



WORK FIRST EMPLOYMENT SERVICES

Work Experience Agreement

This is an agreement between _____ and the _____ County Department of Social Services to provide a Work Experience opportunity for *Work First* Program participants.

Sponsor Responsibilities

To support the Work Experience opportunity, _____ agrees to:

- Provide a well-supervised, supportive environment that allows the Work Experience participant to learn skills and gain an employment history;
- A mandatory safety orientation should be performed. The orientation should review with each Work Experience participant the worksite safety policy, rules and procedures before actually beginning work;
- Furnish any training or supervision and any reasonable supplies, equipment, and materials necessary to accomplish the task assigned to participants;
- Prepare and forward monthly (by the 5th of each month) to the county department the hours each participant spent in Work Experience and a review of his performance;
- Grant the Work Experience participant time-off to interview for a job;
- Not discriminate against a Work Experience participant based upon race, sex, national origin, religion, age, or handicapping condition;
- Keep confidential any information about the participant which is shared by the county department or the participant. Such information will only be shared among the Sponsor's staff who have a legitimate "need to know" in order to provide a productive Work Experience placement;
- Not to fill an established, unfilled vacancy with a Work Experience participant;
- Not to displace persons who are currently employed or cause their hours, wages, or employment benefits to be reduced by a Work Experience participant;
- Not to allow the placement of Work Experience participants to infringe in any way with the promotional opportunities of current employees;
- Inform regular employees that a grievance procedure is available for individuals who believe that placement of a Work Experience participant has resulted in their displacement;
- Provide a current and accurate job description to the county department for each Work Experience position. This description must include: work duties and expectations, work schedule, expected training outcomes, and the method of supervision;
- Immediately report any accident or injury that involves the Work Experience participant;

- Ensure that work performed by the participant does not involve a political activity or work for any political party; **and**
- Notify the county department of any available Work Experience slot.

County Department Responsibilities

To support the Work Experience opportunity, the _____ Department of Social Services agrees to:

- Provide consultation and technical assistance, as requested, to the Sponsor in order to assure a productive Work Experience assignment;
- Be available to the Sponsor to assist with any problems regarding the participant or in any provision of the Work Experience assignment and placement;
- Refer, if available, the agreed upon number of participants to the Sponsor for the Work Experience slot furnished by the Sponsor. Participants referred will, to the extent possible, be qualified to accomplish or have the potential to accomplish the task specified by the Sponsor;
- Furnish a form upon which the Sponsor will record time spent by the participant in Work Experience; **and**
- Insure that medical and accident insurance coverage is available for all Work Experience participants, similar to that provided under Workman's Compensation.

This agreement remains in force until terminated, in writing, by either party.

Signature and Title of the Sponsor

Date

Signature and Title of the DSS Representative

Date