16.d

HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS

2525 MURWORTH DR., HOUSTON, TEXAS 77054 713-394-4000
www.hc-ps-org

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June 01, 2010

Vote of the Court:	Yes	No	Abstain
Judge Emmett	☒	☐	☐
Comm. Lee	☐	☐	☐
Comm. Garcia	☐	☐	☐
Comm. Radack	☐	☐	☐
Comm. Eversole	☐	☐	☐

Honorable Ed Emmett and
Commissioners Court
1001 Preston, 9th Floor
Houston, TX 77002

Dear Members of Commissioners Court:

Harris County Protective Services for Children and Adults request that the Court approves the renewal of the following agreement:

Contractor Name: Employment Training Centers, Inc.

Contract Name: Summer Jobs Worksite Agreement

Contract Purpose: The agreement will provide summer jobs for youth aging out of foster care and alumni. The youth will be receiving reimbursement by the contractor and there is no cost to the county.

Time Period for Contract: Start Date 6/1/2010 - End Date 9/30/2010

Judge Emmett should sign the original in blue ink. Please return the original contracts to Joel Levine, 2525 Murworth, Houston, TX 77054. A completely executed contract will be returned to the County Clerk for your records.

Respectfully submitted,

George Ford (1.2)
George Ford
Executive Director

10 JUN -3 AM 8:30
HARRIS COUNTY
MANAGEMENT SERVICES

Presented to Commissioner's Court

JUN 08 2010
APPROVE E|L
Recorded Vol____Page____

05-32-10P03

US- org letter + order + copy backup
RM- copy
CPS- copy letters + cc order + org backup
Aud- copy
Budget (Heather) - copy ✓

Harris County
Commissioners Court

ACCREDITED
COUNCIL ON ACCREDITATION OF SERVICES FOR FAMILIES AND CHILDREN, INC

Grant

Joel Levine 2101

CWLA Child Welfare League of America

HARRIS COUNTY, TEXAS

Office of Budget Management

1310 Prairie, Suite 530 Houston, Texas 77002 (713) 755-3301

Grants Coordination Section - Conveyance Form

Application ☐ Award ☒

Department Name / Number	DUNs	Grant Title
HC Prot Svcs Children & Adults - 880	072206378	Protective Services: Summer Jobs 2010

Funding Source: U.S. Department of Health & Human Services: CFDA# 93.714		**Grant Agency:** Houston-Galveston Area Council	
Program Year:	1 st	**Program Ending:**	
Grant Begin Date:	06/01/2010	**Grant End Date:**	09/30/2010
Grant Org. Key:	N/A	**If applicable, Prior Year Org. Key:**	N/A

Grant Description:

The Temporary Assistance for Needy Families (TANF) Fund is administered by the U.S. Department of Health and Human Services. The purposes of the program are: a) to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; b) to end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; c) to prevent and reduce the incidence of out-of-wedlock pregnancies; and d) to encourage the formation and maintenance of two-parent families. The Emergency Contingency Fund provides additional funds to states having increases in caseloads and basic assistance expenditures.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	$ 0.00	$ 0.00	$ 0.00
Non - Labor	$ 80,040.00	$ 80,040.00	$ 0.00
Sub Tot. Incremental Cost	**$ 80,040.00**	**$ 80,040.00**	**$ 0.00**
Indirect Cost	$ 0.00	$ 0.00	$ 0.00 *
TOTALS	**$ 80,040.00**	**$ 80,040.00**	**$ 0.00**

