



**WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES  
LA COUNTY CARES - PANDEMIC RELIEF EMPLOYMENT PROGRAM  
(PREP)  
TEMPORARY JOB AGREEMENT  
& PARTICIPANT HANDBOOK  
LOS ANGELES COUNTY  
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES  
(WDACS)**



[AJCC Logo]

**AJCC Name** \_\_\_\_\_  
**AJCC Address** \_\_\_\_\_  
**AJCC Contact Number** \_\_\_\_\_

Sponsored by  
LOS ANGELES COUNTY  
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES (WDACS)

**LA COUNTY CARES - PREP  
TEMPORARY JOB AGREEMENT**

Participant Name \_\_\_\_\_ CalJOBS #: \_\_\_\_\_

Assigned Worksite:

\_\_\_\_\_

Worksite Address & Contact Number:

\_\_\_\_\_

Position Title: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

Assigned Hours Per Week: \_\_\_\_\_

Sick Hours Accruable: \_\_\_\_\_

Assignment Start Date: \_\_\_\_\_

Assignment End Date: \_\_\_\_\_

Workdays: \_\_\_\_\_

Scheduled Work Hours: \_\_\_\_\_

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Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please contact your assigned Representative if you have any questions.***

AJCC Representative \_\_\_\_\_

Date \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_

## **PROGRAM OVERVIEW**

The LA County Cares - Pandemic Relief Employment Program (PREP) places individuals laid off or furloughed due to COVID-19 into temporary employment positions created in response to the pandemic. Supportive Services may be provided to the participants to ensure their success throughout program participation.

## **TYPES OF WORKSITE ASSIGNMENTS**

Once participants have completed the required training, they may be assigned to a variety of different Worksite assignments. Worksite agencies may provide training to participants specific to the work and position. The assignments may include assisting with housing the homeless, providing food to the elderly, contact tracing and other humanitarian efforts. Participants are assigned to a Worksite based upon their assessment results, past work experience (if any), expressed interest and Worksite availability. We are not always able to place a participant in the worksite of their choice because of limited availability.

## **WORK HOURS, BREAKS AND LUNCH PERIODS**

Participants may not work more than 40 hours in one week. Work schedules will vary between Worksites. Worksite Supervisors must obtain prior written approval before any assigned work hours or workdays may be changed or extended. **Participants must make all requests to change assigned work hours, work locations and work schedules to Employer of Record and the Worksite Supervisor.**

Participants must be provided breaks as follows:

- One fifteen-minute break required for every 4 consecutive hours worked. Breaks are paid time within the scheduled work hours.
- A half-hour to a one-hour lunch break is required within a 6-8-hour workday, in addition to breaks. Lunch breaks are unpaid and are calculated in addition to the work hours.

Participants **may not** start work without consent and approval from the Employer of Record. Any hours worked prior to approval **will not** be paid. Participants may not work overtime, through assigned lunchtime, or beyond the date of the Worksite agreement without prior written approval by the Employer of Record.

## **TIMECARD PROCEDURES**

\*Employer of Record to enter timecard procedures, including pay schedule and pay details\*

## **REASONS FOR DIMISSAL**

As with any job, there are certain grounds (reasons) for dismissal from a Worksite and from the program. The following actions made at the Worksite or at a location where program activities are conducted may result in immediate dismissal:

- ❑ False information provided to determine program eligibility.
- ❑ Use, possession, or under the influence of alcohol or illegal drugs.
- ❑ Excessive tardiness and/or absences (excused or unexcused). Excessive is defined as two or more occasions in one week or three or more occasions in one month.
- ❑ Disrespectful behavior to Employer of Record staff, Worksite Supervisors, co-workers, or customers, e.g. cursing, excessive rudeness or aggressiveness, threats.
- ❑ Refusing to complete assigned tasks either at the Worksite or in Program activities.
- ❑ Performance or involvement in any sex related activity.
- ❑ Stealing or Fighting.
- ❑ Possession of a weapon.
- ❑ Forgery on any paperwork (timecards, etc.).
- ❑ Defacement of facilities, e.g. tagging on elevator, hallway, or bathroom walls.
- ❑ Possession or involvement in any gang related activity.
- ❑ Unauthorized use of cell phones during work hours and program activities.
- ❑ Non-adherence to Safer at Home Order

If a participant performs any of the above-listed actions, the Worksite Supervisor is to follow the disciplinary procedures.

