

RESOLUTION No. 2009-109-1054

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE AN AGREEMENT IN SUBSTANTIAL FORM AS THAT AGREEMENT ATTACHED HERETO AS EXHIBIT "A," WITH SOUTH FLORIDA WORKFORCE FOR THE 2009 AMERICAN RECOVERY AND REINVESTMENT ACT SUMMER YOUTH EMPLOYMENT PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the 2009 American Recovery and Reinvestment Act ("ARRA"), South Florida Workforce is entering into agreements with various worksites whereby youth aged 14-24 will be able to gain valued work experience and training, and

WHEREAS, the City of Miami Gardens would like to participate in the 2009 Summer Youth Employment Program, and would like to authorize the City Manager to take any and all steps that may be necessary in order for the City to become an active participant in the Program,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens hereby authorizes the City Manager and City Attorney to negotiate and execute an Agreement in substantial form as that Agreement attached hereto, as Exhibit "A," with

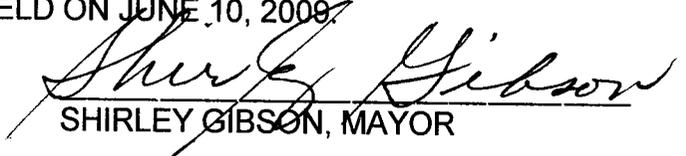
Resolution No. 2009-109-1054

South Florida Workforce for the 2009 American Recovery and Reinvestment Act  
Summer Youth Employment Program.

Section 3. INSTRUCTIONS TO THE CITY CLERK: The City Clerk is hereby authorized to obtain three (3) fully executed copies of the subject Fee Agreement, with one to be maintained by the City; with one to be delivered to South Florida Workforce; and with one to be directed to the Office of City Attorney.

Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON JUNE 10, 2009.

  
SHIRLEY GIBSON, MAYOR

ATTEST:

  
RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.  
City Attorney

SPONSORED BY: COUNCILMAN OLIVER GILBERT, III

MOVED BY: Councilman Gilbert  
SECOND BY: Councilman Campbell

VOTE: 7-0

Mayor Shirley Gibson	<u>X</u> (Yes)	___ (No)
Vice Mayor Barbara Watson	<u>X</u> (Yes)	___ (No)
Councilman Melvin L. Bratton	<u>X</u> (Yes)	___ (No)
Councilman Aaron Campbell	<u>X</u> (Yes)	___ (No)
Councilman Oliver Gilbert, III	<u>X</u> (Yes)	___ (No)
Councilwoman Sharon Pritchett	<u>X</u> (Yes)	___ (No)
Councilman André Williams	<u>X</u> (Yes)	___ (No)

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## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	<i>June 10, 2009</i>		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
				X			
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
		X		<b>Public Hearing:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
					X		
<b>Funding Source:</b>	<i>N/A</i>		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid #:</b>	<i>N/A</i>			
<b>Sponsor Name</b>	<b>Councilman Oliver Gilbert III</b>		<b>Department:</b>	<i>City Manager's Office</i>			

**Short Title:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY ATTORNEY TO NEGOTIATE AND EXECUTE AN AGREEMENT IN SUBSTANTIAL FORM AS THAT AGREEMENT ATTACHED HERETO AS EXHIBIT "A," WITH SOUTH FLORIDA WORKFORCE FOR THE 2009 AMERICAN RECOVERY AND REINVESTMENT ACT SUMMER YOUTH EMPLOYMENT PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

**Staff Summary:**

**Background**

Since its incorporation in May 2003, the City's leadership has placed an emphasis on meeting the needs of its residents by identifying programs and services that directly address those needs. Programs for the City's youth have been a focal point in the activities undertaken in our Parks and Recreation Department; and our *education compact* with Miami Dade County Public Schools seeks to leverage resources between both entities for the improvement of schools within the City.