* **under development**

Full Time Equivalent Positions 0.00

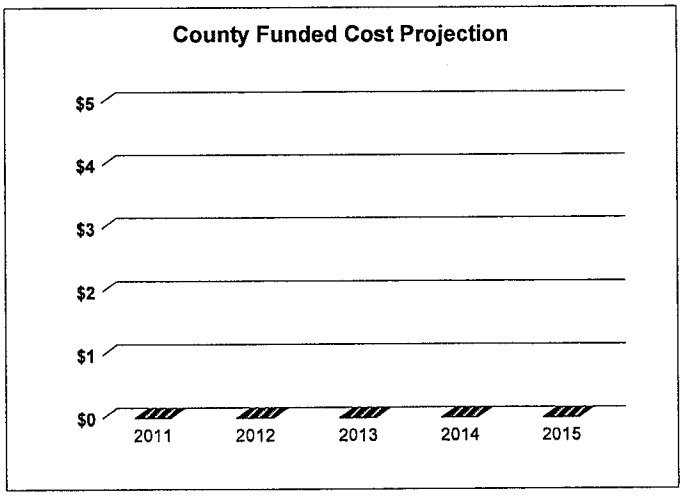
% of Positions Paid by Grant 0.00%

Date Grant Guidelines are Available

Grant Submittal Deadline Date

GCS Discussion:

The Protective Services Department's Houston Alumni and Youth (HAY) Center will serve as a Worksite for the H-GAC Summer Jobs Program. Approximately 23 foster care youth will be eligible for summer employment to perform various duties determined appropriate by the HAY Center, which will supervise the workers and issue individual evaluation reports. A grantor-contracted community partner (ETC, Inc.) will serve as Employer of Record and will provide worker's compensation coverage for all workers and administer payroll. The benefit to the County is the non-cash value of the labor performed. Estimates on this form assume a full capacity of 23 youth, each employed for 40 hours a week for 12 weeks, at $7.25 per hour. Note: The local agency administering the program indicates that contingency plans provide for use of ARRA Workforce Investment Act funds should additional funds be required.



Completed by : Cadow, Eric **Date :** 6/2/10

Reviewed by : Brian Schmitz **Date :** 6/2/2010

County Auditor's Form 1290
Harris County, Texas (02/03)

GCS880-3738

THE STATE OF TEXAS §

COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on JUN 0 8 2010, with the following members present:

Ed Emmett	County Judge
El Franco Lee	Commissioner, Precinct No. 1
Sylvia R. Garcia	Commissioner, Precinct No. 2
Steve Radack	Commissioner, Precinct No. 3
Jerry Eversole	Commissioner, Precinct No. 4

and the following members absent: None, constituting a quorum, when among other business, the following was transacted:

ORDER AUTHORIZING Agreement between HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS BETWEEN HARRIS COUNTY AND Employment Training Centers, Inc.

Commissioner Eversole introduced an order and moved that Commissioners Court adopt the order. Commissioner Lee seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Emmet	[✓]	[ ]	[ ]
Comm. Lee	[✓]	[ ]	[ ]
Comm. Garcia	[✓]	[ ]	[ ]
Comm. Radack	[✓]	[ ]	[ ]
Comm. Eversole	[✓]	[ ]	[ ]

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that the County Judge is authorized to execute the attached Agreement" between **Harris County** and **Employment Training Centers, Inc.** No funds are to be expended in considerations of the services performed under this Agreement.

Presented to Commissioner's Court

JUN 0 8 2010

APPROVE_____

Recorded Vol_____ Page_____

Workforce Solutions

2010 Summer Jobs
Worksite Agreement

Worksite: Harris County

Contact: Eric Cadow **Tel #: 713-755-4117**

Address: 1310 Preston, 5th Fl, Houston, TX 77002 **E-Mail** eric.cadow@ms.hctx.net

This Agreement is entered by and between **Employment & Training Centers, Inc.,** hereinafter referred to as the "Contractor," and Harris County, hereinafter referred to as the "Worksite."

