

**RESOLUTION NO. T-2022-04-008R:**

**A RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN A WORKSITE AGREEMENT WITH  
SALT AND LIGHT FOR THE EDUCATION AND EMPLOYMENT PROGRAM**


**WHEREAS**, Cunningham Township Supervisor's Office (CTSO) operates a General Assistance Education and Employment Opportunities (GA-EEO) Program providing income support for Urbana residents who are unemployed, alongside support to train for and seek new employment; and

**WHEREAS**, CTSO partners with worksites to host (GA-EEO) program participants to support training and workforce readiness; and

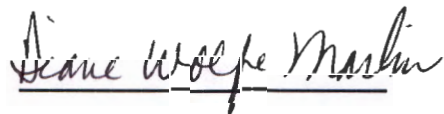
**WHEREAS**, Salt and Light has agreed to participate as a worksite for the newly designed GA-EEO program; and

**NOW THEREFORE BE IT RESOLVED** by the Township Board of the Town of Cunningham that the Resolution authorizing the Township Supervisor to sign the attached Worksite Agreement with the Salt and Light to execute the program.

Approved this April 11, 2022 by the Township Board of the Town of Cunningham, Champaign County, State of Illinois.



Phyllis Clark, Town Clerk



Diane Wolfe Marlin, Chair



# Cunningham Township

Danielle Chynoweth, Supervisor

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## CUNNINGHAM TOWNSHIP SUPERVISOR'S OFFICE WORKSITE AGREEMENT EDUCATION AND EMPLOYMENT PROGRAM

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between **Cunningham Township Supervisor's Office**, Champaign County, Illinois, hereinafter called "Township" and, **Salt and Light** hereinafter called the "Worksite Sponsor."

The worksite sponsor agrees to participate as a Worksite in the Education and Employment (EEO) Program, with the Cunningham Township Supervisors Office.

The following conditions are agreed upon by the Worksite Sponsor and the Township Office.

### WORKSITE SPONSOR RESPONSIBILITIES

1. Along with a written job description, the sponsor will put in writing the skill requirements needed, required or recommended.
2. The sponsor has the right to interview any client it wishes and will have the choice of whether to take an active role in training the client.
3. The sponsor agrees to verify by email the total number of hours the client has completed on a bi-monthly basis.
4. It is understood that a client who obtains a temporary job outside of the worksite or is ill, will be allowed to make up those hours he/she was unable to work.
5. The sponsor agrees to report to the Township Office if the individual did not report on any of his/her scheduled days within 7 days. The sponsor agrees to report to the Township Office if the individual did not cooperate with supervisors and/or coworkers, follow site rules, or if performance is unsatisfactory.
6. The sponsor agrees to assign a worker for full and partial 8-hour days, not to exceed eight hours a day, or 40 hours per week. Assignments will not be made for less than three days per month. CTSO currently requires 24 hours to be completed monthly, an amount subject to change in the event that the dollar amount of General Assistance changes.

7. If a General Assistance client does work more than the assigned hours within a given month, the worksite sponsor agrees to assume payment of at least minimum wage and worker's compensation insurance responsibility for those hours.
8. Workers will be permitted to have a break, no less than 20 minutes, for any shift longer than 3 hours in length.
9. Worksite Sponsor must comply with all health and safety laws.
10. Worksite Sponsor must not discriminate against an assigned worker as per the City of Urbana Human Rights ordinance which prohibits discrimination based on Race, Color, Creed, Class, National origin, Religion, Sex, Age, Marital status, Physical or mental disability, Personal appearance, Sexual orientation, Family responsibilities, Matriculation, Political affiliation, Prior arrest or conviction record, Source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications.
11. Worksite Sponsor must not replace or displace a regular employee with assigned participants from Township.
12. Worksite Sponsor may, at their sole discretion, employ a client directly and if so, must report this immediately to CTSO.

#### TOWNSHIP RESPONSIBILITIES TO WORKSITE SPONSOR

1. CTSO will help the sponsor in fulfilling the sponsor's need for additional staffing by screening and recommending appropriate clients. The screening process will be according to the client's skills and interests and the sponsor's type of function and availability of supervision. Township can not guarantee any number of clients.
2. CTSO will provide payment to client for hours worked at the host site up the maximum amount allowed under the General Assistance Program.
3. CTSO assumes Worker's Compensation insurance as an employer would. Workers' compensation liability ceases when hours agreed upon (amount of General Assistance) are completed.
4. CTSO will also provide transportation, via a bus pass, to and from the worksite, providing that the location of the worksite is accessible from the bus route of the local mass transit system.
5. CTSO will notify the host site when a client has had their General Assistance case closed at CTSO and no longer is required to serve at the host site. The host site may, at their sole discretion, choose to employ the client as a direct employee.

6. CTSO may, at its sole discretion, reassign a client to a new worksite, or assign them to another General Assistance track, in which case CTSO will notify the Worksite Sponsor.

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Township Supervisor

Date

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Worksite Coordinator

Date

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Authorized Agent of Worksite Sponsor

Date