

WORKSITE AGREEMENT

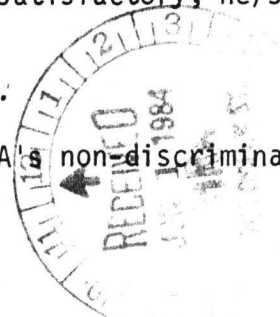
The following agreement will constitute a contract between the COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY and the PUBLIC AGENCY or NON-PROFIT ORGANIZATION named below:

The SANTA CRUZ CITY/COUNTY PUBLIC LIBRARY SYSTEM  
(NAME OF PUBLIC or NON-PROFIT ORGANIZATION)

agrees to comply with the JTPA regulations and:

1. To provide the enrollee with orientation regarding organization policies and specific job tasks.
2. To provide the enrollee with a meaningful work experience designed to enhance their career opportunities and job prospects and improve their ability to make career decisions.
3. To assure the enrollee will have adequate supervision, and sufficient work, equipment, and/or materials to occupy his/her work hours. Supervisor/enrollee ratio should not exceed 12:1.
4. To ensure that Supervisors possess the necessary knowledges, skills, and abilities to adequately supervise enrollees.
5. To ensure that services provided and/or received will not supplant existing services and/or state and/or local funds expended for the same purpose.
6. To assure the enrollee will not be paid for unexcused absences, unworked hours or any recreational activity.
7. To provide the enrollee and his/her Program Counselor with regular performance evaluations as required.
8. To provide the enrollee with counseling in regards to work habits and attitudes, hygiene and appearance. Worksite visits by friends are not allowed.
9. To maintain an accurate record of hours worked by each enrollee, to collect time records in accordance with the procedures and schedules prescribed by JTPA.
10. To allow enrollee to attend mandatory JTPA meetings.
11. To provide each enrollee whose performance is unsatisfactory with a 3-day suspension followed by a 5-day (5 working days) period of probation. A counseling session between the enrollee, worksite supervisor and JTPA representative will occur before the enrollee returns to work. If, following the counseling session, your department still feels the enrollee's performance is unsatisfactory, he/she may be referred back to the JTPA office.
12. To comply with the JTPA accident/injury reporting procedures.
13. To comply with all Equal Employment Opportunity laws and JTPA's non-discrimination policies.
14. To comply with the JTPA complaint resolution procedure.
15. To abide by Federal and State child labor laws.
16. To ensure that no enrollee may engage in any political activities, any religious or anti-religious activities, any type of fund-raising activities during hours for which the enrollee is being paid with JTPA funds.
17. To agree to hold harmless and defend the Prime Sponsor for any injury or damage to participants or third parties when injury or damage is caused by the negligence of any officer, agent, or employee of the user agency when such negligence occurs within the scope of said officer, agency or employee's duties in carrying out the terms of this agreement; or for any injury or damage to third parties when 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 supervision and control of the user agency.

RECEIVED  
JUL 11 1984



We are required by Federal Regulations to have this agreement in our files. Please sign it and return it to the JTPA office.

AGENCY

By:

Anne M. Turner  
(Signature of Agency's Duly Authorized Representative)

Date

COUNTY OF SANTA CRUZ, CALIFORNIA

Name:

ANNE M. TURNER  
(Printed Name of Signatory)

By:

[Signature]  
(Signature, Human Resources Agency Designee)

COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY - 1984 SUMMER YOUTH EMPLOYMENT PROGRAM

North County Resources Center

1040 Emeline Street (P.O. Box 1320)  
Santa Cruz, CA 95061  
PHONE: 425-2280/2270

Administration

701 Ocean Street, Rm. #312  
Santa Cruz, CA 95060  
PHONE: 425-2291

South County Resources Center

1150 Main Street  
Watsonville, CA 95076  
PHONE: 728-2086

WORKSITE REQUEST

AGENCY: SANTA CRUZ PUBLIC LIBRARY ADDRESS 224 Church Street, Santa Cruz, CA 95060 PHONE: 429-3533

DEPARTMENT/DIVISION: Central Branch DEPARTMENT HEAD: Anne M. Turner

ADDRESS WHERE JTPA PARTICIPANT WILL ACTUALLY WORK (Please use separate request for each location): Central Branch; 224 Church St, S.C. 95060

IS AN INTERVIEW REQUIRED?  YES  NO IF YES, PERSON TO CONTACT FOR INTERVIEW: Susan Elgin PHONE: 429-3523

TYPE OF AGENCY: PUBLIC  PRIVATE NON-PROFIT  OTHER  STATE EXEMPTION #:                     

CAN THE WORKSITE ACCOMMODATE YOUTH THAT ARE EDUCATIONALLY HANDICAPPED?  YES  NO; PHYSICALLY HANDICAPPED?  YES  NO

JOB TITLE (i.e., clerical aide, lab aide)	NUMBER OF JOBS REQUESTED	DESCRIPTION OF DUTIES AND RESPONSIBILITIES	SKILLS REQUIRED OF APPLICANT	TRAINING TO BE PROVIDED BY YOUR AGENCY	WORK SCHEDULE/HRS.	IMMEDIATE SUPERVISOR & PHONE #
Library Aide	5	Shelving books and materials, shelf reading, searching shelves, packing and unpacking books, cleaning records, dusting, miscellaneous clerical tasks.	Maturity to report for work on time, follow through on tasks, request days off in advance, and report illness early in day. Also must know alphabet and be able to file both alphabetically and numerically	Will train in Library procedures.	start date 6/21 end date 8/22	429-3523 Susan Elgin, Public Services Librarian and Central Branch Manager (TBA after assignments made)
Bookmobile Aide	1	Travel on bookmobile circuit, assisting Driver in shelving, searching, clerical tasks.	Same as above.	Will train in Library procedures.	*Indicate proposed dates if different than above.	See above.

HOW MUCH TIME WILL THE SUPERVISOR BE ABLE TO SPEND - PER DAY - WITH THE PARTICIPANT? One hour or more; will always be working under supervision.

DO YOU ANTICIPATE ANY CHANGES IN SUPERVISION THROUGHOUT THE PROGRAM? NO

IS THIS WORKSITE ACCESSIBLE TO PUBLIC TRANSPORTATION? YES

\*\* NOTE: IF THE IMMEDIATE SUPERVISOR CHANGES, THE JTPA OFFICE MUST BE NOTIFIED.

SIGNATURE Anne M. Turner