



# KENDALL COUNTY COURT SERVICES

807 W. John Street  
Yorkville, IL 60560

Circuit Court for the 23<sup>rd</sup> Judicial Circuit

P 630-553-4180

F 630-553-4120

## ***Kendall County Court Services***

### ***Community Service Program***

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### ***Worksite Agreement***

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#### ***(Non-for-profit worksite)***

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1. The above-noted worksite will participate in the Kendall County Community Service Program.
2. Under the terms of this agreement, Kendall County Court Services will interview the worker and send timesheets to the worksite before the worker begins. The worksite agrees to start a worker only after the timesheets have been received.

*If a worker reports to the worksite before the timesheets have been received, the worksite will instruct the worker to contact Court Services before s/he is allowed to start working.*

3. Court Services will indicate the worker's start date and time on the timesheet. The schedule will be decided between the worksite supervisor and the worker, to include **at least one day per week** until the total hours ordered are completed.
4. The worksite will supervise the workers, **sign the workers in and out each day worked**, maintain the timesheets, be available for progress reports to Court Services and return timesheets directly to Court Services when the work assignment has ended. Court Services will update the worksite on the worker's status and report to the Court on behalf of the worksite, unless otherwise Court-ordered.

*Progress reports will be made to Court Services on a monthly basis for all workers. The timesheets will be returned only to Court Services and not released to the worker.*

5. The worksite will return the timesheet of any worker who is non-complaint at the worksite, including but not limited to, attendance problems. Court Services will be responsible for follow-up with the worker and the Court on any problems.
6. The worksite has the right at any time to refuse or terminate placement of any Community Service worker. Court Services will have the responsibility of follow-up with any refused or terminated worker.

7. If a police emergency occurs related to a Community Service worker, the police will be contacted immediately, and Court Services will be notified as soon as possible.
8. Both Court Services and the worksite will take appropriate action if problems arise and support each others' expectations of the Community Service workers and the program.
9. Liability of Kendall County Court Services, the worksite and employees there of is restricted as defined in the Illinois statutes.
10. Under the terms of this agreement, the worksite and Court Services will make every effort to give sufficient notice to terminate participation of this agreement and said program.

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Worksite Supervisor (Print)

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Worksite Supervisor Signature

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Date