



AGREEMENT BETWEEN BROWARD COUNTY AND CAREERSOURCE BROWARD FOR SUMMER YOUTH EXPERIENCE PROGRAM

This Agreement Between Broward County and CareerSource Broward for the Summer Youth Experience Program ("Agreement") is made and entered by and between Broward County, a political subdivision of the State of Florida ("County"), and CareerSource Broward, a governmental entity created pursuant to Section 163.01, Florida Statutes ("CSBD") (each a "Party" and collectively referred to as the "Parties").

RECITALS

The purpose of this Agreement is to provide for a summer work experience for Youth meeting eligibility criteria established under one of the following funding streams: Children's Services Council ("CSC"), the Workforce Innovation and Opportunity Act of 2014, or the Personal Responsibility and Work Opportunity Reconciliation Act.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. DEFINITIONS

- 1.1. **Applicable Law** means all applicable laws, codes, advisory circulars, rules, regulations, and ordinances of any federal, state, county, municipal, or other governmental entity, as may be amended.
- 1.2. **Board** means the Board of County Commissioners of Broward County, Florida.
- 1.3. **Contract Administrator** means the Director of Human Resources, or such other person designated by the Director of Human Resources in writing.
- 1.4. **Job Order or Training Plan** means the CSBD form used to describe the available work experience opportunities and worksites for Youth or Participants.
- 1.5. **Participant or Youth** means an eligible individual ages 16 to 18, identified by CSBD to participate in the Summer Youth Experience Program.
- 1.6. **Worksite** means the physical location to which the Participant or Youth is assigned.
- 1.7. **Worksite Supervisor** means the personnel designated by County to provide continuous on-site supervision and direction to Participants or Youth at County's Worksite.

ARTICLE 2. EXHIBITS

Exhibit A Sample Job Order/Training Plan

ARTICLE 3. RESPONSIBILITIES OF COUNTY

3.1. Scope of Work. County will serve as a Worksite and provide a summer work experience to Youth referred by CSBD as set forth in this Agreement.

3.2. Job Orders. County must complete a Job Order in substantially the form attached as Exhibit A each summer for each Summer Youth Experience Program position. The Job Order must be submitted to CSBD electronically following transmittal of the link to County by CSBD. The Job Order should state the number of Youth requested for each type of position and the location of the Worksites. The Job Order should list the duties and responsibilities of the jobs to be performed by the Youth.

3.3. Worksites. County shall use reasonable care to provide Worksites that are sanitary and safe. County shall only assign Youth to Worksites located within the County's organization. County shall not make material changes to Youth's job duties, Worksite Supervisor, or location without approval from CSBD in advance of the change.

3.4. Supervision. County shall supervise the Participants assigned to County. County shall send Worksite Supervisors to CSBD training, which is scheduled prior to the start of the Summer Youth Experience Program, for each year that this Agreement is in effect. County shall provide Worksite Supervisors with a copy of the Job Order to ensure the Worksite Supervisor is knowledgeable regarding the duties to be assigned to the Participants. In the event of a change in Worksite Supervisor, County agrees to provide the new Worksite Supervisor with the above information. The Worksite Supervisor is responsible for verifying and signing Participant's and Youth's time sheets.

3.5. Applicable Laws. County agrees to comply with applicable federal and state child labor laws, rules, and regulations.

3.6. Work Hours. County shall ensure that the time worked by each Participant is recorded on time sheets in segments of fifteen (15) minutes. The time sheets shall be signed by the Participant and the Worksite Supervisor and submitted to CSBD in accordance with a procedure to be established by CSBD for the collection of the time sheets. County shall ensure that Participants do not work in excess of thirty (30) hours a week and may not assign or request Participants work in excess of thirty (30) hours a week. Participants shall not be paid for leave, sick, vacation, or holiday time during their participation in the Summer Youth Experience Program. County shall ensure that time sheets properly reflect absences attributed to leave, sick, vacation, or holiday time. Participants may not "make up" time when they take leave, sick, vacation, or holiday time. County shall not change or reschedule Participants' work hours without written approval from CSBD in advance of the change.

