



EXPECTATIONS FOR ALL CONTRACTORS AND PROHIBITED ACTIVITY

EXPECTATIONS FOR ALL CONTRACTORS

- Development (recruitment) of worksites and employer relationships.
- Development of job descriptions and completion of worksite agreements describing expectations and the relationship between worksite and contractor.
- Participation in pre-program training or orientation by the City of Pittsburgh and the Pittsburgh Partnership or its authorized agents.
- Provision of training and orientation for both the youth and employers and employers worksite supervisors.
- Maintenance of records and participant files.
- Maintenance of time, attendance and payroll records of all participants.
- Completion of all required forms and paperwork as necessary.
- Attendance at required meetings convened by worksite and contractor.
- Participation in pre-program training or orientation by the City of Pittsburgh, the Pittsburgh Partnership and the ThreeRWIB for its summer employment contractors.
- Monitoring by contractor of all worksites that ensures compliance with regulations, policies, required postings and child labor laws according to standards established by worksite and contractor.
- Participation in pre-program training or orientation by the City of Pittsburgh and the Pittsburgh Partnership at all worksites, at both in-house positions and remotely located hosted worksites.
- Adherence by the worksite and contractor, to all applicable laws and child labor regulations, including Act 33/34 background clearances.
- Meeting performance standards:
 - Ability to meet Work Readiness standard (90% of participants achieve a score of 75% or better on the final Work Readiness evaluation and Work Experience Progress Report.
 - Retention: Ability to maintain workers and achieve an enrollment percentage (90%) at end of program (percentage of total possible contracted openings).
 - Attendance: Ability to achieve high average percentage (90%) of total possible cumulative hours worked and wages earned.
- Evaluation of program and program participants through Progress Reports, surveys of participants and other forms as needed or necessary.
- Monitoring and reporting all contracted activity.
- Orientation of youth workers/participants.

- Placement of youth to designated contractors from applicant pool as provided by City of Pittsburgh Learn & Earn team.
- Monitoring and reporting to the City of Pittsburgh and the Pittsburgh Partnership as requested.
- Hiring and training of Field Supervisors (Crew Leaders) and other staff as needed or appropriate.
- Adherence to all applicable laws.
- Obtaining end-of-program surveys from all youth.
- Providing Work Readiness for all youth as supplied by third party consultant. Contractor is responsible for providing twelve (12) hours of stand-alone Work Readiness Training.
 - Contractor is responsible for scheduling and coordinating instruction with work schedules of all participants regardless of Work Track.
 - Contractor is responsible for differentiating, on time and attendance forms, the hours for Work Readiness training and Work Experience.
 - Contractor is responsible for providing staff and space as needed.
 - Contractor is responsible to deliver the Work Readiness Training.
- Comply with any funder-requested or mandated program requirements.

PROHIBITED ACTIVITY

None of the funds appropriated or otherwise made available to support the 2015 Learn & Earn Summer Youth Employment Program may be used for any activity or work experience in restaurants that serve alcohol, casinos, or other gambling establishments. **Participants also may not operate power tools.** Please refer to the abstract on Child Labor Laws for other information on prohibited employment and occupations, or restriction of hours at:

http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517