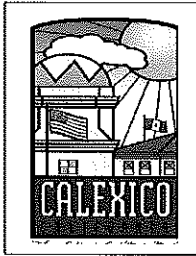


**AGENDA
ITEM**

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AGENDA STAFF REPORT

DATE: June 21, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager *Armando Villa*

PREPARED BY: Rosalind Guerrero, HR/RM Manager *Rg*

SUBJECT: **Authorize the City Manager to sign an agreement with SER Senior Community Service Employment Program (SCSEP)**

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Recommendation:

Approve the agreement with SER Senior Community Service Employment Program (SCSEP) for the fiscal year July 1, 2017 to June 30, 2018.

Background:

SER Senior Community Service Employment Program (SCSEP) through partnerships with non-profit organizations and public agencies provide on the job training/work experience for individuals 55 years of age and over having an economic need.

The program provides a monetary stipend to the participant with no cost to the city. The partnership with SCSEP program allows the city to provide work experience to the participant while the participant provides assistance to the city.

Training agreements must be renewed annually for a one year period ending June 30.

Discussion & Analysis:

In partnering with the SER SCSEP program, the city will provide training and supervision to participants in areas such as clerical, customer service, filing, copying, answering telephones, scanning documents, etc.

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Participants must be supervised at all times by a full time city employee and are provided training to learn new skills.

Fiscal Impact: Not Applicable

Coordinated With:

City Manager's office and Human Resources/Risk Management Office

Attachments:

SER SCSEP Host Agency Agreement



SER SCSEP

(This is a Training Program for SCSEP Participants)

61 - HOST AGENCY AGREEMENT

See Sections 11, 13, & 27 of the SOP

Agency/Organization: CITY OF CALEXICO

FEIN: 95-6000684

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

SER SCSEP responsibilities:

- ☛ Assessment of the participant's skills;
- ☛ Development of a customize employment plan;
- ☛ Assignment to a suitable training site;
- ☛ Create a list of training activities and appropriate schedule for each participant;
- ☛ Provide compensation (at the federal/state minimum wage) to participants for training;
- ☛ Provide job search guidance through employment referrals and job readiness workshops;
- ☛ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ☛ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ☛ Conduct annual/bi-annual informational Host Agency meetings; and
- ☛ Cover all SER participants under a worker's compensation insurance policy during training hours.

Agency/Organization responsibilities:

- ☛ Provide supervision, orientation, training, and a safe training site;
- ☛ Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.
- ☛ Adhere to the policies and procedures outlined in the SER SCSEP Handbook;
- ☛ Consider hiring the participant if appropriate openings occur [no special consideration is implied];
- ☛ Cover the cost for background checks, health screenings or drug testing required by the agency;
- ☛ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;
- ☛ Inform SCSEP staff when the participant gets a job.
- ☛ Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.
- ☛ Agree not to compensate the participant in any form or manner;
- ☛ Attend SER SCSEP host agency meetings; and
- ☛ Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], submit an annual HA Assessment of SCSEP, and a completed In-kind Contribution Documentation form quarterly [if applicable].

This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].

The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

Please check each appropriate box:

| | | |
|--|--|--|
| <u>Type of Agency/Organization:</u> <input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached <input type="checkbox"/> Public Organization - Government agency Including federal, state, county, or city | <u>Participant Supervisor is Paid From:</u> <input type="checkbox"/> Federal funds <input type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____ | <u>Additional Sites:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes -- fill out Form# 62 (HAA- Additional Sites) |
|--|--|--|

CITY OF CALEXICO
Agency/Organization – Main Office Location
608 HEBER AVE CALEXICO CA 92231
Address City, State, ZIP
(760)768-2133 (760)768-2125
Telephone & Fax

Email

Agency/Organization Representative Name (Print)

Agency/Organization Representative Signature Date Signed

SER San Joaquin/Oceanside -Imperial
SER SCSEP Site
155 W. MAIN STREET STE # 2 EL CENTRO CA 92243
Address City, State, ZIP
(760) 352-8514 (760)352-5790
Telephone & Fax
ibobadilla@sercalifornia.org
Email
irma bobadilla
SER SCSEP Staff Name (Print)

SER SCSEP Staff Signature Date Signed