



San Mateo Work Site Agreement Overview

This document is to provide a high level overview of the Work Site Agreement describing the roles and responsibilities of employers, workers and NOVAworks participating in the San Mateo County paid work experience program this upcoming holiday season. We encourage all employers who are interested in participating in the work experience project to read the entire work site agreement as the agreement will govern all work site activities during the work experience process. Please direct any questions to work experience project manager Matt Klein at mklein@novaworks.org

Background

NOVAworks, a Silicon Valley workforce development agency, is leading the paid work experience program on behalf of the County of San Mateo. NOVAworks has engaged the Foundation for California Community Colleges to serve as the employer of record in this process. The Foundation is responsible for providing payroll, tax and workers' compensation services for all work experience participants.

Employer (aka Work site) Responsibilities

- Create work experience job description for each job title, and provide job training
- Provide supervision of participants
- Adhere to all federal, state and local laws, including applicable COVID-19 protocols
 - For example: wage and hour, drug-free workplace and safety laws
- Ensure participants receive rest and meal breaks as required by law
- Provide participants with safety instructions and equipment as required
- Work with NOVAworks to facilitate timekeeping and payroll and occasional site visits
- Program is subject to the County's [Living Wage Ordinance](#)

Term, Termination, Waiver, Modification

- NOVAworks may terminate contract at any time, if in interest of participant or NOVAworks
- Employers may terminate with 15 days written notice to NOVAworks

Workers' Compensation and Employment Claims

- Employers shall immediately notify NOVAworks and the Foundation of any participant injuries or Workers' Compensation claims
- Employers shall promptly report to NOVAworks and the Foundation any claims or harassment, discrimination or violation of law
- Employer must secure approval from NOVAworks and the Foundation prior to the participant's use of motor vehicles or heavy equipment

Insurance and Indemnification

- Employers are required to maintain insurance coverage, including commercial general liability, property loss and personal injury insurance of no less than \$1 million per occurrence
- Employers shall indemnify and hold harmless NOVAworks and the Foundation for damage for economic loss, personal injury and property damage
- Employers shall be liable for and shall indemnify, defend and hold both NOVAworks and the Foundation harmless against costs, claims and judgments arising from violation from applicable laws due to the employer's negligence