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Workforce Solutions Work Experience/Subsidized Employment Agreement

Workforce Solutions
3101 W Business 83
McAllen, Texas 78501
(956) 928-5000

Workforce Solutions is an equal opportunity employer/program
TDD/TTY 1-800-735-2989
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities



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Dear Employer:

Welcome and thank you for your participation in the Workforce Solutions Work Experience/Subsidized Employment Program! Your commitment will enable our customers to gain valuable work experience that will help define their long-term career and educational goals. Placement at your site will provide our customers with the opportunity to explore career possibilities in expressed fields of interest, while providing you the opportunity to observe their potential at no monetary expense to your business during the contract period.

As a work experience site, you will be providing training, leadership, role modeling, guidance about the work place and career exploration. We appreciate that you have agreed to be part of our Program and we acknowledge the potential that this partnership promises to build within our community. You are helping to contribute to our goal of further developing personal and professional strengths within the future employees of the Lower Rio Grande Valley.

We are hopeful that this partnership will be a lasting one so a member of our staff will be acting as a worksite facilitator to answer any questions or address any concerns that you might have regarding our customers.

We are confident that this partnership will be a positive and rewarding experience for everyone involved. Thank you for supporting our vision and please do not hesitate to contact your worksite facilitator should you have any questions or need any assistance.

Sincerely,

Workforce Solutions
Business Solutions Representative

**WORKFORCE SOLUTIONS
WORK EXPERIENCE/SUBSIDIZED EMPLOYMENT
AGREEMENT**

I. Parties to the Agreement

**Workforce Solutions
3101 W Business 83
McAllen, Texas 78501
(956) 928-5000**

Contact Person:

**Work Experience Site:
Address:
City:
State:
Zip:
Phone:**

**Assigned Work Experience Site Supervisor's Name:
Effective date of Contract: -----**

This agreement is made between Workforce Solutions authorized agent, and _____; hereafter, referred to as "work experience site", for Work Experience/Subsidized Employment participation under the Workforce Investment Act & Personal Responsibility Act and/or the TANF Emergency Contingency Fund.

For Office Use Only:

Industry: _____

Youth Contract #: _____

Adult Contract #: _____

II. Purpose of the Program

The purpose of the Workforce Solutions Work Experience/Subsidized Employment activity is to provide opportunities to customers with limited or no work experience and effective comprehensive services that improve leadership abilities and provide customers with exposure to the world of work, these services will improve employability of customers to ensure self-sufficiency is achieved.

This program serves Youth (ages 16 to 21) and Adults (ages 18 and older). Wages are paid by Workforce Solutions (except as stated under IX.1). The work experience site is not required to retain the customer upon completion of the program, but employment opportunities are encouraged.

III. Work Experience Site Conditions and Requirements

The following responsibilities are made a part of this agreement.

1. Work Experience Site's assigned supervisor(s) must go through a supervisor's orientation.
2. Submit a written job description/expected performance (will become part of agreement).
3. Provide supervision (and if required), safety training, supplies and equipment to perform the work.
4. Accurately report work hours using the Youth/Adult Work Experience Payroll Timesheet.
5. Evaluate each customer's performance.
6. Contact Workforce Solutions contact person when customer or training related problems occur.
7. Notify Workforce Solutions if or when change in supervision occurs.
8. A Work Experience Site:
 - May not displace a current employee to replace with a Work Experience/Subsidized Employment customer (including partial displacement such as reduction in the hours or overtime work, wages, or employment benefits).
 - May not assign customers to perform work that: a.) engages in political patronage, lobbying or other political activities; b.) are of a religious or anti-religious organization; or c.) partake in any tasks not allowed under Child Labor Laws.
 - Must comply with the Non-Traditional Employment Act of 1991.
 - May not compromise existing contracts for services or collective bargaining agreement, and the Work Experience/Subsidized Employment customer may not be inconsistent with the terms of any collective bargaining agreement without the written concurrence of the labor organization.
 - Shall not use a customer to fill a job opening (1) when another individual is on layoff from the same or substantially equivalent job, or (2) when the work experience site has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by utilizing Work Experience/Subsidized Employment whose wages are subsidized at current minimum wage level
 - No work experience site officer or employee will allow the placement of a member of his/her immediate family under his/her supervision. Immediate family includes: wife, husband, mother, father, brother, sister, son, daughter, brother-in-law, sister-in-law, aunt, uncle, cousin, nephew, niece, step-parent or step-child.
 - May not create jobs for customer in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.

- A Work Experience/Subsidized Employment customer will not be denied training or other job opportunities and benefits because of race, color, sex, national origin, disability, political affiliation or beliefs, or age.
- Shall comply with the Americans with Disabilities Act (ADA), and the Drug Free Work Place Act.
- A Work Experience/Subsidized Employment customer shall not participate in activities that occur in a casino or other gambling establishments, aquarium, zoo, golf course, or swimming pool.

