



Work-Based Training Worksite Agreement

Between

CareerSource Okaloosa Walton
And

(Company/Organization Name)

Section 1: Contact Information

| | | |
|---|--|--|
| CAREERSOURCE | | |
| CareerSource Okaloosa Walton | CONTACT PERSON: Michele Burns/Executive Director | EMAIL: mburns@careersourceow.com |
| ALTERNATE CONTACT: Kelly Jordan/Chief Oper. Officer | EMAIL: kjordan@careersourceow.com | CENTER TELEPHONE #: (850) 651 2315 |
| TRAINING SITE | | |
| COMPANY/ORGANIZATION NAME: | | FEIN: |
| ADDRESS: | CONTACT PERSON: | EMAIL: |
| | TELEPHONE #: | FAX #: |

Section 2: Work Training Agreement

This Work Training Agreement is between **CareerSource Okaloosa Walton**, herein after called **CSOW** and _____, herein after called the Training Site Employer. Both parties agree to the terms and conditions set forth within this Agreement. The agreement term commences on the lasts date signed by CSOW or the Training Site Employer in Section 4 and terminates upon the request of either party.

Section 3: General Terms and Conditions

AGREEMENT PURPOSE

The purpose of this agreement is to establish the general terms and conditions under which **CSOW** may refer eligible participants to the **Training Site Employer** to enable the participant to take part in a work training opportunity.

CSOW, the participant, and the Training Site Employer have selected the participant to complete the following Work Training Activity:

- Work Experience (Un-Paid)
- Internship (Un-Paid)
- Job Shadowing
- Community Service (**Welfare Transition participants only**)

OCCUPATIONAL TRAINING DEFINITIONS

Work Experience (Un-Paid) – Unpaid work experience is when a participant is placed in a working environment and more or less acts as an employee, but with the emphasis on learning about the world of work. The participant may be paid a stipend by CareerSource Okaloosa Walton. This work experience activity must contain a worksite based component but may include some classroom based activities.

Internship (Un-paid) – Unpaid internship is when a participant is placed in a working environment and is provided opportunities to gain occupational skills in a specific occupation that interest the participant. Opportunities to gain soft skills that can only be obtained through employment can be addressed while in the internship.

Job Shadowing – Job shadowing is when a participant is placed in a working environment to observe and learn about a career in which the participant is interested in pursuing. This is not an opportunity for the participant to gain work experience in the career field, but to observe all aspects of the job.

Community Service – Community service work training experience provides the participant an opportunity to learn and experience the work environment at a non-profit community organization. These are limited to organizations that currently hold a tax exempt 501 c (3) status. (**Copy of tax-exempt status must be provided**)

TRAINING SITE DUTIES

1. **Training Site Employer** agrees to provide supervision and a well structured and meaningful training experience.
2. **Training Site Employer** agrees to provide the participant with knowledge of and experience with proper work habits as they relate to the job performed.
3. **Training Site Employer** agrees to provide the participant with opportunities to explore and learn about their desired career field.
4. **Training Site Employer** agrees to ensure the participant is not employed at a casino or other gambling establishment, aquarium, zoo, golf course or swimming pool.
5. **Training Site Employer** agrees to comply with rules and regulations governing the Workforce Investment Act (WIA), Welfare Transition and/or Supplemental Nutrition Assistance program; and assign the participant only those activities approved by **CSOW**.
6. **Training Site Employer** agrees to ensure that any participant placed in a training opportunity will not displace any current employees.
7. **Training Site Employer** agrees to comply with the Child Labor laws (**if applicable**).
8. **Training Site Employer** agrees to inform the participant of their supervisor's name, role and responsibilities and provide the opportunity to relate any problems that might arise to that supervisor.
9. **Training Site Employer** agrees to ensure adequate work/learning opportunities are available to occupy the participant during assigned hours.
10. **Training Site Employer** agrees to provide contingency plans for inclement weather when regular Worksite is designated as out-of-doors.

TRAINING SITE DUTIES (continued)

11. **Training Site Employer** agrees to maintain and sign the participants' Timesheet or Work Experience log (Attached).
12. **Training Site Employer** agrees to submit the **completed timesheet or work experience log to the CSOW contact** by the **Monday** of the following week.
13. **Training Site Employer** agrees to ensure that participants will have a realistic training experience.
14. **Training Site Employer** agrees to assign meaningful tasks on the same basis used with regular employees to the extent possible given age, skill, and knowledge level.
15. **Training Site Employer** agrees to provide a work training opportunity only to those participants who have been referred to and declared eligible by **CSOW**.
16. **Training Site Employer** agrees to assign tasks to the participant on a daily basis.
17. **Training Site Employer** agrees to not disclose the participant' status as a recipient of any type of public assistance to anyone other than personnel with a "need to know."
18. **Training Site Employer** agrees to provide a job description either hand written on the form attached or from ONET.
19. **Training Site Employer** agrees to notify CareerSource Okaloosa Walton when any of the following events occur:
 - a. The participant failed to attend the initial interview, refused to participate, or voluntarily quit training.
 - b. The participant has experienced excessive absenteeism, sickness, or other problems affecting the participant's ability to perform the work/training.
20. **Training Site Employer** agrees that no participant shall be hired into or remain in any position when the same or substantially equivalent position is vacant due to a hiring freeze or when any regular employee is on lay-off from the same or substantially equivalent position or when the regular employee has been bumped and has recall or bumping rights to that position pursuant to the provider's personnel policy or collective bargaining agreement, nor if the work experience is created in a promotional line that infringes on opportunities of current employees.