3.7. Reporting; Inspection. County shall immediately inform the CSBD Summer Program Manager or the CSBD Summer Program Monitor assigned to County's Worksite of any accident or injury at the Worksite involving a Participant in the Summer Youth Experience Program. County shall notify the CSBD Summer Youth Experience Manager or the CSBD Summer Youth

Experience Monitor assigned to County's Worksite of any problem concerning a Participant's performance at a Worksite. County shall allow representatives of CSBD and the Children Services Council ("CSC") to visit Worksites for the purpose of monitoring the Summer Youth Experience Program, case management, and collection of time sheets. County shall maintain appropriate records and files, including, but not limited to time sheets, attendance records, and Worksite Supervisor and Worksite assignments, for a minimum of three (3) years and shall make them available to CSBD upon request.

ARTICLE 4. RESPONSIBILITIES OF CSBD

4.1. Summer Dates. Each summer CSBD shall notify County regarding: the date the Summer Youth Experience Program will begin; the date the Summer Youth Experience Program will end; and the dates CSBD will provide Worksite Supervisor training. CSBD will provide a Worksite Supervisor Handbook at the training for the Worksite Supervisors that will be used by the Worksite Supervisors in supervising the Participants during their work experience.

4.2. Youth Referrals. CSBD will refer Youth to County based upon the following factors: the duties described in the Job Order submitted by County; the Youth's career interests; and the geographic location of the Worksite and the Youth's ability to get to the job.

4.3. Monitors. CSBD shall assign monitors to each Worksite who shall case manage the Participants, serve as job coaches, and address issues identified by Worksite Supervisors. The monitors shall collect time sheets and distribute Participant paychecks as may be required for Participants who have not received bank pay cards.

4.4. Wages and Hours. CSBD acknowledges and agrees that the Participants are solely employees of CSBD and are not employees of County. Nothing in this Agreement is intended to or does create an employer/employee or joint employer/employee relationship between County and any Youth or Participant. CSBD shall pay the Participants' and CSBD monitors' wages. County shall not have financial obligation or responsibility for Participants and monitors' wages. CSBD is responsible for providing workers' compensation insurance for all Participants and CSBD monitors assigned to County. The County shall not be held responsible for claims filed for workers' compensation by Participants or CSBD monitors. CSBD shall inform the Participants that they will not be paid for leave, sick, vacation, or holiday time. CSBD shall also inform the Participants that they are not permitted to work at the Worksite in excess of thirty (30) hours per week.

4.5. Criminal Background Screening. CSBD shall perform criminal background screening on all Participants, pursuant to Chapter 435, Florida Statutes. Level 2 Background Screening shall be required for Participants assigned to a Worksite with vulnerable populations.

ARTICLE 5. TERM AND TIME OF PERFORMANCE

5.1. Term. The term of this Agreement shall begin on the date it is fully executed by the Parties ("Effective Date") and shall end on September 30, 2029.

5.2. Fiscal Year. The continuation of this Agreement beyond the end of any County fiscal year (October 1 through September 30) is subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes.

5.3. Time of the Essence. Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

ARTICLE 6. REPRESENTATIONS AND WARRANTIES

6.1. Representation of Authority. CSBD represents and warrants that this Agreement constitutes the legal, valid, binding, and enforceable obligation of CSBD, and that neither the execution nor performance of this Agreement constitutes a breach of any agreement that CSBD has with any third party or violates Applicable Law. CSBD further represents and warrants that execution of this Agreement is within CSBD's legal powers, and each individual executing this Agreement on behalf of CSBD is duly authorized by all necessary and appropriate action to do so on behalf of CSBD and does so with full legal authority.

6.2. Public Entity Crime Act. The Parties represent that they are familiar with the requirements and prohibitions under the Public Entity Crime Act, Section 287.133, Florida Statutes, and represent that its entry into this Agreement will not violate that statute. The Parties further represent that there has been no determination that they committed a "public entity crime" as defined by Section 287.133, Florida Statutes, and that they have not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether the Parties have been placed on the convicted vendor list.