This Agreement establishes the terms and conditions for the Contractor and the Worksite as follows:

1. This Agreement is effective _____ and will terminate no later than September 30, 2010. This Agreement may be terminated by either party, at anytime, upon written notice to the other party with 10 business days notice. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by both the parties hereto.
2. H-GAC, on behalf of the Gulf Coast Workforce Board has contracted with Unique HR as the employer of record and payroll service for all young workers placed in 2010 Summer Jobs at Worksite.
3. Both H-GAC and Unique HR authorize the 2010 Summer Jobs Managing Contractor executing the Agreement with Worksite to place individuals at Worksite locations.
4. Unique HR carries worker's compensation insurance coverage for each young worker placed at Worksite. Managing Contractor and Worksite may download a copy of the worker's compensation insurance policy at www.uniquesummer.com., and Contractor shall not place any individuals at Worksite that are not so covered.
5. The Worksite understands that the purpose of this Agreement is to provide eligible young workers, ages 16-24, with a summer job. Worksite may offer employment to those young workers who meet the job qualifications in locations that have job openings.
6. This Agreement will cover locations and job sites at which Worksite places young workers that are described in the attached list of locations or job sites to this Agreement, Attachment A. The attached list will include at least: (1) the name and/or address of each location/job site, (2) the number of young workers and/or job openings at each location/job site, (3) a Worksite contact person for each location/job site, (4) a telephone number and email address (if available) for each location/job site contact.
7. Worksite may move young workers among locations/job sites with prior notice to Contractor.
8. All minors must have parental or guardian consent on file with Contractor to authorize emergency medical treatment.
9. Contractor will provide Worksite with payroll and attendance reporting requirements for young workers, and Worksite agrees to follow Contractor's said requirements, including the rules and procedures set out in the Workforce Solutions 2010 Summer Jobs Worksite/Supervisor Handbook presented in Attachment B to this Agreement.
10. Work experience assignments shall be for a set number of hours per week,

payable at the rate of no less than the federal minimum wage.

11. Worksite further agrees to: (1) comply with Labor Laws and/or Child Labor Laws and federal and state equal employment opportunity laws; (2) ensure necessary emergency medical care is given to young workers in the event of an occupational injury or illness; (3) provide adequate supervision and instruction; (4) ensure safe and healthful working conditions; (5) provide young workers with a written job description; (6) provide employees a regular work schedule; (7) provide an evaluation or progress report on each young worker as requested.
12. Worksite understands and agrees that the Contractor and the Houston-Galveston Area Council will conduct on-site visits to evaluate general compliance with above requirements.
13. Worksite must ensure that no young workers replace regular employees. This means that any organization participating in Summer Jobs will not (directly or indirectly) cause the displacement of any of the organization's regular employees. That the employer is not involved in any strike, lockout or labor disputes at the time of entry into this agreement.
14. Contractor and Worksite agree and ensure that they will both maintain precautions, including, but not limited to, safety training and instruction and continuous supervision, to minimize the possibility of accidents while youth workers at on-site at Worksite.
15. Worksite must ensure that its staff supervising young workers are not paid with federal funds. Worksites will report supervisor wages to Contractor.
16. To consent to the taking and publication of photographs and videos of Summer Jobs workers at the worksite by a duly authorized representative of Workforce Solutions Gulf Coast Workforce Board.

In Witness Whereof, this agreement has been executed by and on behalf of the parties described herein.

Harris County
Worksite

By: Ed Emmett
ED EMMETT, County Judge

Date Signed: JUN 0 8 2010

Employment & Training Centers, Inc.
Contractor

By: _____
Roberto Gonzalez, Vice President

Date Signed:

Attachment A

Worksite Profile

Worksite Information:

Worksite Provider: Harris County protective Services for Children and Adults

Division: Protective Services for Children and Adults Project: Administrative support to various programs within Harris County Protective Services for Children and Adults to include typing, filing, organizing materials, setting up meetings, answering telephones, shredding etc.

City: Houston **State:** TX ZIP: 77094

Contact Name: Delores Jackson **Contact Number** 713.394. 4000

Email: delores.jackson@cps.hctx.net

Job Description:

Job Title: Summer Jobs/Clerical **Number of Positions Available:** 25

Direct Supervisor: Paulette Davis or program designee Contact Number 713.394.4000

Qualifications: Current or Former Foster Youth

Primary Duties: Administrative support to various programs within Harris County Protective Services for Children and Adults to include typing, filing, organizing materials, setting up meetings, answering telephones, shredding etc.

