



**LA COUNTY HUMANITARIAN JOBS PROJECT
TEMPORARY JOB AGREEMENT
AND
PARTICIPANT HANDBOOK**



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

[Employer of Record Logo]

Employer of record Name _____
Employer of record Address _____
Employer of record Contact Number _____

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

LA COUNTY HUMANITARIAN JOBS PROJECT

TEMPORARY JOB AGREEMENT 2020

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: _____

Description of Duties: _____

Special Instructions: _____

Please contact your assigned Representative if you have any questions.

Provider Representative _____ Date _____

Contact E-mail Address _____ Phone _____

PROGRAM OVERVIEW

The LA County Humanitarian Jobs Project places individuals into temporary humanitarian assistance employment roles, in addition to providing career and training services to assist with securing permanent unsubsidized positions. Supportive Services may also be provided to the participants to ensure their success throughout program participation.

PROGRAM GOALS

The goals for this program are to:

1. provide humanitarian assistance designed to save lives, alleviate suffering, and maintain human dignity during, and in the aftermath of, the COVID-19 pandemic.
2. Provide subsidized employment, career, and training services to assist those laid off because of the pandemic.

PRE-ASSIGNMENT SAFETY TRAINING

WDACS requires that all participants complete safety training before they are assigned to a Worksite. The training will be conducted online or in person. **NO participant can begin Temporary Jobs component without completing this required TRAINING!**

Employer of Record to enter training details, schedule here

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 eight (8) hours per day or 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 Work 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 Employer of Record **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 Employer of Record 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.

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 Print Name: _____

Participant’s Signature: _____ **Date:** _____