



139 South Union Street  
Lawrence, MA 01843  
Phone: 978-682-7099  
Fax: 978-794-1901

Dear Employer,

Employers in the Merrimack Valley have been given the opportunity to provide Summer Jobs for Youth through funding provided by the American Recovery and Reinvestment Act of 2009. These funds offer an unprecedented opportunity to invigorate the employment system and to effect change. President Obama, Governor Patrick, and Congress, have directed that we provide authentic work experiences for youth this summer.

**Benefits to employers include:**

- Fully subsidized youth worker(s)
- Payroll for youth administered through the City of Lawrence Division of Grants Administration (DGA)
- Youth will be covered by Liability and Workers' Compensation insurance through DGA
- Other tax incentives possible
- The opportunity to give youth their first real job experience

**Please pay careful attention to the following restrictions:**

Work experience arrangements cannot unfavorably impact current employees and must not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs. Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company.

(a) A participant in a program or activity authorized under Title I of the Workforce Investment Act (WIA) must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed persons (as of the date of the participation).

(b) A program or activity authorized under Title I of WIA must not impair existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

(c) A participant in a program or activity under Title I of WIA may not be employed in or assigned to a job if:

(1) Any other individual is on layoff from the same or any substantially equivalent job;

(2) The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIA participant; or

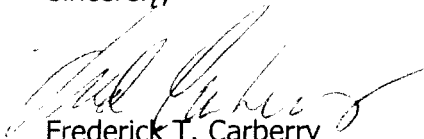
(3) The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

(d) Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures found at Sec. 667.600 of WIA sec. 181.

In addition, ..."none of the funds appropriated or otherwise made available in this Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool." (Section 1604, Division A of the Recovery Act).

Thank you very much for considering putting a young person to work this summer.

Sincerely,



Frederick T. Carberry  
Executive Director



**MERRIMACK VALLEY**  
**2009 Summer Jobs Program**  
**Worksite Application**  
**July 6<sup>th</sup>-August 21<sup>st</sup> 2009**



Please answer all questions completely. Additional sheets or job descriptions may be attached if necessary. Return applications to:

Merrimack Valley Summer Jobs Program  
 c/o ValleyWorks Career Center  
 Heritage Place, Suite 106, 439 South Union Street, Lawrence, MA 01843

**Please return completed application as soon as possible!**  
 Applications will be accepted up through May 29, 2009

Worksite Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City Zip

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Youth Supervisor (if different) \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Worksite Location (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Work Hours(Flexible from 20 hours up to 30 hours) : \_\_\_\_\_ Number of hours weekly  
 Specify Daily Time Block : \_\_\_\_\_ - \_\_\_\_\_ Days (circle): M T W TH F

Preferred Age of Youth Worker(s):  14 – 17  18 – 24  No Preference

Please list all titles for youth position(s) and provide a description of the work below.

Job Title _____	Job Title _____	Job Title _____
Number requested _____	Number requested _____	Number requested _____
Description: _____	Description: _____	Description: _____
_____	_____	_____
_____	_____	_____

**Total number of youth requested** \_\_\_\_\_

Identify three to five tasks that will be the primary responsibilities of the youth employee and attach a brief job description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a CORI required for this placement?  Yes  No

Does this position have any special requirements? If so, please describe \_\_\_\_\_

\_\_\_\_\_

Please identify a total of **four** of the following skills/competencies (at least one from **each** category) which youth will **develop** as a result of this job.

<u>Work Maturity Skills</u>	<u>Personal Skills</u>	<u>Work-Related Skills</u>
<input type="checkbox"/> working independently	<input type="checkbox"/> teamwork	<input type="checkbox"/> use of work-related equipment
<input type="checkbox"/> punctuality	<input type="checkbox"/> effective communication	<input type="checkbox"/> use of computers/internet
<input type="checkbox"/> dressing professionally	<input type="checkbox"/> teaching others	<input type="checkbox"/> office procedures
<input type="checkbox"/> taking initiative to learn new skills	<input type="checkbox"/> exercising leadership	<input type="checkbox"/> supervision of children
<input type="checkbox"/> other _____	<input type="checkbox"/> other _____	<input type="checkbox"/> customer service
_____	_____	<input type="checkbox"/> other _____
_____	_____	_____

Please understand that due to the variety of work experiences throughout the MVSJP, a Program-wide dress code is unfeasible. Please list any **specific requests** you have of youth employees regarding appearance. Bear in mind that we hope youth will not have to purchase new clothing to participate in the program. \_\_\_\_\_

In the event that the youth supervisor will be away for a portion of the summer (such as for vacations), please indicate dates, and to whom the youth should report during that time: \_\_\_\_\_

Request for specific youth: *(The request for specific youth does not guarantee their placement with your program, but your request will be considered during the placement process):* \_\_\_\_\_

Does your Worksite have a Union in place?  Yes  No If yes, a Union Concurrence Form will need to be completed (provided by the MVWIB).

My agency/company agrees to post and follow the child labor laws and commits that no Summer Youth employee is replacing a laid-off worker of the company, as attested by my signature below:

\_\_\_\_\_  
 Name Title Date

Upon return of this application, applicants will be notified by mail as to their acceptance as a worksite for the program. Approved worksites will be required to provide a schedule of their daily program activities.

**Worksite Supervisor Orientations will be held in the near future.**

All worksite supervisors are asked to attend, and new supervisors are especially encouraged to attend. You will meet the Summer Jobs staff and learn about the timesheets and supervisory responsibilities.

*Questions may be directed to Deborah Andrews, MVWIB at (978) 682-7099 or dandrews@mvwib.org*

**Thank you for your support of the  
 Merrimack Valley 2009 Summer Jobs Program**