Jobsite Address 2525 Murworth, Houston, TX

1919 Cochran Houston, TX

6300 Chimney Rock Houston, TX

Description of Environment: Professional Office

Work Schedule: Monday through Friday 8:00 am to 5:00pm

Dress: Professional/ no shorts, flip flops, logo T-shirts.

Supplies or Materials Needed: None

Desirable screening requirements: drug testing and criminal background check

Expected start date: 6/21/2010 Expected end date: 9/30/2010

ATTACHMENT B

Workforce Solutions

2010 Summer Jobs

Supervisor Handbook

Operated By

Employment & Training Centers, Inc.

2103 N. Main
Houston, Texas 77009
Office: (713) 640 – 5677
Fax: (281) 617 - 4261
Email Questions to: help@etchoustonsyp.com

In Partnership with Unique HR

Managing Contractor Worksite Coordinator: _____

Contact Number: _____

R

EPORT ACCIDENTS TO:

Direct Supervisor onsite at the worksite: _____

and

Unique HR Hotline: 1-800-824-8367

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1. INTRODUCTION

The purpose of this Handbook is to provide the supervisors of summer workers with an informational guide for addressing the most common areas related to the Summer Jobs project operated by Employment & Training Centers, Inc. (ETC) through Workforce Solutions. This Handbook provides the project rules, policies, and procedures, and answers some questions frequently asked by summer workers. You are required to read and abide by the handbook and we suggest you keep it in a convenient place for future reference. Read this information carefully and keep it accessible at all times. If you have any questions about this Handbook or the project, ask the Worksite Coordinator listed on the front cover for assistance or clarification.

The Gulf Coast Workforce Board has contracted with Unique HR to process payroll and serve as the employer of record. All summer workers are considered employed by Unique HR. The main contact number for the 2010 Summer Jobs project is 1-888-469-JOBS. The contact number for the ETC office is (713) 640 - 5677. ETC works in partnership with Unique HR and is authorized to hire, place and manage youth at your worksite.

Background

The mission of the 2010 Summer Jobs project is to provide meaningful work experiences for youth and young adults 16 to 24 years of age.

Project Objectives

We hope from this project summer workers will gain the following:

- Useful work experience and skills
- An opportunity to decide what type of work they enjoy, and the kind of training they need to pursue your future goals
- Encouragement to continue in school until completion
- Solid work experience for a resume and/or future job application
- Increased confidence through successfully holding a job
- The opportunity to interact and network with peers and professionals

Through participation in this project summer workers will gain valuable knowledge in the areas of personal development, career development and academic achievement.

Employment At-Will

Summer workers are not guaranteed employment for any specific duration. Both the summer worker and ETC on behalf of Unique HR have the right to terminate the employment relationship at any time with or without cause, notice or reason.

Equal Employment Opportunity

ETC and Unique HR provide equal employment opportunities to all workers and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, ETC and Unique HR comply with applicable state and local laws governing nondiscrimination in employment in every location in which we operate. This policy applies to all terms and conditions of

employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Nepotism

No summer worker may be supervised on a summer job work site by a member of his/her immediate family.

"Immediate family" means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent, aunt, uncle, niece, nephew, step-parent and step-children.

Summer Jobs managing contractors will make every attempt to place summer workers at worksites where no family members work. If you discover an immediate family member has been placed under your supervision at a summer job worksite, please contact the Worksite Coordinator listed on the front of this handbook.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities. A reasonable accommodation is defined as a change in the work environment or in the performance of a job that allows that worker to perform the essential functions of their position more effectively without causing undue hardship to Employment & Training Centers Inc.

ETC and Unique HR are Equal Employment Opportunity employers and fully comply with the ADA. If a summer worker feels they require a reasonable accommodation, they should be instructed to inform the Worksite Coordinator immediately. We will promptly respond and work with them to determine the most appropriate action.

