



ShiftSupport

Youth Employment Addendum

(Retailer & Worker Alignment – California)

This Youth Employment Addendum (“Addendum”) forms part of the ShiftSupport Retailer Agreement and Worker Agreement.

It applies **only when workers under the age of 18** are assigned to a Retailer location.

The purpose of this Addendum is to ensure **safe, legal, and age-appropriate work** for youth workers while protecting Retailers and the community.

1. Employment Status (Reaffirmation)

- All youth workers are **W-2 employees of ShiftSupport**
 - Youth workers are **not employees of the Retailer**
 - ShiftSupport remains the sole employer and is responsible for:
 - Payroll
 - Payroll taxes
 - Workers’ compensation
 - Compliance with California youth employment laws
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2. Work Permits & Legal Compliance

ShiftSupport will:

- Verify and retain a valid **California Statement of Intent to Employ a Minor (Work Permit)**
- Ensure all assignments comply with:
 - Legal working hours
 - School-day and non-school-day restrictions
 - Approved job duties for minors

Retailers are **not required** to collect or manage work permits.



3. Permitted Duties for Youth Workers

Youth workers may assist only with **non-hazardous, age-appropriate tasks**, including:

- Stocking shelves
- Organizing merchandise
- Light cleaning and store reset
- Customer assistance (non-cash-handling unless approved)

✗ Youth workers will **not**:

- Operate hazardous or power-driven equipment
- Perform heavy lifting
- Handle restricted machinery or chemicals
- Perform manager-level responsibilities

These limits align with the Worker Agreement and California law.

4. Work Hours & Scheduling

ShiftSupport ensures that:

- Youth workers are scheduled only within **legal working hours**
- Shift lengths remain appropriate for age and school schedules
- No overtime or prohibited timing occurs

Retailers agree to:

- Respect posted schedules and hour limits
 - Not extend or modify shifts for youth workers without ShiftSupport approval
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5. Retailer Responsibilities (Host Worksite)

Retailers agree to:

- Provide a safe, respectful, age-appropriate work environment
- Give clear, task-level instructions only
- Treat youth workers with professionalism and care
- Immediately report any concerns or incidents to ShiftSupport

Retailers will **not**:

- Discipline youth workers as employees
 - Assign duties outside this Addendum
 - Supervise youth workers beyond task guidance
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6. Safety & Incident Reporting

- ShiftSupport provides general onboarding and safety guidance
- Retailers provide basic site-specific instructions
- Any injury, safety concern, or inappropriate interaction involving a youth worker must be reported to ShiftSupport immediately

Workers' compensation coverage is provided by ShiftSupport.

7. Community & Educational Intent

ShiftSupport's youth placements are intended to:

- Support workforce readiness
- Provide positive first job experiencesStrengthen the local community

This Addendum reflects a **community-first, chamber-supported approach** to youth employment.



8. Alignment & Governing Law

This Addendum:

- Is fully aligned with the ShiftSupport Retailer Agreement and Worker Agreement
 - Is governed by the laws of the **State of California**
 - Prevails in youth-specific matters if any conflict arises
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Acceptance

By participating in youth placements through ShiftSupport, Retailer acknowledges and agrees to the terms of this Youth Employment Addendum.

Retailer Name: _____

Authorized Representative: _____

Signature: _____

Date: _____