

**Finger Lakes Youth Apprenticeship agreement
for participation in Youth Apprenticeship**

THIS AGREEMENT, entered into on this _____ day of _____ 20_____, by and between ***Finger Lakes Youth Apprenticeship Program***, existing under and by virtue of the laws of the State of New York and, hereinafter referred to as “**SPONSOR**,” and _____ (Youth name (print)), a Student or Youth between the ages of 16 -24 , hereinafter referred to a “**Youth Apprentice.**”

WITNESSETH

WHEREAS, **SPONSOR**, in carrying out the objectives of the Finger Lakes Youth Apprenticeship program; and WHEREAS, _____ (Youth name) having received a copy of the **YOUTH APPRENTICE TRAINING PROGRAM REGISTRATION AGREEMENT; Work process A (Job Shadowing Experience, 11th grade) and Work Process B (PAID Student Co-Op, 12th grade)** and concurring in the advantages of a uniform program for the development of Youth Apprenticeship Trade, does hereby request acceptance as a **Youth Apprentice**. NOW, THEREFORE, in consideration of the premises, **SPONSOR** agrees to accept the undersigned as a **Youth Apprentice**.

IT IS AGREED BETWEEN THE PARTIES, AS FOLLOWS:

1. **SPONSOR** agrees to:
 - a. Maintain a copy of this executed Agreement once accepted into the program.
 - b. Recruit, select, and refer Manufacturing companies (Signatory) who have been duly processed according to the approved selection process
 - c. Comply with all requirements set forth in NYS Labor Laws, for the registration, supervision, and advancement of Youth apprentices;
 - d. Maintain adequate records to ascertain compliance with state and federal work-based training rules and regulations.
 - e. Ensure that all program modifications, revisions, or reports will be submitted to the **Youth Apprentices** within 90 days of such program change or the report request;
 - f. Advise **Youth Apprentice** of any future amendments to the Youth Apprenticeship program;
 - g. Monitor each SIGNATORY to ensure that they are operating fully within state and federal rules and regulations for the protection of workers, including but not limited to; Youth Apprentice training model, OSHA, and Minimum State wage requirements;
 - h. Terminate this agreement if it finds that SIGNATORY has substantial violations of laws for the protection of workers, including work-based training rules, regulations, and statutes;
 - i. Insure that **Youth Apprentice** has equal opportunity to interview all **Signatory** applicants that show interest in their respective programs
 - J. Insure that all **Youth Apprentices** are educated and communicated to on **Signatories** that offer NYSDOL Registered Apprenticeship Programs and those that do not.

Youth Application: Finger Lakes Youth Apprenticeship Program

Youth Apprentice agrees to:

- a. Meet all requirements of the Job shadow and / or Paid Co-Op, in accordance with the rules, regulations and decisions of SPONSOR, as established and operated under the Youth Apprentice Training Program Registration Agreement (A) and (B).
- b. Accept for Job Shadow and / or paid Co-Op Experience(s) for youth apprentice per matching day results and companies requested (*prior to match making event*) openings
- c. Maintain records as SPONSOR may require including, but not limited to, records of job assignments, task rotation, and related instruction completion. (paid Co op only) Blue Book
- d. Inform SPONSOR of any signatory failure to comply with on the job training specific to trade outline and task rotations. Blue Books will be submitted and reviewed upon program completion.
- e. Notify SPONSOR immediately if the Youth apprentice is terminated by SIGNATORY and or chooses to leave the SIGNATORY during the program and the reasons why.
- F. Comply with any future changes to the Program instituted by Finger Lakes Youth Apprenticeship Advisory Board

IN WITNESS WHEREOF, **SPONSOR** and **Participant** have caused this Agreement to be executed on their behalf, on the day and year written above.

SPONSOR SIGNATORY

By _____
(SIGNATURE OF OFFICIAL SPONSOR REPRESENTATIVE)

Robert Coyne / Dale Pearce

(PRINT NAME)

Finger Lakes Youth Apprentices Program

(TITLE)

(ADDRESS)

(CITY, STATE, ZIP)

By _____
(SIGNATURE OF Youth Apprentice)

(PRINT NAME)

(Parent Signature)

(Contact phone number)

(e-mail address)

(School participating from)

A copy of this Agreement shall be maintained by the Finger Lakes Youth Apprenticeship program, immediately upon signing hereof.

Youth Apprenticeship Work Process (A) Job Shadowing Experience Policies & Procedures

Youth Apprenticeship Job Shadow Definition:

Purpose

The purpose of the Finger Lakes Youth Apprenticeship program is to provide a structured training program and formalize a bridge between candidates seeking a career opportunity and Employers that have a certified New York State Apprenticeship program or similar training programs that are seeking qualified candidates. These candidates will be earning credit towards both Related Instruction in a NY State Apprenticeship Program (Appendix B) and College Credit towards an academic certificate or associates degree.

