



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

Customer Information

Customer's name: Felicia Cuellar

Customer's job title: Program Specialist I

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.

Performs routine (journey-level) consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Length of the worksite experience: 12 Week(s)

Hours to be worked per week: 30

Worksite Information

Worksite name: Hidalgo County

Street address (include suite number, if any):

100 E. Cano St.

City: Edinburg

State: Texas

ZIP Code: 78539

Main phone number: (956) 318-2600

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

Supervisor's (or contact person's) title: Division Manager III, Public Affairs

Supervisor's (or contact person's) direct phone number: (956) 292-7026

Supervisor's email address: carlos.sanchez@co.hidalgo.tx.us

Customer Agreement

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:

X *Felicia Cuelar*

Date:

01/09/22

For 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:

X

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:

X

[Signature]

Date:

1-11-23