Notwithstanding, it is recognized that many of the challenges faced by the City's youth stem from a lack of job skills training and viable opportunities to gain experience in professional work settings. This condition is especially amplified for the low income households in our community

## **Current Situation**

The City was recently approached by South Florida Workforce Investment Board (SFWF) in regard to the launch of its *2009 Summer Youth Employment Program*. The summer employment program is designed to assist young adults in gaining significant employment experience and know how, career exploration opportunities, skill development, exposure to the work environment and guidance in appropriate work place behavior(s). Summer employment activities help young adults acquire the personal attributes, knowledge and employment skills needed to obtain a job, keep a job and advance in employment.

SFWF committed to providing the City slots to be filled by income eligible youths (ages 14-24) who are residents of Miami Gardens. These young people will be considered employees of SFWF, who will be responsible for their pre-employment screening and compensation. SFWF will also carry liability insurance on each child and will hold the City harmless. The City's role will be to place these youth in positions that will allow them to gain work experience while earning much needed income.

When we initially discussed this program, our concerns were the placement of youth in appropriate functions that would not disrupt the City's operations, or task our already lean staff with additional supervisory burdens. Since the City has not participated in this program before, there are a lot of the day-to-day issues that pose concerns. Hopefully, after we have some experience with the program, we will be able to accommodate additional residents in 2010. Additionally, for supervisory purposes, the City has requested participants in the program be at least 18 years old.

This program will run ten (10) weeks, from June 15<sup>th</sup> thru August 24<sup>th</sup>. The 40 participants will be placed in the various City Departments that have already identified projects or tasks to be performed. SFWF will provide program monitors who will receive feedback and performance evaluations from City Staff.

The attached resolution seeks City Council approval of the Worksite Agreement to be executed between the City and South Florida Workforce Investment Board

### **Proposed Action:**

*Councilman Gilbert recommends the City Council approval of the attached resolution authorizing the City Manager to execute the Worksite Agreement.*

### **Attachment:**

Attachment A – Worksite Agreement (Draft)

Attachment B – Program Summary

Attachment C – Employer Fact Sheet

# **EMPLOYER FACT SHEET**

## **Program Description:**

The summer employment program provides summer employment activities and services to young adults between the ages of 14-24 residing in Miami-Dade and Monroe Counties. The summer employment program will place approximately 4,000 or more young adults in well structured internship positions in the not-for-profit, private non-profit or the public sectors. Prior to employment, all young adults will complete a work readiness training program, which will enhance their ability to become employable and productive while at the same time gaining experience in the work world.

## **Program Objectives:**

- The summer employment program is designed to assist young adults in gaining significant employment experience and know how, career exploration opportunities, skill development, exposure to the work environment and guidance in appropriate work place behavior(s).
- Summer employment activities help young adults acquire the personal attributes, knowledge and employment skills needed to obtain a job, keep a job and advance in employment.

## **Employer's Role:**

- Provide worksite for young adults to work during the summer.
- Enforce Child Labor Laws.
- Supervise young adults.
- Evaluate young adult's work ethics at least three times during the summer.
- Responsible for maintaining young adults signing in and out logs.
- Meeting and discussing summer youth program and activities provided with program monitors.

## **Work Activity Duration:**

Work readiness and employment activities for young adults are designed for a maximum ten week period from June 15, 2009 through August 24, 2009.

## **Program Work Activity Hours and Pay Rate:**

- Younger youth participants (ages 14-17) will be compensated at the wage rate of \$8.00/hr and will work no more than 140 hours during the entire summer program. Younger youth will only be allowed to work four hours a day.
- Older youth participants (ages 18-24) will be compensated at the wage rate of \$10.00/hr and will work no more than 160 hours during the entire summer program. Older youth will be allowed to work up to 25 hours per week.
- A total of 20 hours must include work readiness skills training (the 20 hours are inclusive in the maximum allotted summer hours).

## **Program Outcomes:**

- The business community will benefit from highly motivated young adults in their workplace while giving young adults a crucial career building opportunity.
- Young adults will gain valuable work readiness skills and work experience.

