



NC Department of Public Safety

Community Service Worksite Agreement

JCPC Program Name:	Durham Teen Court and Restitution
Contact Person:	
E-mail Address:	
Program Mailing Address:	900 Broad Street, suite B Durham NC 27705
Program Phone Number:	919 - 682 - 1960

Worksite Agency Name:	
Type of Business:	
Worksite Contact Person:	
E-mail Address:	
Worksite Mailing Address:	
Worksite Physical Address:	
Worksite Phone Number:	- -

The worksite named above, agrees to the following terms as these conditions for youth from the above named JCPC Program, to be assigned at this worksite for completing community service hours.

THE WORKSITE AGREES TO:

1. Only approve and assign adults who have had criminal background checks and are appropriate to supervise youth performing community service work.
2. provide safe work assignments that cohere to the North Carolina Child Labor Laws
3. provide tools and materials for the job assignment if not provided by the community service program,
4. provide supervision of youth in the absence of community service staff to ensure productivity and that work assignments are safely being completed,
5. treat youth with dignity and respect,
6. ensure that medical treatment is taken in the event of an emergency or injury and that notification is made immediately to community service program (medical treatment defined as treatment of a minor injury or in a situation that an emergency response is required by trained professionals),

Community Service Worksite Agreement (con'd)

7. notify the JCPC program if youth fail to attend, are continuously tardy or performing community service in an unsatisfactory manner,
8. contact the JCPC program contact person immediately if agency suspects that the youth is under the influence of alcohol or appears to be under the influence of any substance while performing community service. Any youth in this situation should not, under any substances, work assigned duties while waiting for a parent/guardian or program staff to arrive,
9. not accept any type of gratuities (gifts, money, agency donations, etc) in exchange of records (timesheets) being falsified,
10. inform worksite staff who are responsible for supervision of youth of the conditions of this agreement,
11. return time sheets to the JCPC program within five (5) business days upon completion (applies only to individual placements assignments;), and;
12. notify the JCPC program immediately if a youth or worksite staff violates any conditions of this agreement.

THE JCPC PROGRAM AGREES TO:

Section I. - Individual Placements

1. provide youth with information relevant to the worksite placement (contact person's name/contact number),
2. notify the worksite in the event of any assignment changes of the individual placement,
3. promptly and effectively work with the worksite to resolve any problems that may arise as a result of the placement,
4. provide liability insurance to youth for accidental injury during scheduled work hours,
5. provide a worksite time sheet that includes the total number of hours to be completed, and;
6. contact the worksite weekly to obtain current information and document the progress of each youth.

Section II. – Community Service Work Groups

1. provide direct supervision to all youth participating with community service while at the worksite,
2. provide the necessary tools and materials to complete work assignments,
3. promptly and effectively work with the worksite to resolve any problems that may arise as a result of the community service work groups,
4. provide liability insurance to youth for accidental injury during scheduled work groups, and;
5. provide community service work groups (including JCPC program staff and youth) with worksite agency rules and regulations.

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Indicate below community service work assignments the worksite will participate in.

- Individual Placement ONLY (Supervision provided by worksite with follow-up from the community service program.)

- Community service work groups ONLY (Supervision provided by the community service program)

- Either Assignment (Individual Placement or Community Service Work Group)

List the adults approved by this worksite agency who will supervise youth performing community service.

This agreement shall be in effect as of _____ and shall remain in force until terminated in writing by either party.

Printed Name of Worksite Representative:			
Signature of Worksite Representative:		Date:	
Printed Name of JCPC Program Representative:			
Signature of JCPC Program Representative:		Date:	