6.3. Discriminatory Vendor and Scrutinized Companies Lists. The Parties represent that they have not been placed on the "discriminatory vendor list" as provided in Section 287.134, Florida Statutes, and that they are not a "scrutinized company" pursuant to Section 215.473, Florida Statutes. The Parties represent and certify that they are not, and for the duration of the Term will not be, ineligible to contract with each other on any of the grounds stated in Section 287.135, Florida Statutes. The Parties represent that it is, and for the duration of the Term will remain, in compliance with Section 286.101, Florida Statutes.

6.4. Verification of Employment Eligibility. CSBD represents that CSBD has registered with and uses the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Agreement will not violate that statute. If CSBD violates this section, County may immediately terminate this Agreement for cause and CSBD shall be liable for all costs incurred by County due to the termination.

ARTICLE 7. SOVEREIGN IMMUNITY

7.1. No Waiver. Except to the extent sovereign immunity may be deemed waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by

any Party nor shall anything included herein be construed as consent by a Party to be sued by third parties in any matter arising out of this Agreement or any other contract.

7.2. County. County is a state agency or political subdivision as defined in Section 768.28, Florida Statutes, and shall be fully responsible for the negligent or wrongful acts and omissions of its agents or employees pursuant to Section 768.28, Florida Statutes.

7.3. CSBD. CSBD is a state agency or political subdivision as defined in Section 768.28, Florida Statutes, and shall be fully responsible for the negligent or wrongful acts and omissions of its agents or employees pursuant to Section 768.28, Florida Statutes.

ARTICLE 8. INSURANCE

8.1. County is an entity subject to Section 768.28, Florida Statutes, and County shall furnish CSBD, upon request, with written verification of liability protection in accordance with state law prior to the Effective Date of this Agreement.

8.2. CSBD is an entity subject to Section 768.28, Florida Statutes, and CSBD shall furnish County, upon request, with written verification of liability protection in accordance with state law prior to the Effective Date of this Agreement.

ARTICLE 9. TERMINATION

9.1. This Agreement may be terminated by either Party for convenience upon ten (10) days prior written notice to the other Party.

9.2. CSBD may transfer or terminate Participants or Youth at any time and shall make best efforts to provide prior written notice to County.

9.3. CSBD may terminate this Agreement upon twenty-four (24) hours written notice to County in the event that CSBD is de-obligated or that the grant under which the Summer Youth Experience Program is funded is terminated.

9.4. CSBD may terminate this Agreement at any time that CSBD's President/CEO determines that County has failed to comply with any of the material provisions contained in this Agreement; or County has failed to take corrective action after receiving oral or written requests to do so within a reasonable time; or if the health or safety of Youth assigned to County may be at risk.

9.5. This Agreement may also be terminated by the County Administrator upon such notice as the County Administrator deems appropriate under the circumstances if the County Administrator determines that termination is necessary to protect the public health, safety, or welfare.

9.6. Notice of termination shall be provided in accordance with the "Notices" section of this Agreement except that notice of termination by the County Administrator to protect the public health, safety, or welfare may be oral notice that shall be promptly confirmed in writing.

ARTICLE 10. MISCELLANEOUS

10.1. Contract Administrator Authority. The Contract Administrator is authorized to coordinate and communicate with CSBD to manage and supervise the performance of this Agreement. Unless expressly stated otherwise in this Agreement or otherwise set forth in the Broward County Code of Ordinances or Broward County Administrative Code, the Contract Administrator may exercise ministerial authority in connection with the day-to-day management of this Agreement.