Whistleblower Policy

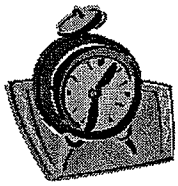
A whistleblower as defined by this policy is a summer worker who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a worker has knowledge of or a concern of illegal or dishonest fraudulent activity, the worker is to contact his or her Worksite Coordinator or the main ETC office. The worker must exercise sound judgment to avoid baseless allegations. A worker who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

ETC and the worksite will not retaliate against a whistleblower. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Department, which will in turn oversee any investigation or corrective action. Workers with any questions regarding this policy should contact the assigned Worksite Coordinator.

Additional Information

Worksite supervisors must certify that their wages are not paid with federal funding in order to qualify as a worksite.



2. SUMMER WORKER RESPONSIBILITIES

Summer workers must understand and adhere to their responsibilities and duties while participating in the project. All job duties will be explained at their worksites by the supervisor on the first day of work. Summer workers will receive a detailed job description and the name and contact information for their supervisor and assigned Worksite Coordinator.

Here are some of the summer workers' basic responsibilities:

- To report to their assigned worksite on the designated start date at the appropriate time
- To always have proper uniform and any required safety equipment or materials
- To be present on each scheduled work day
- Observe their assigned work schedule and be on time every day
- Notify their Worksite Coordinator and direct supervisor if they will be late or absent prior to their start time
- To participate in all activities with a positive attitude
- To listen and make sure they understand each assignment and follow directions To apply themselves to all activities
- To keep busy at all times with assigned work
- To complete each assignment and follow directions
- To show initiative and enthusiasm in all assignments
- To conduct themselves in a manner that is honest and trustworthy
- To know their supervisor's name and Managing Contractor Worksite Coordinator's name and telephone number, and to keep this information accessible.
- To obey all rules and regulations set forth by this project
- To accurately reflect the hours they have worked to receive a paycheck.
- Be accountable for their actions
- Failure to report to work by the third working day will result in termination and the job will be reassigned to another person
- Take at least a 30 minute break when working more than four hours per day; request additional breaks when working conditions are strenuous (such as working outside or heavy lifting)
- Avoid working more hours than the assigned schedule; notify a supervisor should this become possible
- Lastly, each summer worker's work and behavior are direct reflections of your company or organization – the worker should always strive to do his or her best.
- Clock in and out each day upon arrival and at the end of the day
- **Incidents or accidents should be reported to Lorie Copus or Bridget Johnson at 1 (800) 824 - 8367.**

Summer workers must never be asked to perform work at someone's home or personal business.

3. CODE OF CONDUCT

Summer workers of this project are expected to accept certain responsibilities, follow acceptable business etiquette in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that they refrain from any behavior that might be harmful to themselves, their co-workers and supervisors, or that might be Summer workers' conduct reflects on the project. As a result, they are encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the project considers inappropriate and may result in immediate termination from the project include, but are not limited to, the following:

- Falsifying time and attendance records
- Excessive absenteeism or tardiness
- Excessive, unnecessary, or unauthorized use of property and supplies, particularly for personal purposes
- Reporting to work under the influence of drugs or alcohol and/or the illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property from co-workers or the worksite
- Unauthorized possession of firearms or other weapons on worksites
- Disregarding safety or security regulations
- Excessive use of cell phone, which should be turned off during working hours
- Insubordination (not following instructions)

Any such behaviors or incidents should be immediately discussed with the Worksite Coordinator in order to determine the appropriate course of action.

Teasing and Bullying (Harassment)

Unkind behavior in the form of teasing and/or bullying will not be tolerated and may be considered harassment. Ensure there is respect in the workplace. Behavior which perpetuates a hostile environment will not be tolerated. Engaging in this type of activity can lead to the summer worker's immediate termination from the project.

Should a summer worker's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other project policies, rules or regulations, they will be subject to disciplinary action, up to and including termination.

Any such behaviors or incidents should be immediately discussed with the Worksite Coordinator in order to determine the appropriate course of action.

4. DRESS CODE

ETC and Workforce Solutions are requiring all summer workers participating in the project to dress in a professional manner as defined by their assigned worksite. Their dress and grooming should be appropriate to the job performed and meet reasonable employer expectations.

Here are some general tips given to summer workers.