V. Workforce Solutions' Responsibilities

Workforce Solutions will:

1. Provide group or individual orientation to work experience site's assigned supervisor(s), prior to the assignment of a customer.
2. Provide customer compensation for hours worked (refer to section IX of this agreement)
3. Provide coverage under Texas Liability Insurance
4. Determine accomplishments to be achieved by customer, in coordination with worksite
5. Conduct a survey for compliance with the ADA.
6. Assign a single point of contact assigned to this agreement for questions/concerns.

VI. Termination of Customer

Customer(s) must adhere to Work Experience Site's personnel policies. A work experience site can request that a customer be terminated, for just cause, at any time. Workforce Solutions is available at all times should problems arise, and will attempt to resolve the problem to the worksite's satisfaction.

VII. Accidents (Liability Insurance)

Workforce Solutions covers the customer's worker's liability insurance in the event an accident occurs on the work experience site. In case of an accident, the worksite must ensure medical services are rendered immediately and notify emergency contact persons. Worksite must also notify Workforce Solutions and Unique HR Risk Management Department (800) 824-8367 within 24 hrs of any accident. After hours or on weekends, call (361) 877-3357.

VIII. Customer Evaluations

Workforce Solutions and work experience site supervisor will conduct a joint evaluation of customer's performance every ninety days while enrolled in the program.

PROCEDURES FOR EVALUATION:

1. The same supervisor must evaluate the customer throughout the work experience period, unless a change in supervisors occurs and is documented.
2. Customer must remain performing the same work throughout the evaluation period.

3. A final evaluation must be completed for each participant at the conclusion of their employment experience.

IX. Monitoring Activities

Workforce Solutions will monitor worksite for:

1. Procedures and/or controls to record and maintain accurate time and attendance records.
2. Completed evaluations.
3. General work conditions (safety, sanitary, etc.).
4. Supervisor to customer ratio (if applicable) and presence of supervision.
5. Status of worksite as an equal employment opportunity employer, and compliance with ADA.

X. Customer Compensation

1. Workforce Solutions does not pay overtime and Holiday hours for customers.
2. Customers will be compensated in accordance with the Fair Labor Standards Act.

XI. Other

1. All forms incorporated herein by reference shall be construed as part of this agreement.
2. Workforce Solutions reserves the right to remove customers from the worksite(s) if any EEOC violations occur.

Termination of Agreement

This agreement is in effect, when the signatures of duly authorized representatives of the Work Experience Site Provider and Workforce Solutions are affixed, and shall be in force until terminated in writing by either party.

Work Experience Site Authorized Signature/Date

Workforce Solutions Authorized Signature/Date

Authorized Representative
(Type/Print Name/Title)

/ **Business Solutions Representative**
Authorized Representative
(Type/Print Name/Title)

Workforce Solutions

WORK EXPERIENCE/SUBSIDIZED EMPLOYMENT TRAINING SUPERVISOR ORIENTATION

Work Experience/Subsidized Employment is a training and work experience opportunity involving placement of a Workforce Solutions program participant in a subsidized position with designated hours, tasks and staff supervision. The purpose of Work Experience/Subsidized Employment training is to improve the employability of a participant who has been unable to secure employment due to their limited work history, skills or education. Work Experience/Subsidized Employment training provides an actual “hands on” training and employment experience relevant to the participant’s employment goals. In addition to learning about specific job skills, participants also gain experience as an “employee” and learn about work place expectations and behaviors. The goal of the Work Experience/Subsidized Employment training is to provide the participant an opportunity to acquire marketable work skills and training, which they can utilize to secure unsubsidized employment.

As a work experience site supervisor, your objective is to provide meaningful training and work experiences that will increase skills, instill work ethics, encourage responsibility and expand the knowledge of the world of work for the participant.

As a work experience site supervisor, you will be expected to be a positive mentor and role model who encourage the participant to succeed in this training opportunity. The partnership of the supervising team will determine the degree of success for this program, its participants, the community and our future workforce. The information listed below has been included in the work experience site supervisor orientation.

- The review and understanding of the Work Experience/Subsidized Employment Training Agreement and all required forms for placement
- Work Experience Site Supervisor responsibilities and understanding of EEO Laws, grievance procedures and injury reporting procedures
- Telephone number of Business Service Consultant/Career Counselor, and emergency telephone number for accident reporting.

I have attended the Work Experience Site supervisor orientation for the Work Experience Training Program and accept the responsibilities and objectives of the program. I further understand that the placement of a person in subsidized work experience cannot occur until a Placement Authorization Form has been signed and delivered with other required documentation as noted in the Work Experience/Subsidized Employment Agreement.

Training Worksite Supervisor’s Signature

Date

Alternate Supervisor’s Signature

Date

BSR Signature

Date

Auxiliary Aids and Services are available upon request to individuals with disabilities. Equal Opportunity Employer/ Program
Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 (Voice) www.wfsolutions.com