10.2. Public Records. To the extent the Parties are acting on behalf of one another as stated in Section 119.0701, Florida Statutes, the Parties shall:

10.2.1. Keep and maintain public records required by this Agreement;

10.2.2. Upon request from a Party, provide the other Party with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;

10.2.3. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by Applicable Law for the duration of this Agreement and after completion or termination of this Agreement if the records are not transferred to the other Party; and

10.2.4. Upon expiration or termination of this Agreement, transfer to the other Party, at no cost, all public records in possession of the Party or keep and maintain public records required by the Party to perform under this Agreement. If CSBD transfers the records to County, CSBD shall destroy any duplicate public records that are exempt or confidential and exempt. If CSBD keeps and maintains the public records, CSBD shall meet all requirements of Applicable Law for retaining public records. All records stored electronically must be provided to County upon request in a format that is compatible with the information technology systems of County.

A request for public records regarding this Agreement must be made directly to the applicable Party, who will be responsible for responding to any such public records requests. The Parties will provide any requested records to each other to enable the applicable Party to respond to the public records request.

The Parties must separately submit and conspicuously label as "RESTRICTED MATERIAL – DO NOT PRODUCE" any material (a) that the other Party contends constitutes or contains trade secrets under Chapter 688, Florida Statutes, or (b) for which the other Party asserts a right to withhold from public disclosure as confidential or otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) (collectively, "Restricted Material") must separately submit and conspicuously label as "RESTRICTED MATERIAL – DO NOT PRODUCE" In addition, the requesting Party must, simultaneous with the submission of any Restricted Material, provide a sworn declaration or affidavit in a form acceptable to the Parties from a

person with personal knowledge attesting that the Restricted Material constitute trade secrets or is otherwise exempt or confidential under Florida public records laws, including citing the applicable Florida statute and specifying the factual basis for each such claim. Upon request by a Party, the other Party must promptly identify the specific applicable statutory section that protects any particular document. If a third party submits a request to a Party for records designated by the other Party as Restricted Material, the Party shall refrain from disclosing such material unless otherwise ordered by a court of competent jurisdiction, authorized in writing by the other Party, or the claimed exemption is waived. Any failure by either Party to strictly comply with the requirements of this section shall constitute the waiver of the other Party's obligation to treat the records as Restricted Material. The Parties must indemnify and defend each other and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments, and liabilities of any kind, including attorney's fees, litigation expenses, and court costs, relating to nondisclosure of Restricted Material in response to a third-party request.

IF A PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE OTHER PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE COUNTY AT (954) 357-6500, SHCLARK@BROWARD.ORG, 115 S. ANDREWS AVE., SUITE 508, FORT LAUDERDALE, FLORIDA 33301, AND THE CUSTODIAN OF PUBLIC RECORDS FOR CSBD AT RDANIELS@CAREERSOURCEBROWARD.COM.

10.3. Independent Contractor. County is an independent contractor of CSBD, and nothing in this Agreement shall constitute or create a partnership, joint venture, or any other relationship between the Parties. In providing Services, neither County nor its agents shall act as officers, employees, or agents of CSBD. County shall not have the right to bind CSBD to any obligation not expressly undertaken by CSBD under this Agreement.

10.4. Third-Party Beneficiaries. Neither CSBD nor County intends to primarily or directly benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

10.5. Notices. Unless otherwise stated herein, for notice to a Party to be effective under this Agreement, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via email, to the addresses listed below and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). Addresses may be changed by the applicable Party giving notice of such change in accordance with this section.

FOR COUNTY:

Broward County Human Resources
Attn: David Kahn
115 South Andrews Avenue, Room 508
Fort Lauderdale, Florida 33301
Email address: dkahn@broward.org

FOR CSBD:

CAROL HYLTON
President/CEO
Administrative Office
2890 W. Cypress Creek Road
Fort Lauderdale, FL 33309
Email address: CHylton@CareerSourceBroward.com

ROCHELLE DANIELS
General Counsel
Administrative Office
2890 W. Cypress Creek Road
Fort Lauderdale, FL 33309
Email address: RDaniels@CareerSourceBroward.com

10.6. Assignment. Neither this Agreement nor any right or interest in it may be assigned, transferred, subcontracted, or encumbered by the Parties without the prior written consent of the other Party. Any assignment, transfer, encumbrance, or subcontract in violation of this section shall be void and ineffective, constitute a breach of this Agreement, and permits the other Party to immediately terminate this Agreement, in addition to any other remedies available to the Party at law or in equity.