- Comply with uniform policy where required
- Pants should sit at natural waistline and should be dark colored or khaki pants
- Skirts should reach knee length
- Avoid capri pants, shorts or short skirts
- Tops should extend past the beltline and not be transparent
- Belts are recommended
- IDs must be worn at all times
- Clothing must be clean and pressed
- No t-shirts with artwork or messages
- No torn, cut or ripped jeans
- Hosiery and/or socks must be worn
- Hair should be clean and arranged appropriately
- Jewelry should be suitable to the work environment and not oversized or noisy
- Sunglasses, hats and headwear cannot be worn inside buildings unless part of the uniform

Absolutely no shorts, no low cut tops or dresses, no revealing or tight fitting clothes. Consider that additional or more specific policies may be required at assigned worksites.

Violations of the dress code should be addressed immediately and brought to the attention of the Worksite Coordinator.

5. SUMMER WORKER SCHEDULES

Summer workers are assigned a schedule based on availability of individuals, funds, and worksites. No changes may be made to established schedules without prior approval from ETC.

Absolutely no overtime should be worked by summer workers. In the event that a summer worker would reach 40 hours in a work week, defined as Sunday – Friday, the site supervisor should immediately send the worker home and notify the worksite coordinator.

Summer workers are required to take at least a 30 minute unpaid break for every four consecutive hours worked.

Summer workers will be assigned a designated worksite and schedule. They must adhere to that schedule. No summer worker is allowed to work overtime. A copy of the assigned worksite profile will Summer workers' assigned work schedules should not be altered with prior approval from ETC.

6. ATTENDANCE POLICY

All youth and young adults are expected to attend every scheduled workday and to arrive on time. Continued tardiness and absences will be cause for termination from the project. Of course, there may be times when attendance is impossible due to extenuating circumstances. In such cases, summer workers have been instructed to contact their direct supervisor and Worksite Coordinator with an explanation of why they will not be reporting to work and their estimated return. Summer workers will only be paid for work that they actually perform, making it important to make note of such occurrences.

Sick Leave and Vacation

There are no provisions for sick leave or vacation time. Advanced written notice or a telephone call is expected on days summer workers cannot report to work. Absences should occur only in extreme emergencies, i.e., death in the family, illness or hospitalizations. Summer workers should notify their site supervisor of their tardiness or absence prior to their scheduled start time. More than 3 absences and/or instances of tardiness will be considered cause for dismissal from the project.

Inclement Weather Guidelines

Our projects or worksites may be closed in the event of inclement weather such as flooding, severe thunderstorms, hurricanes, and the like. These disasters must be announced in conjunction with closures or dangerous conditions on local radio and TV stations. When in doubt, contact the main ETC office or a Worksite Coordinator for more information.

Safety first. Summer workers should make an effort to get to work, but their safety is most important. They have been instructed to consider this when deciding whether to report to their worksite. Summer workers will not be paid for absences due to inclement weather. Summer workers are required to notify their supervisor and Worksite Coordinator if they cannot attend work.

7. TIME AND ATTENDANCE RECORDS

Each worksite must have access to the internet to allow summer workers' to report time in the electronic time system. Those instructions will be provided to you as well as the summer workers. In the event that internet or computer access is limited, summer workers may be asked to track their time worked on paper timesheets on a daily basis. This information will then be updated in the electronic records on Friday by close of business.

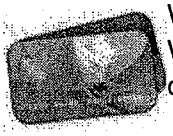
Worksite supervisors and Managing Contractor Worksite Coordinators will work together to verify the time entered by summer workers in order to make sure summer workers' time and attendance is recorded properly before approving/signing time sheets.

It is imperative that Summer Workers clock in and out when they arrive and leave – and that they do so via the internet-based, XTime electronic timekeeping system.

Forgetting to clock in or out will result in questioning of time worked and/or delay in payment. ETC Worksite Coordinators are also required to approve all time entries. Summer workers may not leave their worksite during regular working hours without prior approval from their Worksite Supervisor or Managing Contractor Worksite Coordinator.

