropriate Worksite staff in a manner that will allow the Worksite to contact Step Up Workers within three business days of placement. All supervisors of Step Up Workers are required to attend a Step Up Supervisor Orientation.

A Step Up job coach will support the intern and supervisor throughout the internship. In many cases this job coach will be a certified teacher. Support will include two site visits during internship; toward the beginning and toward the end, e-mails, phone calls and follow-ups regarding the intern and their employment experience. Step Up job coaches will add value and support to the internship experience for both the employer, supervisor and student. When interns are earning academic credit for their internship experiences, supervisors and/or employers will be required to sign documents for credit earning including: a training agreement, training plan and statement of assurances. (Step Up job coaches will guide and explain all materials.)

During the term of their employment, enrichment activities may be made available to Step Up Workers. In such instances, Step Up will contact Worksite prior to such activities, and Step Up Worker attendance is subject to supervisor approval.

It is further accepted that failure to fulfill obligations of this agreement is just cause to terminate this agreement.

A copy of this Worksite Agreement will be given to all Worksite Supervisors for reference purposes.

CONTRACT APPROVAL SIGNATURES:

WORKSITE AUTHORIZED SIGNATURE

Signature
Title
Date

STEP UP AUTHORIZED SIGNATURE

Signature
Title
Date