10.7. Materiality and Waiver of Breach. Each requirement, duty, and obligation set forth in this Agreement was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth in this Agreement is substantial and important to the formation of this Agreement, and each is, therefore, a material term. A Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of this Agreement. To be effective, any waiver must be in writing signed by an authorized signatory of the Party granting the waiver.

10.8. Compliance with Laws. CSBD and the Services must comply with all Applicable Law, including, without limitation, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations.

10.9. Severability. If any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

10.10. Joint Preparation. This Agreement has been jointly prepared by the Parties and shall not be construed more strictly against either Party.

10.11. Interpretation. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein" refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this Agreement, such reference is to the section or article as a whole, including all of the subsections of such section, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated.

10.12. Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated in this Agreement and any provision within an article or section of this Agreement, the article or section shall prevail and be given effect.

10.13. Law, Jurisdiction, Venue, Waiver of Jury Trial. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **EACH PARTY HEREBY EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.**

10.14. Amendments. Unless expressly authorized herein, no modification, amendment, or alteration of any portion of this Agreement is effective unless contained in a written document executed with the same or similar formality as this Agreement and by duly authorized representatives of County and CSBD.

10.15. Prior Agreements. This Agreement represents the final and complete understanding of the Parties regarding the subject matter and supersedes all prior and contemporaneous negotiations and discussions regarding that subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

10.16. Incorporation by Reference. Any and all Recital clauses stated above are true and correct and are incorporated in this Agreement by reference. The attached Exhibits are incorporated into and made a part of this Agreement.

10.17. Counterparts and Multiple Originals. This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

10.18. Anti-Human Trafficking. By execution of this Agreement by the undersigned authorized representative of CSBD, CSBD hereby attests under penalty of perjury that CSBD does not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes; under penalties of perjury, the undersigned authorized representative of CSBD declares that they have read the foregoing statement and that the facts stated in it are true.

10.19. Drug-Free Workplace. If required under Section 21.23(f), Broward County Administrative Code, or Section 287.087, Florida Statutes, CSBD certifies that it has and will maintain a drug-free workplace program throughout the Term.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: Broward County, through its Board of County Commissioners, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the _____ day of _____, 20____; and CareerSource Broward, signing by and through its duly authorized representative.

COUNTY

ATTEST:

Broward County, by and through
its Board of County Commissioners

By: _____
Broward County Administrator, as
ex officio Clerk of the Broward County
Board of County Commissioners

By: _____
Mayor
____ day of _____, 20____

Approved as to form by
Andrew J. Meyers
Broward County Attorney
115 South Andrews Avenue, Suite 423
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600

By Alexandra Lozada Digitally signed by Alexandra Lozada
Date: 2024.11.05 09:12:39 -05'00'
Alexandra Lozada (Date)
Assistant County Attorney
By Adam Katzman Digitally signed by Adam Katzman
Date: 2024.11.05 16:33:08 -05'00'
Adam Katzman (Date)
Deputy County Attorney

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**AGREEMENT BETWEEN BROWARD COUNTY AND CAREERSOURCE BROWARD
FOR SUMMER YOUTH EXPERIENCE PROGRAM**

WITNESS:

By: Michell Williams

Michell Williams
Print Name of Witness

By: Moya Brathwaite

Moya Brathwaite
Print Name of Witness

**CAREERSOURCE BROWARD,
on behalf of the BROWARD WORKFORCE
DEVELOPMENT BOARD, INC.**

By: Carol Hylton
Authorized Signer

CAROL HYLTON - PRESIDENT/CEO
Print Name and Title

4 day of November, 2024

Approved as to form by
ROCHELLE DANIELS
General Counsel
(954) 202 3830
Administrative Office
2890 W. Cypress Creek Road
Fort Lauderdale, FL 33309
Fax: (954) 337-3255
RDaniels@CareerSourceBroward.com