## **Program Goals:**

- To provide summer internships to 4,000 or more young adults, ages 14-24.
- To provide meaningful and well structured summer employment activities to community young adults.
- Young adults will attain work readiness skills through a classroom setting.
- To partner with county, municipalities, community based organizations and business community.
- To provide opportunities to young adults that lead to unsubsidized employment.
- To develop long term employment opportunities for young adults.

## **How to Participate:**

- **Employers can visit: [www.southfloridaworkforce.com](http://www.southfloridaworkforce.com) to register or**
- **Call (305) 594-7615 for more information**

# SOUTH FLORIDA WORKFORCE INVESTMENT BOARD (SFWIB) YOUTH SUMMER EMPLOYMENT INITIATIVE

## I. INTRODUCTION:

### **Program Description:**

The summer employment initiative provides summer employment activities and services to young adults between the ages of 14-24 residing in Miami-Dade and Monroe Counties. The summer employment initiative will place approximately 4,000 or more young adults in well structured internship positions in the not-for-profit, private non-profit or the public sectors. Prior to employment, all young adults will complete a work readiness training program, which will enhance their ability to become employable and productive while at the same time gaining experience in the work world.

## II. PROGRAM OBJECTIVES:

- a. The summer employment program is designed to assist young adults in gaining significant employment experience and know how, career exploration opportunities, skill development, exposure to the work environment and guidance in appropriate work place behavior(s).
- b. Summer employment activities help young adults acquire the personal attributes, knowledge and employment skills needed to obtain a job, keep a job and advance in employment.

## III. PROGRAM DESIGN:

### **Service Delivery:**

- i. **Recruitment:** Young adults will/can be recruited through the following methods, but are not limited to:
  - Website (SFW) - youth and employers will be able to register on line
  - SFW will provide publicity
  - Flyers and pamphlets
  - Radio announcements
  - Notification to community based organizations, employers, chambers
  - Spring break
- ii. **Recruitment Targeted Areas:** Young adults will be recruited countywide from Miami-Dade and Monroe Counties.
- iii. **Recruitment Targeted Populations:** Priority will be for the following young adult categories, but may not be limited to:
  - Runaway youth
  - Homeless youth
  - Youth in foster care
  - Youth aging out of the foster care system
  - Court involved youth/offender
  - Children of incarcerated parents
  - Job Corps youth
  - Migrant youth
  - Parenting youth

- iv. **Eligibility:** WIA Youth requirements– (at-risk/most in need of services)
  - Age
  - Resident of Miami-Dade/Monroe Counties
  - Selective service
  - Low income
  - Citizenship
  
- v. **Enrollment:** Collection of required documentation to prove program eligibility. Documented information obtained during the verification process and is maintained as physical evidence in the participant's file.
  
- vi. **Assessment:** Assessments will consist of the pre and post data results obtained from the work readiness skills training classes and work maturity evaluations completed by the worksite supervisor.
  
- vii. **Employment Sources:** Committed jobs/employment placements from local municipalities, county agencies, learning institutions and community based organizations.
  
- viii. **Service Delivery During Summer Employment Activities:**
  - Work Readiness Skills Training
  - Worksite visits, supervisor training and monitoring
  - Case management
  - Work Maturity Evaluations
  - Payroll collection and distribution
  - Bus passes
  
- ix. **Service Delivery Location(s):** Community Based Locations, Career Centers, SFW
  - Service delivery should be in locations that are convenient for the youth to visit and report for program activities/services.
  - If services are delivered by providers; SFW will hire programmatic monitors to perform worksite inspections, participant, worksite supervisor and provider monitoring.
  
- x. **Program Duration:**
  - All summer program activities will commence May 1, 2009 and conclude September 30, 2009.
  - Work readiness and employment activities for young adult participants shall be designed for a maximum ten week period from June 15, 2009 through August 24, 2009.
  
- xi. **Program Work Activity Hours and Pay Rate:**
  - Younger youth participants (ages 14-17) will be compensated at the wage rate of \$8.00/hr and will work no more than 140 hours during the entire summer program. Younger youth will only be allowed to work four hours a day.
  - Older youth participants (ages 18-24) will be compensated at the wage rate of \$10.00/hr and will work no more than 160 hours during the entire summer program. Older youth will be allowed to work up to 25 hours per week.
  - A total of 20 hours must include work readiness skills training (the 20 hours are inclusive in the maximum allotted summer hours).

