



WORK EXPERIENCE WORKSITE TRAINING AGENCY AGREEMENT

This agreement is entered into and between Workforce Solutions Upper Rio Grande and the undersigned Work Site Agency (Agency) in connection with the Work Experience Activity. The purpose of this agreement is to provide a statement of responsibilities for each of the parties to this agreement. This agreement is made and entered into this _____ day of _____, _____, by and between Workforce Solutions Upper Rio Grande and _____ (Agency). The term of this agreement shall be from _____ through _____ days).

1. Workforce Solutions Upper Rio Grande will provide group or individual orientation to the Agency's Direct Supervisor and the Alternate Supervisors, prior to the assignment of a Trainee to a work site. Such orientation will include the objectives of the program, the required documentation for placement (Placement Authorization Form), supervisory responsibilities, training responsibilities, record keeping and regulations.
2. Workforce Solutions Upper Rio Grande will use the Trainee's component enrollment and objective assessment results to assist with the Trainees assignment to a work site training slot.
3. Workforce Solutions Upper Rio Grande will provide access to a full time Case Manager who will assist the Agency with identification and resolution of training issues.
4. Workforce Solutions Upper Rio Grande will monitor work sites for compliance with all objectives of the program, supervisor responsibilities, training responsibilities, record keeping and regulations including Child Labor Laws, when applicable.
5. Workforce Solutions Upper Rio Grande will pay Trainee wages for the scheduled work hours as stated on the Placement Authorization Form and in accordance with current Federal Minimum Wage Regulations.
6. Workforce Solutions Upper Rio Grande will maintain a current Worker's compensation Policy for all Work Experience Trainees.
7. Workforce Solutions Upper Rio Grande may provide, at no cost to the Agency, all safety equipment required for the Work Experience Training.

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WORK SITE TRAINING AGENCY

1. Agency Supervisors, Direct and Alternate, will attend their scheduled orientation to gain a working knowledge of the program, supervisor responsibilities, training responsibilities, record keeping and regulations.
2. Agency will provide full-time supervisors for the Trainee during their scheduled work hours. Full-time supervision may be provided by the Direct Supervisor or the Alternate Supervisor. If during the training period, the agency reassigns supervisory responsibilities associated with the Trainee, the Agency, within 48 hours of such reassignment, will notify the Work Experience Specialist and arrange for an individual Supervisor Orientation.
3. Agency Supervisors will provide training listed in the Work Experience Training Outline and schedule only those work hours as stated on the Placement Authorization Form.
4. Agency will provide the Trainee with full-time supervision, job training, safety training, supplies and equipment necessary to complete assigned tasks.
5. Agency agrees to monitoring by Workforce Solutions Upper Rio Grande, the Texas Workforce Commission and U.S. Department of Labor.
6. Agency agrees to comply with applicable federal and state Child Labor Laws, rules and regulations in the assignment of work to the youth.
7. Agency will ensure that the following terms and conditions are met:

Prohibitions against discrimination in, the Age Discrimination Act of 1975, section 504 of the Rehabilitation Act, title IX of the Education Amendments of 1972, and under title VI of the Civil Rights Act of 1964 with respect to the performance of their obligations under this agreement, and shall comply with the physical and programmatic accessibility and reasonable accommodations requirements of section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 as amended. Contractor shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, national origin, marital status, political affiliation, or physical or mental disability

- (1) A current work site employee shall not be displaced by any Work Experience Trainee (including partial displacement such a reduction in the hours of non-overtime work, wages or employment benefits.)
- (2) Existing contracts for services or collective bargaining agreements shall not be compromised, and the Work Experience activities may not be inconsistent with the terms of any collective bargaining agreement without the written occurrence of the labor organization concerned.

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- (3) A Work Experience Trainee shall not be utilized to fill a job opening (1) when any other individual is on layoff from the same or substantially equivalent job or (2) when the Agency 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 Trainee whose wages are subsidized or who is placed for unsubsidized work experience by the Workforce Solutions Upper Rio Grande.
- (4) Jobs shall not be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.

Supervisor's Signature: _____ Date: _____

Alternate Supervisor's Signature: _____ Date: _____

Workforce Solutions Staff Signature: _____ Date: _____



WORK EXPERIENCE TRAINING SUPERVISOR ORIENTATION

Work Experience is a training opportunity involving placement of a Workforce Solutions Upper Rio Grande Customer in a subsidized or unsubsidized position with designated hours, tasks and supervision. The purpose of Work Experience training is to enhance work skills. Work Experience training provides an actual "hands on" training and employment experience relevant to the trainee's employment goal. In addition to learning about specific job skills, trainee's gain experience as an "employee" and learn about workplace expectations and behaviors.

As a 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 supervisor you will be expected to be a positive mentor and role model who encourages the trainee to succeed in this training opportunity.

The information listed below has been included in the supervisor orientation.

1. The review and understanding of the Work Experience Training Agreement and all required forms for placement.
2. To review and comply with the Work Experience Placement Authorization, such as, start and end date of agreement, total allocated training hours, hours per week and work week schedule.
3. Supervisor responsibilities and understanding of EEO Laws, grievance procedures and injury reporting procedures.
4. Time sheet verification. If any variation to work week schedule occurs, list explanation under comments section of timesheet.
5. Telephone number of appropriate Case Manager and emergency number for reporting an accident.

I have attended the Supervisor Orientation for the Work Experience Training and accept the responsibilities and objectives of the program. I further understand that a placement of a trainee cannot occur until a Placement Authorization Form has been signed and delivered with other required documentation as noted in the Work Experience Agreement.

Supervisor's Signature: _____ Date: _____

Alternate Supervisor's Signature: _____ Date: _____

Workforce Solutions Staff Signature: _____ Date: _____

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Date: _____

Agency: _____

Address: _____

Supervisor: _____

Email: _____

Phone Number: _____

Alternate Supervisor: _____

Email: _____

Phone Number: _____

of Students Needed: _____

Task breakdown: (IE: Admin HR DEPT 70)