By Rochelle Daniels (Date) 11/4/24
Rochelle Daniels
General Counsel

EXHIBIT A

SAMPLE JOB ORDER FORM

WELCOME TO THE SUMMER YOUTH EMPLOYMENT PROGRAM

These are the requirements for employers volunteering to serve as host worksites for youth enrolled in the Summer Youth Employment Program:

1. All employer organizations must enter into a worksite agreement with CareerSource Broward (CSBD).
2. Employers who have contracted to serve as a host worksite for the Children's Services Council of Broward County (CSC) funded summer program in the past will automatically receive a new agreement when their old agreement expires.
3. Employers who have not previously served as a host worksite for the CSC summer program may request to be included by contacting the Summer Program Manager at (954) 202-3830, Ext. 3021 or e-mailing lking@careersourcebroward.com. CSBD will forward a contract package to entities meeting the requirements for serving as a host worksite.
 - a. Examples of some of the requirements to be a host worksite include but are not limited to:
 - i. Evidence of incorporation for new not-for-profit organizations.
 - ii. Safe and sanitary working conditions for the youth.
 - iii. Transmittal of a copy of the host worksite organization's Certificate of Insurance which can be faxed to (954) 337-3255.
 - b. Examples of some of the requirements for work assignments include but are not limited to:
 - i. Precluding youth from lifting in excess of 25 pounds.
 - ii. Precluding youth from operating heavy machinery.
 - iii. Precluding youth from working with dangerous tools such as knives and axes.
4. A link to the completion of the job order form will be provided to host worksite employers once they have executed and returned the contract package to CSBD.

Explanation of Job Order Sections
The Job Order Immediately Follows

PLEASE READ PRIOR TO ENTERING THE REQUESTED INFORMATION
INTO THE JOB ORDER FORM

1. SECTION ONE titled: "Employer/Organization Information."
This section should be completed ONLY ONCE per Employer/Organization.

If you or anyone in your organization has already completed this section, please log in as a Returning Employer at the top of the JOB ORDER PAGE.
2. SECTION TWO titled: "Worksite Information."
Employers/organizations who wish to place youth at multiple/different locations/worksites must complete the "Worksite Information" section, for each location/worksites.
 - o Example: The Broward County Library

Each location/worksites requires that an additional "Worksite Information" section be completed. The employer would complete the "Worksite Information" section for each location/worksites. That is, there would be a separate form for each of the Main Library, North Lauderdale Library, Carver Ranches Branch, and so forth.
3. SECTION THREE titled: "Job Positions at this Worksite."

Employers must enter the "job position" which includes a job description for each location/worksites entered. Employers will be able to indicate if there are multiple "job positions" with the same job description for each worksite.

The system will prompt employers who wish to enter additional job positions for the same or different worksites.
4. After completion of any of the Job Order sections the system will generate an Employer Identification (ID) number prior to logging out of the system. Please record that number as the number must be entered each time the employer/organization logs into the system:
 - a. To log into the system or to log back in to the system, please have (1) the employer/organization's Federal Employer Identification Number (FEIN) and (2) the Employer ID assigned to the organization available. You will need this ID number in order to log in to add worksites or job positions at a later date.

- b. The FEIN can be provided by the department or entity responsible for payroll in your organization.
- c. To return to the Job Order or to enter additional locations and positions return to SECTION ONE, click "Log In" at the top of the page, enter the FEIN and the CSBD Employer ID provided to the employer/organization when SECTION ONE was completed and you will be able to add more worksites, and/or positions by returning to SECTION TWO and/or SECTION THREE to complete your JOB ORDER.

5. HELPFUL HINTS

- a. Use your Employer ID and FEIN to log in again if you need to add more worksites or job positions at a later date.
- b. To make changes/corrections to information previously submitted in a JOB ORDER, you will need to contact CareerSource Broward at (954) 202-3830, Ext. 3021 and ask for the summer program staff for assistance.
- c. Only **complete SECTION ONE** "Employer/Organization Information" one time regardless of the number of positions and worksites you are requesting.
- d. You can request as many youth for a job position as you like, but complete the job position information section only once for each type of job. There is a box on the form to enter the *number* of youth you are requesting for that job position.