**xii. Program Costs:**

- Five months are identified to deliver summer employment activities to young adults (5/1/09 to 9/30/09), from hiring of staff, providing work readiness skills, placing young adults on jobs and program wrap up.

**IV. PROGRAM GOALS:**

- To provide summer internships to 4,000 or more young adults - ages 14-24,
- To provide meaningful and well structured summer employment activities to community young adults,
- Young adults to attain work readiness skills through a classroom setting
- To partner with county, municipalities, community based organizations and business community
- To provide opportunities to young adults that lead to unsubsidized employment
- To develop long term employment opportunities for young adults

**V. PROJECTED OUTCOMES:**

- Program Completion: 95%
- Work Readiness Skill Attainment - Pre and Post Testing: 100%
- Work Maturity Evaluations Completed: Minimum of three evaluations per youth
- Each provider produces a summer portfolio detailing all aspects of the summer program/activities from beginning to end and submit to SFW: 100%

**VI. PROS AND CONS**

- Young adults are placed in internship positions that provide valuable work experience
- Dollars are quickly deposited in the community
- Young adults gain valuable work readiness skills and work skills
- Young adults learn what it takes to keep a job for longevity
- Youth service delivery is expanded to young adult participants - ages 22-24
- Community businesses will benefit from young adults working at their place of work
- Possible full time unsubsidized employment placements for young adults - ages 18-24
- Ensures success and support for the program from the community and employers



**DRAFT COPY**

**2009 AMERICAN RECOVERY & REINVESTMENT ACT  
 SUMMER YOUTH EMPLOYMENT PROGRAM  
 WORKSITE AGREEMENT**

This Agreement is made and entered into by the **Worksite Employer** (hereinafter referred to as the "Employer") and the **Service Provider** (hereinafter referred to as the "Provider") to provide youth participants (hereinafter sometimes referred to as "Youth" or "Participant") with a meaningful work experience designed to enhance career opportunities and employment prospects. This Agreement is not binding until executed by both parties. No youth shall begin work until this Agreement is fully executed.

Agreement Number: \_\_\_\_\_ Funding Source: ARRA

The term of this Agreement shall be from \_\_\_\_\_ to and including \_\_\_\_\_.

Total Number of Participants: \_\_\_\_\_ Total number of Worksite Supervisors: \_\_\_\_\_

**WORKSITE EMPLOYER**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 F.E.I.D. \_\_\_\_\_  
 Telephone/Fax: \_\_\_\_\_ / \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Employer Status (Check One)     Public     Private Non-Profit     Private For-Profit

**SERVICE PROVIDER**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone/Fax: \_\_\_\_\_ / \_\_\_\_\_  
 E-mail: \_\_\_\_\_

The Provider and Employer agree to comply with the following provisions, requirements, and regulations hereinafter set forth:

**PART I**

**General Conditions**

1. The Employer agrees to provide summer work experience to youth aged fourteen (14) through and including twenty-four (24) years, who are referred by the Provider and assigned to the worksite.
2. The Employer shall make available suitable jobs at its worksite(s) as described in the job description(s) attached hereto and incorporated herein as a part of this Agreement.
3. The Employer shall assure that youth aged fourteen (14) through and including seventeen (17) years do not work in excess of four (4) hours per day for a maximum of twenty (20) hours per week; and that youth aged eighteen (18) through and including twenty-four (24) years do not work in excess of twenty five (25) hours per week. Youth shall be paid only for actual hours worked on the worksite. Youth are prohibited from any over-time work assignments and shall not be requested to work overtime. Youth shall not be paid during the summer for sick, vacation or holiday wages.

