



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

customer's name:

customer's job title:

Wage level and customer's rate of pay:

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

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

Length of the worksite experience: Week(s) Hours to be worked per week:

Worksite name:

Street address (include suite number, if any):

City: State: ZIP Code:

Main phone number: ()

Supervisor's (or contact person's) name:

Supervisor's (or contact person's) title:

Supervisor's (or contact person's) direct phone number: ()

Supervisor's email address:

As a customer, I agree that:

- A paid worksite assignment is a training program, not paid employment. The following items about your training program are described in the the Customer Information section of this form:
- the rate of pay;
- skills, duties and responsibilities to be performed at the worksite;
- length of worksite experience; and
- hours to be worked per week;
I will not be an employee of the worksite;
I will be paid to for work perform in the training program by a third party;
I am responsible for reporting my earnings, in a legible format, to any agency from which I receive economic assistance;
I am not eligible to apply for unemployment insurance after or during participation in this worksite assignment; and
This is not a permanent position and can be terminated by any party at any time

Customer Signature: Date:

or customers that are under the age of 18, only a parent/guardian/established representative's signature is required.

Customer's Authorized Representative Signature, if any: _____ **Date:** _____

Worksite Agreement

As a worksite, we agree to:

- Provide meaningful, well supervised, safe working conditions for VR customers;
- Assure sufficient work to occupy the VR customer;
- Provide appropriate and sufficient instruction and equipment/materials/tools, as appropriate, for VR customers to conduct their job duties;
- Assure that any VR customer receives equal safety training provided to worksite's employees performing same job duties;
- Assure that all VR customers are supervised at all times by a qualified supervisor. No VR customer may be placed in a worksite activity where a member of that person's immediate family is directly supervised by or directly supervises that individual.
- 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;
- Assure activity of the VR customer will be supplemental and will in no way affect status of regular employees or seasonal employees normally hired;
- Cooperate with TWS-VR staff and WorkQuest in monitoring progress of VR customers;
- Assure that all work is conducted in a sanitary and drug-free environment, under safe working conditions in compliance with OSHA standards or state guidelines if VR customer's worksite is within another State of Texas agency;
- Maintain an accurate and legible record of time and attendance for each VR customer, which record shall be signed and submitted according to current payroll process and schedule;
- Inform VR customers of worksite rules including grievance procedures, equal pay and non-discrimination assurances;
- Notify WorkQuest, as applicable, of any VR customer terminations; and
- 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: _____

Designated Worksite Supervisor Signature: _____ **Date:** _____