I have read and understand all of the above requirements.

JOB ORDER REQUEST

SECTION ONE EMPLOYER/ORGANIZATION INFORMATION

Please complete the information below to request youth to be assigned to your organization during the Summer Youth Employment Program.

**PLEASE COMPLETE SECTION ONE TITLED
EMPLOYER/ORGANIZATION INFORMATION
ONLY ONCE**

**REGARDLESS OF THE NUMBER OF JOB POSITIONS, NUMBER OF YOUTH
AND LOCATIONS OF WORKSITES YOU ARE REQUESTING.**

You will be able to request and enter multiple worksites and job positions in sections two and three respectively.

Employer/Organization Name:		
Type of Organization:		
Federal Tax ID #:xx-xxxxxx <i>Example: 12-3456789 (The dash is required)</i>		
Contact Person - (for the Contract):		
Address:		
City:	State: FL	Zip:
Telephone:		
Cell Phone:	FAX:	Email Address:
Contact Person – (for the Program): Same as above _____		
Address:		
City:	State: FL	Zip:
Telephone:		
Cell Phone:	FAX:	Email Address:

Does your organization have an executed agreement with CareerSource Broward to serve as a host worksite for the CSC summer program?

Yes No Not sure

If you have responded "yes," continue to section two. The system will generate an automatic Employer Identification (ID) number. You will need to use that ID number to log on later to add worksites or positions to your Job Order or to reference your Job Order record if calling for technical support. If you have responded "no," please refer to the instructions for section one paragraphs 3 and 4.

SECTION TWO
WORKSITE INFORMATION

PLEASE DO NOT USE YOUR BROWSER'S "BACK" BUTTON

Please enter the worksite information which indicates the location to which the youth will be assigned for their work experience.

The ratio for supervisor to youth is 1:5

Worksite Name:	
<input type="checkbox"/> Same as Company Address	<input type="checkbox"/> Same as Company Contact Person
Worksite Address:	Direct Supervisor of Youth Name:
City:	Title:
State: FL	Telephone:
Zip:	Fax:
	Cell Phone:
	Email Address:
How many of your company employees does this Supervisor currently supervise?	
Is public transportation available to this worksite? <input type="checkbox"/> yes <input type="checkbox"/> no	

This is your CSBD Employer ID: _____

You must use the Employer ID and your FEIN to log in again to add worksites or positions. "Continue" to Section Three, Job Positions at this Worksite.

Once you have completed Section Three, you may enter additional worksites, if necessary. You may also "Quit" now and log in later to complete Section Two and Section Three.

SECTION THREE
JOB POSITIONS AT THIS WORKSITE:

Please complete this section only once if all positions have the same job title and working hours.

Job Title:
Number of Slots Available at:
Work Schedule (30 hours/week):
<p>Please note: Schedules include a 30-minute unpaid lunch break Youth are not allowed to work weekends Youth are not allowed to make up time missed during the program.</p> <p>Please be advised that not all job orders will be filled.</p>
Dress Code: None or Casual Dress
Indoor/Outdoor:
Are Criminal Background Checks Required for Your Employees?
Description of Job Duties:
Brief Description of primary job duty, 250 characters max.

This is your CSBD Employer ID: _____

You can use it and your FEIN to log in again to add worksites or positions.

The job order link will be open until xx, xxxx, 2025

To add another **worksite** or a different physical address, click the "**Add Another Worksite**" button. To add another **type of job** (e.g.- "Clerical") at **THIS** worksite, click the "**Add Another Job Position at THIS Worksite**" button.

**** Please record your CSBD Employer ID number.**

You will need it and your FEIN to log in later to make changes to your JOB ORDER.

Add Another Worksite (Button)
Add Another Job Position at THIS Worksite (Button)

If you've finished adding worksites and job positions for now, click "Finished."