4. The Employer shall ensure that all supervisory personnel directly responsible for the supervision of participants attend the worksite orientation conducted by the Provider to learn their duties and responsibilities under this Agreement.
5. The Employer shall comply with applicable Federal and State Child Labor Laws, rules and regulations in the assignment of work to the youth and ensure youth are not performing any duties that are in violation of the Child Labor Laws. Youth shall not be employed in jobs which are not age appropriate and are considered hazardous according to the Federal and State Child Labor Laws.
6. In the event of non-compliance with the provisions of the Worksite Agreement, the Provider may remove any or all of the assigned participants from the worksite. The Provider may terminate this Agreement at any time that the Provider determines that the Employer failed to comply with any of the provisions contained in this Agreement.
7. This Agreement may be terminated without cause by either party hereto upon providing thirty (30) days prior written notice to the other party.
8. The Employer shall not subcontract, assign or transfer any rights or responsibilities under this Agreement or any portion thereof without the prior written approval of the Provider.
9. The Employer shall allow representatives of the Provider, South Florida Workforce Investment Board (SFWIB), Federal and State representatives to visit worksites for the purpose of monitoring the summer employment program; interviewing the participants, worksite supervisors and staff; and reviewing original supporting program documentation.
10. The Employer shall immediately advise the Provider in writing of any actions, suits, claims or grievances filed against the summer employment program, Provider, SFWIB, Federal officials, State of Florida or participants that in any way relates to this Agreement.
11. The Provider shall pay the wages to eligible participants assigned to the Employer who are participating in the 2009 Summer Youth Employment Program for hours worked in accordance with this Agreement and for which time and attendance records have been properly completed by the Employer.
12. The Provider will be considered the employer of record.
13. The Employer shall neither request nor receive compensation for providing the services described herein.
14. The Employer shall hold in confidence any and all confidential information and shall not disclose confidential information to any third party without the express written consent of the Provider. "Confidential Information" means any information including but not limited to any records files, electronic data, participant records or financial information concerning or relating to the Provider or Provider's participants.
15. The Employer shall hold harmless and defend the Provider for any injury or damage to participants or third parties where injury or damage is caused by the negligence of any officer, agent, or employee of the Employer when such negligence occurs within the scope of said officer, Employer or employee's duties in carrying out the terms of this Agreement or for any injury or damage to third parties where injury or damage is caused by the negligence of the participant; or when such negligence occurs within the scope of the participant's duties while under the supervision and control of the Employer.

## **PART II**

### **Assurances**

1. The Employer assures that the Employer will comply with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Workplace Rules established by the Florida Worker's Compensation Commission.
2. The Employer assures that all worksites where participants will be assigned to work are in a safe and sanitary environment and in compliance with health and safety standards established by Federal and State law.
3. The Employer assures that the Employer shall not discriminate against any participant or potential participant because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, sexual orientation, creed or marital status. The Employer assures that participants shall receive fair and impartial treatment and that participants shall not be subjected to harassment of any type or form.
4. The Employer assures that participants shall receive comparable working conditions and non-payroll benefits such as rest breaks, lunch, etc. as other current employees.

5. The Employer assures that participants shall not be employed at a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
6. The Employer assures that participants shall not be employed in the construction, operation, or maintenance of any portion of a facility used or to be used for religious instruction or worship, not in any assignment, which involves religious duties.
7. The Employer assures that participants shall not engage in any religious, sectarian activities, lobbying activities, political activities, union activities, fund raising activities or any other activities designated to influence legislation or appropriations pending before the Congress of the United States or the State of Florida during work hours.
8. The Employer assures that a work experience position has not been created as the result of, or shall not result in, any of the following: displacement or reduction of hours of current employees; cancellation of contractual services or the freezing of the hiring of new employees as a result of youth participants assigned to the worksite. Youth participants shall not be placed into a regularly budgeted position classification in which current vacancies exist.
9. The Employer assures that, to the best of Employer's knowledge and belief, Employer is in compliance with the Florida Clean Indoor Air Act.