CAREERSOURCE OKALOOSA WALTON DUTIES

21. **CSOW** shall provide worker's compensation coverage for the participant while in training at the **Training Site**.

AmeriSys is the state's workers' compensation provider and should be contacted at 1-800-455-2079 in case of a work-related injury. The manager or supervisor will be asked to provide a 4-digit code to identify the program area of the injured employee. The location code for any adult or youth in a WIOA-funded work experience activity for which workers' compensation coverage is required is 2306. The location code for Supplemental Nutrition Assistance (SNAP) and Temporary Assistance for Needy Families (TANF) participants is 2305.

22. **CSOW** shall provide assistance to the **Training Site Employer** in the event that issues are identified or need to be addressed with the participant.
23. **CSOW** shall provide the **Training Site Employer** with participants that have demonstrated consistent work habits to include attending work readiness workshops, arriving to appointments on time and showing initiative for employment opportunities and/or career exploration.

TRAINING SITE SAFETY

- 24. Training Site Employer** shall ensure the participant is provided with relevant safety instructions and safety equipment necessary for reasonable protection against injury and damage. Where special clothing or equipment is provided to the Employer's regular employees, the participant shall be provided the same type of clothing and equipment. Local, state and applicable Federal health and safety standards shall be observed.
- 25. Training Site Employer** agrees to notify **CSOW** immediately of any accidents, special situations or unusual occurrences.

TRAINING SITE MONITORING

- 26. Training Site Employer** agrees to permit monitoring and evaluation of the Work Experience site by **CSOW** staff, state and/or federal officials as shall be necessary to monitor the worksite.

ADDITIONAL TERMS

- 27. Termination for Convenience:** The **CSOW** or **Training Site Employer** may terminate this Agreement upon notice to the other party. Failure to comply with any of the terms and conditions of this Agreement shall constitute grounds for termination.
- 28. Hold Harmless:** The **Training Site Employer** shall hold harmless CareerSource Okaloosa Walton from any and all liabilities and claims of any kind connected with the operations or the services of the Employer, his or her agents, representatives or employees. The **Training Site Employer** assumes responsibility for any adverse liabilities emanating from any complaint or non-compliance or fraud and abuse found against the Employer.
- 29. Non-Discrimination:** The **Training Site Employer** agrees that no participant will be discriminated against in selection of assignment of duties on the basis of race, color, sex, disability, and national origin, religious or political belief; the **Training Site Employer** shall not discriminate against any participant on the basis of disability and shall provide reasonable accommodations for persons with disabilities.
- 30.** The **Training Site Employer** agrees when issuing statements, press releases, and other documents describing the work experience project funded in whole or in part by CareerSource Okaloosa Walton, shall clearly state: "**The work training opportunity was funded in whole or in part by CareerSource Okaloosa Walton.**"
- 31.** The **Training Site Employer** certifies that the work experience will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of the work experience; or it has no collective bargaining agreement with a labor organization that covers the training.
- 32.** The **Training Site Employer** agrees that conditions of the work experience and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws; mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan).
- 33.** The parties agree that this Agreement is the complete expression of its terms. Any oral representations or understanding not incorporated herein are excluded.

Section 4: Signatures

I hereby agree to all the terms and conditions in this Work Experience Training Agreement.

Authorized Signatures:

Employer/Supervisor Signature: _____ **Date:** _____

Type/Print Name: _____

Title: _____

CareerSource Representative Signature: _____ **Date:** _____

Type/Print Name: _____

Title: _____

Approved /Disapproved (Executive Director/Chief Operating Officer must circle the appropriate action and sign/date below)

Signature: _____ **Date:** _____

Type/Print Name: _____

Title: _____

Attachments:

- 1) Job Description(s) for all work experience positions
- 2) Authorized Signatures
- 3) CSOW Training Plan / Work Experience Assignment (Sample)
- 4) CSOW Work Experience Attendance & Participation Log (Sample)



CAREERSOURCE OKALOOSA WALTON

Work-Based Training Worksite Job Description

Work Experience Site Provider: _____

Address: _____

Telephone: _____ Fax: _____

Supervisor Name: _____

Supervisor Title: _____

Work Experience Position Title: _____

Job Description: _____

Primary Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Worksite Employer Signature / Date

CSOW Representative Signature / Date



CAREERSOURCE OKALOOSA WALTON

Authorized Worksite Signatures

Worksite: _____

Address: _____

Phone Number: _____

The following representatives are authorized to provide and sign participant attendance and/or progress reports to CareerSource Okaloosa Walton:

| | | |
|--------------|-------|-----------|
| _____ | _____ | _____ |
| Printed Name | Title | Signature |
| _____ | _____ | _____ |
| Printed Name | Title | Signature |
| _____ | _____ | _____ |
| Printed Name | Title | Signature |
| _____ | _____ | _____ |
| Printed Name | Title | Signature |

Authorized Signature

Date

If submission button doesn't work,
please save the Agreement in your
desktop computer and send it to
ashaffield@careersourceow.com