Each pay period ends at the close of business on Friday. Payment will be received for the time worked. Any change in a summer worker's hours or job duties must be approved by ETC.

8. SUMMER WORKER PAYMENT OF WAGES



Workforce Solutions will provide summer workers with a choice of payment methods. Workers may choose to receive payment of summer job wages in a debit card or direct deposit to a bank account.

9. PARTICPANT JOB-RELATED PROBLEMS

Should a summer worker have a job-related problem, they have been instructed to first contact their supervisor or Worksite Coordinator. A counselor may be assigned to help resolve the problem. If the problem is not resolved and they believe it is necessary to file a formal complaint, summer workers should follow the instructions outlined in the Grievance Procedures as stipulated in this handbook. .

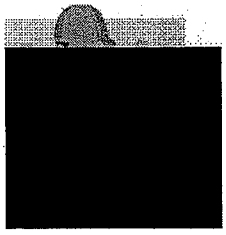
10. SAFETY IN THE WORKPLACE

Safety on the job is a shared responsibility. Supervisors are responsible for taking steps to ensure a safe work environment for the summer worker and summer workers are responsible for contributing to workplace safety.

Preventing accidents is everyone's job. Be alert and aware of everything around you and of what summer workers are engaged in. Anticipate and eliminate activities which may pose a threat to their safety or may cause an accident. Accidents usually occur because: (1) people engage in horseplay, (2) they do not follow safety instructions and; (3) because they believe that accidents only happen to others.

Accidents are not planned, or intended, but they can be prevented. Here are some ways you can prevent accidents:

Obey all safety rules
Follow safe job procedures
Do not take short cuts
Keep work and training areas clean and free from slipping and tripping hazards
Use prescribed personal protective equipment and clothing
Use care when lifting or carrying objects
Observe restricted areas and warning signs
Know emergency procedures
Report unsafe conditions to your supervisor
Follow the care prescribed by the attending physician when treated for an injury or illness.



By law, employers must provide:

- A safe and healthful workplace
- Safety and health training, in many situations, including providing information on chemicals that could be harmful to summer workers' health
- First aid and/or call for emergency assistance in the event of an illness or injury

Summer workers' Rights:

- Work without racial or sexual harassment and in an environment free of hostility
- Refuse to work if the job is immediately dangerous to their life or health

On-the-Job Injuries

In the event of injury on the job, summer workers or supervisors should IMMEDIATELY call the Unique HR at 1 (800) 824 - 8367 and ask for Lorie Copus or Bridget Johnson, regardless of the nature of the injury. The worksite coordinator listed on the cover of this handbook should also be notified. Supervisors and Worksite Coordinators will in turn ensure that the injured party receives proper and immediate medical attention. Supervisors are directly responsible for ensuring the situation is reported to ETC immediately.

11.MONITORING

As a publicly funded project, this project may be monitored by local, state or federal officials to ensure contract compliance. You may be asked questions about your participation in the project including learning/work activities, time and attendance, paychecks, and overall impression of the project.

Worksite Coordinators are expected to monitor summer workers on a regular basis to observe their progress and give feedback. They will work in coordination with supervisors in order to ensure project success.

12.FLSA AND CHILD LABOR LAW

The child labor provisions of the Fair Labor Standards Act (FLSA) are designed to protect the educational opportunities of summer workers and to prohibit their employment in jobs and conditions potentially detrimental to their health and well-being.

Once a summer worker reaches 18 year of age, he or she is no longer subject to the Federal child labor provisions. However, summer workers are still subject to restrictions related to the nature of their work based on funding regulations.

Under the FLSA, 16 and 17 year olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor (see below).

Certain hazardous non-agricultural jobs, as determined by the Secretary of Labor, are not allowed for young workers below the age of 18. Generally summer workers may not work at jobs that involve:

Any driving by 16 year olds, certain driving for 17 year olds, and being an outside helper on a motor vehicle
Power driven woodworking machines
Power-driven hoisting equipment
Power driven metal forming, punching, and shearing machines
Power-driven machines
Power-driven paper products machines, including balers and compactors
Power driven circular saws, bank saws, and guillotine shears
Wrecking, demolition, and ship breaking operations
Roofing operations
Excavation operations

Additionally, the work must be performed between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when the evening hours are extended to 9:00pm.