## **DISCIPLINARY PROCEDURES**

Worksite Supervisors are required to document all disciplinary problems. They are to notify the Employer of Record when assistance is needed to resolve disciplinary problems before sending a participant home or terminating them from the Worksite assignment. Employer of Record will meet with the Worksite Supervisor and the participant to determine the appropriate disciplinary action to be taken.

## **INJURY/ACCIDENT REPORTING PROCEDURES**

In the event of a job injury/accident involving the participant while performing job duties or participating in any program activities, the following procedure will be adhered to:

The Worksite and participant should notify the AJCC **immediately** upon knowledge of injury/accident.

Upon notification that a participant has been injured and depending on the severity of the injury, the Worksite Supervisor will call 911 and an emergency medical vehicle will transport the participant to a medical facility. When a minor injury/accident occurs, Employer of Record will advise the Worksite and the participant of the appropriate procedures and the incident will be documented in the participant file. If treatment is administered by a medical facility, documentation will be required, and AJCC will coordinate completion of the reporting procedure.

**If the participant is referred for medical attention, a doctor's medical release statement will be necessary to return to work.**

## **WORKER'S COMPENSATION**

Participants enrolled in subsidized Work Experience at an approved Worksite are covered under the State Worker's Compensation Insurance carried by Employer of Record.

## CODE OF CONDUCT

Los Angeles County Workforce Development Aging & Community Services (WDACS) has established the following Code of Conduct for participants enrolled in the LA County Humanitarian Jobs Project. Employer of Record adheres to a strict; “**No Tolerance Policy**” and all participants must abide by the Code of Conduct to participate in the Program.

1. I understand that I am enrolled in a federally subsidized training program for the purpose of providing humanitarian assistance in the aftermath of a pandemic. I will be conscientious in the fulfillment of my assigned duties and will complete all assignments to the best of my ability.
2. I will report to the assigned worksite on time and complete the required hours. I will notify my Worksite supervisor at least 2 hours before my scheduled work time of an absence and at least 30 minutes in advance of my work scheduled time if I will be late.
3. I understand that \_\_\_\_\_ is my worksite supervisor; therefore, I will follow worksite rules, policies, and procedures accordingly.
4. I will conduct myself in a dignified, courteous, considerate manner always, and treat co-workers, supervisors, instructors, and peers with respect.
5. I will dress appropriately during the training and at the worksite. I understand that it is necessary to dress for the work environment.
6. I will not invite friends or relatives to the worksite except for the purpose of taking me to work or picking me up.
7. I will not bring or play any electronic devices, i.e. CD/DVD players, IPODS, Cell Phones, tablets, to the worksite or other locations where program services are provided.
8. I will not use my cell phone to accept incoming or make outgoing calls and/or text message during work hours. I will turn my cell phone off during working hours and will use it only before or after work or during approved breaks from work.
9. I will not use worksite phones for personal use unless approved, in advance, by the Worksite Supervisor.
10. I will refrain from use of profanity, loud talking and inappropriate behavior at the worksite. I will communicate quietly and in a mature manner.
11. I will only work when and where assigned. I will leave the worksite promptly at the end of the workday.
12. I will follow all instructions as established by the Employer of Record regarding timecards and payroll.

**TEMPORARY EMPLOYMENT PARTICIPANT STATUS**

**I understand that this is a temporary job assignment through CARES PREP that will last no more than 89 days of participation. This is not to be construed as an offer of permanent employment. Los Angeles County, the AJCC or the Worksite are not the base-period employer and should not be classified as such.**

Participation in this program does not qualify the participant for State unemployment or disability benefits through this assignment as s/he is participating in a Federally Funded program in which subsidized temporary employment was provided by enrollment and participation in the LA County Cares – PREP program. In accordance with current State regulations, participants of subsidized programs are disqualified from receiving unemployment and disability benefits for the time in program. Please refer to California unemployment insurance code section 634.5 E for additional information.

**I have read and understand the Code of Conduct and agree to abide by all its requirements. I understand that any violation of the Code of Conduct, or any rules mentioned, may result in dismissal from the assignment/program.**

**Participant Name:** \_\_\_\_\_

**Participant's Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_