



Texas Workforce Commission  
Vocational Rehabilitation Services  
**Worksite Agreement for Wage Services -  
Work Quest**

**Customer's name:** Jose Ibarra Murillo

**Customer's job title:** Office Helper

**Wage level and customer's rate of pay:**

Entry Level - \$10.90     Intermediate - \$13.92     Advanced - \$20.32

**Worksite name:** Hidalgo County Precinct 2

**Describe the skills, duties and responsibilities the VR customer will be performing at the worksite.**

Entry level office duties, to include answering phones, stamping documents, creating labels, greeting customers, minimal data entry.

**Length of the worksite experience:** 12 Week(s)

**Hours to be worked per week:** 15

As a customer, I agree that:

1. Paid worksite assignments will be part-time and not exceed twelve 12 weeks in duration;
2. I am responsible for reporting my earnings to any agency from which I receive economic assistance; and
3. This is not a permanent position and can be terminated by any party at any time

**Customer Signature:**

X

**Date:**

**Worksite Agreement**

**As a worksite, we agree to:**

1. Provide meaningful, well supervised, safe employment for VR customers;
2. Assure sufficient work to occupy the VR customer;
3. Provide appropriate and sufficient instruction and equipment/materials/tools, as appropriate, for VR customers to conduct their job duties;
4. Assure that any VR customer receives safety training provided to employees performing same job duties;
5. Assure that all VR customers are supervised at all times by a qualified supervisor. No VR customer may be placed in an employment activity where a member of that person's immediate family is directly supervised by or directly supervises that individual;
6. Assure compliance with state and federal Employee Right-To-Know and Child Labor laws; Americans with Disabilities Act; Fair Labor Standards Act and Equal Employment Opportunity laws and regulations;
7. Assure employment of the VR customer will be supplemental and will in no way affect status of regular employees or seasonal employees normally hired;
8. Cooperate with TWS-VR staff and WorkQuest in monitoring progress of VR customers;

9. Assure that all work is conducted in a sanitary and drug-free environment, under safe working conditions in compliance with OSHA standards;
10. Maintain an accurate record of time and attendance for each VR customer, which record shall be signed and submitted according to current payroll process and schedule;
11. Inform VR customers of employment rules including grievance procedures, equal pay and non-discrimination assurances;
12. Notify WorkQuest as applicable of any VR customer terminations; and
13. Notify WorkQuest as applicable within one business day of any workplace injury of a VR Customer and submit appropriate forms.

**Designated Worksite Supervisor or Designee Name:** Olivia Gomez

**Designated Worksite Supervisor Signature:**

**X**

**Date:**