

**EMPLOYER PARTNER MEMORANDUM OF UNDERSTANDING**

**The agency agrees to:**

- On the first day of employment and prior to commencement of work by the Right Track worker(s), provide an initial job orientation, written job description, name of supervisor or contact person, telephone number to call in case of tardiness or absence from work and adequate training in all required safety procedures.
- Provide appropriate training based on provided job description.
- Provide adequate supervision for each Right Track worker.
- Ensure that sufficient work has been planned and provide alternative work duties during inclement weather for Right Track workers assigned outdoors.
- Provide the necessary equipment, materials and supplies for each Right Track worker to successfully complete assigned tasks and perform job duties.
- Ensure that the agency is in compliance with agency hour allotment, all child labor laws and in no instance should a Right Track worker be assigned to work more than 8 hours a day.
- Ensure that the agency is in compliance with their Right Track allotment. Right Track reserves the right to bill an agency for any hours worked beyond their original allotment.
- Verify and submit timesheets by the last day of each payroll period.
- Follow established payroll procedures for distribution of payroll checks for Right Track workers.
- Release Right Track workers during work hours to participate in city sponsored training for Right Track workers.
- Report **IMMEDIATELY** any problems of disciplinary actions regarding the Right Track worker(s) performance to the Right Track Program Manager at 651-266-6363, and follow Right Track’s disciplinary reporting procedures.
- Report **IMMEDIATELY** any incidents or reports of sexual harassment to the Right Track Program Manager at 651-266-6363 and follow Right Track’s disciplinary reporting procedures.
- Report **IMMEDIATELY** any injury of a Right Track worker to the City of Saint Paul, per the agreed upon procedures you have been provided. You also agree to cooperate with the City of Saint Paul in gathering information related to the injury.
- Record any injury or illnesses of a Right Track worker that occurs at or away from the agency on the OSHA 300 Log located at the agency the Right Track worker is assigned.
- **Ensure** that **NO** Right Track worker may be placed in a position if any of the following conditions exist: 1) The agency has employees in layoff status for the same or similar work, 2) The agency has terminated employees or otherwise reduced the work force with the intentions of replacing the paid employees with Right Track workers and 3) A Right Track worker will displace a current employee (including partial displacement resulting in a reduction of hours of non-overtime work, wages, employment benefits or promotional opportunities.)
- Attend the required info session (February 15), youth job expo (March 9) and supervisor training (June 1).
- Follow Right Track’s hiring process and instructions on submitting recommendations for hire.
- Ensure all youth complete their payroll packet and receive Right Track staff approval before beginning work.
- **Provide a discrimination-free work place which shall in all respects comply with the provisions of Saint Paul Legislative Code Chapter 183.**
- **Provide to any third party workplace where the Right Track worker is located a copy of the Agency Obligations and Assurances and ensure that these obligations are complied with.**
- **Agencies that are unable to meet the obligations and assurances listed above are subject to termination.**

The agency understands that this worksite will be monitored regularly by the Right Track Program Manager and may be visited by representatives of the City, State and Federal governments. The agency will provide assistance in these monitoring efforts by supplying information and records relative to the Right Track workers work experience. The agency understands that Federal regulations restrict Right Track workers from involvement in religious, political or union activities in the form of construction, operation or maintenance of a facility used for sectarian instruction of worship.

**Note: THE SUBMISSION OF THIS REQUEST FOR AN AGENCY AGREEMENT DOES NOT CONSTITUTE APPROVAL OR GUARANTEED PLACEMENT OF RIGHT TRACK WORKERS.**

\_\_\_\_\_  
Authorized Agency Signature

\_\_\_\_\_  
Title/Position & Name of Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Saint Paul Approval

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date