13. OTHER APPLICABLE LABOR LAWS AND INFORMATION

- The state of Texas does not require any paid rest periods for workers. In order to establish the best working environment, a schedule with a lunch break of 30 minutes has been assigned if workers spend 4 consecutive hours on the job.
- Summer workers under the age of 18 in the state of Texas do not need to obtain a work permit, but may be asked for an age certification, which can be requested from the Department of Labor.
- Minimum wage in Texas is equal to federal minimum wage. It is currently $7.25 per hour as of July 24, 2009. The 2010 Summer Jobs project is using $7.25 per hour for most positions, although wages may vary based on prevailing wages.
- Federal law requires non-exempt workers to be paid overtime (the equivalent of 1.5 times their For this reason, it is extremely important that summer workers only work their assigned schedules.
- There are several basic labor posters that virtually every employer should always have displayed at each worksite in a visible location. These posters are required at all worksites. These posters can be obtained free of charge by contacting your assigned Worksite Coordinator. They include:
  - Texas Payday Law
  - USERRA
  - Fair Labor Standards Act
  - Employee Polygraph Protection Act
  - Family Medical Leave Act
  - OSHA Job Safety and Health
  - Equal Employment Opportunity Act
  - Americans with Disabilities Act
  - Notice of Ombudsman Project
  - Workers' Compensation Coverage Notice (Based on Unique HR coverage)

- A first aid kit should be on hand for use in case of emergency. Emergency contact information listed in this handbook should be kept at the worksite for quick reference. Emergency services should be called immediately in the case of severe or life-threatening injury or illness. Supervisors or other parties should not provide medications to workers and should not let injured or ill workers leave alone unless the injury or illness is clearly minor and will not interfere with the worker's ability to drive safely.

14.GRIEVANCE PROCEDURE

If a worker finds something unsatisfactory about his or her employment, to the worker should promptly inform a Worksite Supervisor. If the problem cannot be resolved by the Worksite Supervisor, contact the Worksite Coordinator at the number listed in your worksite manual.

If—after meeting with the Worksite Coordinator—the summer worker is still dissatisfied, he or she should call the Workforce Solutions Human Services office at (713) 993-4507 and ask to speak with a customer service representative, or e-mail us through Workforce Solutions Web site at wrksolutions.com and "Contact Us".

If we are unable to resolve the problem, the worker may file a written complaint. In the written complaint tell us the nature of the complaint and provide contact information, including name, address and telephone number. An email address may also be provided. Mail or fax written complaints to:

Workforce Solutions
Customer Service Representative P.O. Box
22777
Houston, TX 77227-2777
Fax: (713) 993-4578

We will contact you with more information after we have received your concern or complaint.

15.DISCRIMINATION COMPLAINTS

Workforce Solutions, as a recipient of federal financial assistance, is prohibited from discriminating against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of funded programs, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any funded program or activity including the 2010 Summer Jobs project.

If you feel that you have been subjected to discrimination during any project or activity funded through the Gulf Coast Workforce Board, you may file a complaint with the following Board Equal Opportunity Officer.

Gulf Coast Workforce Board Equal
Opportunity Officer Millie Foster

P.O. Box 22777
Houston, TX
77227-2777
Phone: (713)
627-3200 Fax:
(713) 993-4578

16. TERMINATION POLICY

There are several reasons why separation from the project may occur. Sometimes there are reasons beyond a summ In this instance, summer workers are encouraged to discuss the situation with a supervisor or Worksite Coordinator in order to examine viable alternatives.

Summer workers may also be terminated for violation of work or behavior rules.

Regardless of the cause for termination, however, summer workers may be required to participate in an exit interview or survey.

Duratio: [redacted] Regular [redacted] Seasonal/Temporary [redacted] LSA Status: [redacted] Exempt Out[redacted] Non-Exempt

[redacted]