



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: September 24, 2020

NUMBER: WDP D20-15

YOUTH@WORK REMOTE WORKSITES

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and guidance to Youth@Work County and non-County operated America's Job Centers of California (AJCCs) regarding the procedure to secure remote worksite opportunities for Youth@Work Level I – Work Based Learning (WBL).

REFERENCES

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- WDP D19-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) PY2019-20 Directive

BACKGROUND

Youth@Work Work Based Learning (WBL) participants receive 20 hours of Personal Enrichment Training (PET) and 100 hours of Work Experience (WEX) for a total of 120 hours of subsidized training. Due to the Safer at Work Order, PET is now conducted virtually, allowing participants to remain safe in their homes. However, up to now, all Youth@Work host worksites have only been able to offer physical in-person WEX. As a result of the COVID-19 pandemic, WBL was placed on temporary hold due to safety concerns. With the implementation of the Safer at Work order and as employers started to re-open, WBL placements could now resume. The need for remote worksites became evident as many employers were reluctant or unable to resume normal operations. The County has determined that the need for remote worksites is essential to provide youth with ample options of safe work experience and the opportunity to be a part of the rebuilding efforts for the local economy. The following policy and procedures detail the implementation process for these new worksites.

POLICY AND PROCEDURES

AJCCs may now identify employers to provide remote WEX opportunities to Youth@Work participants. A remote worksite is an employer that allows participants to complete WEX assignments from a remote location, such as the participant's home. AJCCs shall be responsible to secure all information regarding the nature of the work and ensure participants have access to all necessary equipment and guidance from the employer to successfully complete work assignments and tasks. AJCCs can determine the number of remote worksites based on need and participant availability. AJCCs shall determine acceptability of remote

worksites based on the requirements described in the next sections. No minimum number of remote worksites are required.

WBL Remote WEX Assignment Requirements

Open and ongoing communication between the AJCC, the participant and supervisor are key to a successful WEX. AJCCs shall ensure supervisors and participants keep one another apprised of events or information obtained during the working day. Similarly, AJCCs shall maintain constant communication with the remote worksite supervisor as to progress and updates of the WEX. AJCCs shall direct youth to communicate in advance, and on an ongoing basis, any concern and information as it relates to their WEX duties or responsibilities. Youth should also be encouraged to promptly notify their supervisors if personal circumstances, such as illness or dependent care responsibilities, interfere with their ability to fully perform their WEX duties. Modifications to work hours and responsibilities should be adjusted per youth's abilities. AJCCs shall notify worksites of youth access to equipment and/or access to virtual communication platforms to complete all tasks and communicate as appropriate.

AJCCs shall further ensure proper communication of the below has been made with worksite supervisors and youth participants:

1. Youth are expected to be able to perform all required work duties at remote worksites.
2. Youth shall agree to receive all work assigned from supervisor.
3. Supervisors shall have daily communication with youth confirming the youth reporting for work, stopping work, and taking required breaks as per Labor Laws. This is inclusive of work assignments for the day and expectations as to completion. The method of daily check-ins can be determined by the employer based on operational needs and may include telephone, email, video conference, or other means of communication.
4. Youth shall always have access to the supervisor during work hours.
5. Youth shall have reliable access to all equipment to successfully complete the Remote WEX assignment. This may include consistent access to an internet connected computer, telephone, computer software, or other related supplies. If youth experiences technical difficulties, they are to reach out to their supervisor immediately and request guidance.
6. Remote WEX hours shall be established before placement and shall take place during normal business hours of the worksite.
7. Supervisors shall ensure work completed justifies total number of hours worked.
8. AJCCs shall ensure that Remote WEX worksites follow all applicable workplace guidelines, such as Worker's Comp information, minimum wage, Cal/OSHA, equal opportunity, and pay notices. The AJCC is responsible as the employer of record for participants during all work assignments. AJCCs shall confirm the worksite abides by all specified required federal, state, and local workforce postings and that information has been given to youth as required by law.

9. Youth agrees to be available for communication through company-provided communication avenues during working hours and to communicate with their supervisor when necessary and/or required in alignment with youths' breaks and work schedule.
10. Youth agree to maintain a safe and secure work environment. A safe and secure environment will typically be the youth's home. If a youth is working from a remote location other than their home, they are to ensure information is secure and environment is safe to complete work tasks. Remote work locations cannot be outside, in an area of high people traffic, or in any environment in which heavy equipment is in use. Examples of good remote work locations for youth are, their home, library, the AJCCs physical locations.
11. Youth shall only use worksite-owned equipment, records, and materials for purposes of business, and commits to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure.
12. Youth understand that all equipment, records, and materials provided by the worksite shall remain the property of the company.
13. Youth agree to return company equipment, records, and materials for inspection, repair, replacement, or repossession within 7 days of written notice, either because of program separation, or due to business necessity.
14. Youth understand that participation in remote/virtual meetings is to be expected and will happen on a regular basis.

Youth@Work WBL Forms

The following worksite forms shall be completed by the AJCCs, worksites and youth as appropriate to ensure all remote worksite procedures are followed. AJCCs shall follow the instructions listed on the forms for proper completion.

- *Worksite Guidelines During Safer at Work Order* (Attachment I) shall be completed for every participant and maintained in the participant's case file. The Worksite Guidelines shall be signed by AJCC Staff, the youth, and worksite representative.
- *Worksite Checklist Form* (Attachment II) contains a thorough description of requirements for AJCCs to ensure that all worksites are aware of County adopted health and safety standards, California Child Labor Laws, and Department of Labor requirements. Under no circumstances shall a youth be referred to a worksite that does not honor these standards.
- *Worksite Agreement* (Attachment III) is a non-financial contract that clearly defines the roles and responsibilities of each party to that agreement. An executed Worksite Agreement indicates that each party understands their roles and responsibilities.
- *Worksite Expectation Review Form* (Attachment IV) ensures youth, AJCCs, and supervisors are clear on the hours, expectations, and duties that will occur through this program. AJCCs shall prepare and discuss the Worksite Expectations Review form with

the worksite supervisor once the worksite agreement has been executed **and** prior to any youth assignment.

- *Worksite Supervisor's Manual (Attachment V)* ensures supervisors are following labor laws, type of work that is not allowed, general safety information, timesheet requirements, supervisor and AJCCs role. Supervisor and youth are to determine required breaks schedule and reporting utilizing this manual as a guide.

Youth@Work Portal

AJCCs shall ensure the remote worksite is properly captured in the Youth@Work Portal. When assigning a youth to a worksite in the Youth@Work Portal, AJCCs shall select either the Add New Work Assignment – Regular Program or Add New Work Assignment – Bridge Program, if a youth is a Countywide Youth Bridges Program participant, in the Work Assignment screen. After selecting the worksite, the AJCCs shall select either the Remote or In Person option under the Type of Work Assignment field. AJCCs shall ensure all information is correctly labeled to ensure proper reporting.

ACTION

Youth@Work providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed Youthatwork@wdacs.lacounty.gov.



**Irene Pelayo, Program Manager
Workforce Development**

Attachments

[Attachment I- Worksite Guidelines During Safer at Work Order](#)

[Attachment II- Worksite Checklist Form](#)

[Attachment III- Worksite Agreement](#)

[Attachment IV- Worksite Expectation Review Form](#)

[Attachment V- Worksite Supervisor's Manual](#)