

**MassHire Berkshire Career Center
Youth Services Department
160 North Street, Pittsfield, MA 01201
Tel: (413) 499-2220 Fax: (413) 447-7350**

Worksite Agreement Form

MassHire Berkshire Career Center and the MassHire Berkshire County Regional Employment Board require employers serving as host worksites in all of their youth programming under their auspices adhere to the following regulations:

- *Prior to youth program implementation, all worksite supervisors and program vendors must attend a Worksite Orientation session outlining all programmatic regulations including utilization of the Massachusetts Work-Based-Learning Plan, child labor law and safety information.*

- *All Worksite supervisors must read, complete and sign Worksite Agreements prior to youth program implementation.*

- *All child labor laws, legal work hours and break times must be adhered to according to federal and state regulations. Any violation of these laws will result in the immediate removal of youth participant(s) from the worksite and future participation will be jeopardized.*

- *Youth work experiences must be conducted between the hours of 8 a.m. - 5 p.m. Monday through Friday to ensure program staff are available in the event any emergencies arise. Individualized requests for youth to work night and weekend hours will be considered based on program staff availability and must be documented and approved by the program coordinator at **MassHire** and its program partners before the employment experience begins.*

- *Youth are not permitted, under any circumstances, to travel with their supervisors in-state and/or out-of-state for recreational purposes. Any travel required for work related purposes must be documented and approved by **MassHire** and its program partners before the employment experience begins.*

- *All worksite supervisors must utilize the Massachusetts Work-Based-Learning Plan to assess the basic and job specific skills of youth participants.*

I _____, have read, understand and will adhere to the above regulations as established by MassHire Berkshire Career Center and the MassHire Berkshire County Regional Employment Board, Inc. I understand that non-compliance of any one of these policies will result in my worksite's immediate termination from participating in future youth programming.

Signature, Title

Date

Printed Name

Telephone #