



Summer Work Experience Program

Kings Canyon Unified School District/Valley ROP
1801 10th Street, Reedley, CA 93654



SWEP Agreement Form

Student Responsibilities

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper dress and grooming habits, and a willingness to learn.
2. Ask questions of my supervisor(s) if I do not understand my job description.
3. Complete each job in order to obtain the best evaluation possible.
4. Participate in an on-the-job evaluation.
5. Keep regular attendance, both in school and at the training/ job site.
6. Must attend and complete Mandatory Orientation and 7 workshops to be eligible for SWEP.
7. Complete all forms and related instruction assignments required by the program.
8. Inform Career Coordinator of any changes or problems concerning my site.

District Responsibilities

1. Provide Worker's Compensation Insurance for students involved in SWEP Internship Agreement.
2. Assist student to improve performance and help to solve problems related to the program.
3. Make periodic visits to the job site to observe the student and to consult with employer concerning progress and training of student
4. *Shall be responsible for payment to the student(s) working \$12.00 per hour for a limit of 100 hours.*
5. *Shall be responsible to provide Certificate of Completion for SWEP Internship Program, a letter of reference, and validate hours worked.*

Business Responsibilities

1. Provide time for consultation concerning the students and assist in the evaluation of the student.
2. The business/ training site shall provide a safe/hazard free environment.
3. Shall be required to abide by all Child Labor Laws for the State of California.
4. A SWEP Internship trainee is not to replace a regular employee.
5. Immediately call SWEP Internship Coordinator before eliminating a trainee from program.
6. Consult with Internship Coordinator should any issues arise with trainee and/or program.

My signature below indicates that I agree to consider the trainee for SWEP Internship where they will receive a Certificate of Completion and Letter of reference upon successful completion of his/ her subsidized hours.

Parent Responsibilities

1. Support and encourage the student in his/ her endeavors and responsibilities.
2. Assume responsibility for the conduct of the student while working.
3. Be willing to provide transportation, if necessary.

SWEP Internship Trainee Signature/ date

[Handwritten Signature]
6/3/19

Employer/ Supervisor Signature/ date

(Type or Print/ Trainee Name)

Nicole Zieba

(Type or Print/ Supervisor Name)

Parent Signature/ date

SWEP Internship/Career Coordinator

Nondiscrimination Statement

Federal and state laws make it unlawful to discriminate employment on the basis of race, color, sex, national origin, disability, or age.



REEDLEY CITY COUNCIL

- Consent
- Regular Item
- Workshop
- Closed Session
- Public Hearing

ITEM NO: 3

DATE: May 28, 2019

TITLE: APPROVE AND AUTHORIZE CITY MANAGER TO SIGN A SWEP AGREEMENT FORM WITH VALLEY ROP AND KINGS CANYON UNIFIED SCHOOL DISTRICT TO PROVIDE SUMMER INTERNS TO WORK FOR THE CITY OF REEDLEY

SUBMITTED: Sarah Reid
Community Services Director

APPROVED: Nicole R. Zieba
City Manager

RECOMMENDATION

Approve and authorize City Manager to sign a SWEP Agreement Form with Valley ROP and Kings Canyon Unified School District to provide summer interns to work for the City of Reedley.

BACKGROUND

The Community Services Department utilized this program for the past few years and found it to be very beneficial and successful. Staff was asked by Valley ROP to continue the program this year. The summer internship program gives Reedley High School students the opportunity to gain work experience. The summer interns that are placed with the Community Services Department will work in summer enrichment programs at T L Reed and Washington Schools.

FISCAL IMPACT

No cost to the City.

ATTACHMENTS

1. SWEP Agreement Form

Motion: _____

Second: _____