### **PART III**

#### **Employer Responsibilities**

1. The Employer shall inform the Provider immediately should an incident, accident or injury occur at the worksite affecting or involving a participant. An incident / injury report shall be completed by the participant and worksite supervisor. The Employer shall submit the completed report to the Provider.
2. The Employer shall notify the Provider within twenty four (24) hours by telephone when a problem is identified or any problem or concern regarding a participant's performance at a worksite.
3. For Outside Worksites, the Employer shall establish and implement a contingency plan that provides a safe alternative work place and work activities to participants, in case of inclement weather.
4. The Employer shall provide all participants with an orientation that includes, but is not limited to: work policies (work hours, time and attendance procedures), job safety (emergency and accident procedures) and job expectations (job description, duties and responsibilities).
5. The Employer shall complete a minimum of three Work Maturity Performance Evaluations for each participant assigned to the worksite. Evaluation forms will be provided by the Provider.
6. The Employer shall contact the Provider case manager in the event the participant's performance is unsatisfactory, prior to terminating the participant's employment.
7. The Employer shall provide adequate materials and equipment needed for the participant to perform his/her job assignment.
8. The Employer shall have supervisory personnel who will act as worksite supervisors for each of the Employer's worksite locations to provide for continuous on-site supervision and training of the participants at a minimum ratio of no less than one supervisor for every ten participants (1:10).
9. The Employer shall ensure adequate substitute supervision when regular supervision is absent. In the event of a change in supervisor, the Employer shall assure that the new supervisor is provided with the Worksite Supervisor's Handbook.
10. The Employer shall maintain worksite agreement, participant's emergency medical/contact form, inclement weather form, participant job description/work assignment, provider contact information and the participant work schedule at each worksite.
11. The Employer shall maintain an accurate record of hours worked by each participant and shall complete time records in accordance with the procedures and schedules established by the Provider.
12. In the event of a change in job duties, work hours, worksite location to which the youth is assigned, the Employer agrees to notify the Provider in writing within twenty four (24) hours prior to making any changes.

13. The Employer shall ensure that the participants correctly sign in and out each day. The sign in and out logs shall be signed by the participant and the worksite supervisor verifying the hours worked by the participant. The sign in and out logs will be picked up on a weekly or bi-weekly basis by the Provider for payroll processing.
14. The following position(s) shall be provided by the Employer:

Occupational Title(s)	Number of Slots		Work Schedule	
	Morning	Afternoon	AM	PM

**PART IV**

**Service Provider Responsibilities**

1. The Provider shall provide the worksite supervisor with a copy of this Agreement and the Worksite Supervisor's Handbook, which shall be distributed by the Provider to the respective worksite(s).
2. The Provider shall provide worksite orientation to each worksite supervisor covering the summer program requirements.
3. The Provider will monitor to ensure that all participants at all worksites are only performing work activities as identified in the job description attached hereto and that the Employer is complying with this Agreement.
4. The Provider counselors shall provide counseling to those participants who may be experiencing unsatisfactory performance.
5. The Provider shall pick up the sign in and out logs on a weekly or bi-weekly basis from the Employer for payroll processing.
6. The Provider shall distribute the participants' payroll checks directly to the participants.

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**SIGNATORY FORM**

IN WITNESS HEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

\_\_\_\_\_  
Employer Authorized Representative Name (Print)

\_\_\_\_\_  
Title (Print)

\_\_\_\_\_  
Employer Authorized Representative Signature

\_\_\_\_\_  
Date

_____ Worksite Name	_____ Worksite Address	_____ Zip Code
_____ Supervisor's Name (Print)	_____ Supervisor's Signature	_____ Date
_____ Supervisor's Title	_____ Supervisor's Email Address	_____ Telephone #
_____ Alternate Supervisor's Name	_____ Alternate Supervisor's Signature	_____ Date
_____ Alternate Supervisor's Title	_____ Alternate Supervisor's Email Address	_____ Telephone #

\_\_\_\_\_  
Service Provider Authorized Representative Name (Print)

\_\_\_\_\_  
Title (Print)

\_\_\_\_\_  
Service Provider Authorized Representative Signature

\_\_\_\_\_  
Date

