



**WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
LA COUNTY CARES
PANDEMIC RELIEF EMPLOYMENT PROGRAM (PREP)
WORKSITE AGREEMENT**



This agreement is between CARES-PREP AJCC and _____
(Worksite), and is effective through the duration of this project, unless otherwise amended by County
or AJCC.

I. The Worksite agrees to:

- A. Adhere to all LA County Cares – Transitional Jobs Pandemic Relief Employment Program (PREP) program regulations and program-related policies, and assure safe work conditions in accordance with Occupational Safety Health Act of 1970 (OSHA) and CDC COVID-19 safety guidelines;
- B. Adhere to requirements of American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan, Workplace Postings and work restrictions required by Labor Laws;
- C. Adhere to the authorized work hours agreed upon with the AJCC and participant;
- D. Comply with all County, State, and Federal Labor Laws and acknowledge the penalties for violating these laws;
- E. Assure that this agreement will not displace currently employed worker(s) or impose on their promotional opportunities;
- F. Provide participants with an orientation to familiarize them with his/her duties, work hours, required safety training, worksite expectations and what to do in case of an emergency and provide clear emergency and evacuation procedures;
- G. Always provide the participant with a clear line of supervision and accountability;
- H. Maintain accurate timecard records, verifying hours, and ensure that timecards are signed by the participant and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the participant. **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED);**
- I. Provide the participants and AJCC case manager with copies of signed timesheets and other program or work-related information as appropriate;
- J. Utilize only authorized timesheets which are provided by the AJCC; ensure all participant timesheets are completed and submitted as scheduled;

- K. Consider the possibility of hiring the participant, should they prove to satisfactorily meet performance expectations on the job, but so not to displace other workers or impede incumbent workers' chances for promotion; and
- L. Provide materials and equipment necessary to perform the duties of the work assignment.

II. AJCC agrees to:

- A. Provide the worksite with CARES Act PREP regulations and program related policies;
- B. Verify the worksite follows requirements of the program;
- C. Provide orientation regarding CARES PREP requirements to the Worksite Supervisors;
- D. Ensure that the worksite adheres to the authorized work hours;
- E. Ensure that the worksite adheres with all County, State and Federal Labor Laws and acknowledge the penalties for violating these laws;
- F. Ensure that the worksite provides temporary employment consistent with the goals of the CARES Act and PREP program;
- G. Ensure that the worksite provides participants with an orientation to familiarize them with their duties, work hours, worksite expectations and what to do in case of an emergency and ensure clear emergency and evacuation procedures are in place;
- H. Assume responsibility for payment of CARES PREP participant wages and fringe benefits;
- I. Verify that the participant is always supervised and provided a clear line of supervision and accountability;
- J. Discuss any problems or conflicts that may arise from the participants' job performance immediately. Work with the Worksite to resolve problems as they arise;
- K. Maintain accurate timesheet records, verify hours, and ensure that timesheets are signed by the participant and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the participant. **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED);**
- L. Ensure that the worksite provides the participant with copies of signed timesheets and other program or work-related information as appropriate;
- M. Ensure the worksite utilizes only authorized timesheets;

- N. ensuring all participant timesheets are received on time to pay participant according to AJCC created pay schedule. Issue paychecks to the participant according to verified time records and agency payroll procedures;
- O. Ensure the Worksite provides materials and equipment necessary to perform the duties of the work assignment;
- P. Maintain a copy of the Worksite Agreement, job description, all submitted timesheets, and other relevant forms for a minimum of five (5) years for audit purposes;
- Q. Provide ongoing oversight of the CARES PREP program and supportive services to the participant;
- R. Provide all participants with an orientation, explaining the program's purpose, procedures, and rules and an overview of what to expect at the worksite;
- S. Ensure liability and accident coverage of participants during authorized work hours through workers' compensation as provided by the AJCC; and
- T. Provide Worksite Supervisors with appropriate written materials: timesheets, and a copy of Worksite Agreement.

III. Worksite and AJCC agree that:

- A. Neither party shall incur costs from each other arising from participation in the LA CARES - PREP program.

- B. This Agreement may be terminated at any time only by mutual consent. Any modifications to this agreement shall be approved by the County.

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AJCC: _____ **Representative Name:** _____

Signature: _____ **Date:** _____

Worksite Name: _____

Worksite Address: _____

Representative Name: _____

Signature: _____ **Date:** _____