Scope

The Finger Lakes Youth Apprenticeship Program applies to all candidates in the Greater Rochester Finger lakes region. Youth that currently enrolled in an 11th grade NYS educational institution that is in the greater Rochester Finger Lakes regions that are seeking a “Career Shadowing “opportunity in the skilled trades, NYSDOL apprenticeships and post-secondary pathways.

Youth Apprentice Definition

An individual that has formally applied for and has been accepted into the formal youth apprenticeship agreement with the Finger Lakes Youth Apprenticeship Program. Youth Apprentices are explicitly juniors and seniors in secondary educational settings.

Youth Apprenticeship Agreement

Formal youth apprentice contract between youth apprentice, youth apprentice’s parents if required (Under the age of 18), sponsor and signatory

Youth Apprentice parent

Legal parent or guardian of youth apprentice under the age of 18

Sponsor

Finger Lakes Youth Apprenticeship Program.

Signatory

Company that elects to participate with Youth Apprentice and Finger Lakes Youth Apprenticeship Program.

Career Shadowing Experience

An unpaid 1 – 5 day typically (4 – 8, no more than 8 hours) hours at a signatory company, **observing** but **not performing any job related functions**. The purpose of career shadowing is to see if the youth apprentice feels that the signatory company is a good career opportunity and for the company to determine if the youth apprentice is a candidate for paid Co-Op and future employment/apprenticeship opportunities.

Summer work

This typically occurs during the 11th grade youth apprentice program if signatory (company) has work for the student their junior to senior summer. This work does not have to be technical in nature and must follow all NYS labor laws.

NYS Trade Outlines (appendix “A” OJT) and (appendix “B” related instruction)

Process Description

11th grade youth apprenticeship application completed and signed by both candidate and parent as required. Form is submitted to Finger Lakes Youth Apprenticeship Program via paper application or electronic application. Finger Lakes Youth Apprenticeship personnel will review all applicants and within 30 days will notify all applicants on their position in the program.

Tentative Timeline of Events:

Youth Apprentices Application Week: **Early October**

Youth Apprentice Acceptance Letters sent out: **Late October**

Youth Apprentice/Company Matching Day Event: **Apprenticeship Week November**

Official Match Maker Notification sent to Company and Youth Apprentice: **November**

Career Shadowing: Occurs **January through mid-May**.

Mandatory Exit Survey from both Company and Youth Apprentice: **End of May**

Youth Apprenticeship Work Process (B) Paid Co-Op Experience Policies & Procedures

Youth Apprenticeship Job Shadow Definition:

Purpose

The purpose of the Finger Lakes Youth Apprenticeship program is to provide a structured training program and formalize a bridge between candidates seeking a career opportunity and Employers that have a certified New York State Apprenticeship program or similar training programs that are seeking qualified candidates. These candidates will be earning credit towards both Related Instruction in a NY State Apprenticeship Program (Appendix B) and College Credit towards an academic certificate or associates degree. There is potential to also gain hours for On-The-Job Training for a New York State Registered Apprenticeship Training Program (Appendix A)

Scope

The Finger Lakes Youth Apprenticeship Program applies to all candidates in the Greater Rochester Finger lakes region. Youth that are currently enrolled in an 12th grade NYS educational institution that is in the greater Rochester Finger Lakes regions that are seeking a **Mandatory Paid** Co-Op Experience in the Advanced Manufacturing and NYSDOL apprenticeships that link to post-secondary pathways.

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Youth Apprenticeship Agreement

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Youth Application: Finger Lakes Youth Apprenticeship Program

Sponsor

Finger Lakes Youth Apprenticeship Program.

Signatory

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Paid Co-Op Experience

The Finger Lakes Youth Apprenticeship model involves **a mandatory paid** Co-Op experience for the youth apprentice. All New York state labor laws will be applicable to youth apprentice and company that sponsors the youth apprentice. The youth apprentice will be responsible for 200 hours (minimal) to complete the Youth Apprenticeship Co-Op Experience. The 200 hours must be completed within a given trade outline “appendix A” to ensure a high-quality youth-apprentice program and experience is achieved. All youth apprentices will be paid **\$13.00** to ensure equity in the program (Group will determine with Industry). Companies are to not exceed or underpay against the set wages.

NYS Trade Outlines (appendix “A” OJT) and (appendix “B” related instruction)

Process Description

12th grade youth apprenticeship application completed and signed by both candidate and parent as required. Form is submitted to Finger Lakes Youth Apprenticeship Program via paper application or electronic application. Finger Lakes Youth Apprenticeship personnel will review all applicants and within 30 days will notify all applicants on their position in the program.

Tentative Timeline of Events:

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