

WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA) OF 2014

WORKSITE HOST ORGANIZATION AGREEMENT

WIOA YOUTH PROGRAM WORK EXPERIENCE

I. PARTIES: The Parties to this Agreement are as follows:

....., herein after referred to as the Youth Program Contractor, and
....., herein after referred to as the Worksite Host.

II. PURPOSE:

The purpose of this Agreement is to set forth the relationship between the Youth Program Contractor and the Worksite Host Organization in order to provide a valuable work experience for program participants to support their structured career exploration activities in order to strengthen their identification of future occupational training and employment goals, in accordance with the WIOA. Youth assigned to work experience activities with Worksite Hosts are considered as participants in a federal workforce development program. Participant work experience activities provided for under this Agreement are funded by Hampton Roads Workforce Council with WIOA Youth Funds under a contract with the aforementioned Youth Program Contractor. Hampton Roads Workforce Council is the staff organization of the Hampton Roads Workforce Development Board.

III. AREAS OF MUTUAL UNDERSTANDING:

A. This Agreement will only encompass financial obligations as follows:

1. It is understood that WIOA Work Experience participants will receive a monetary incentive payment from the Youth Program Contractor for work performed and work readiness skills learned at the worksite.
2. The Worksite Host is in no way financially responsible for participant payments. Participant payments will be made to qualifying participants directly by the Youth Program Contractor.

B. 1. The Youth Program Contractor will provide a program orientation to all Worksite Host supervisors prior to commencement of work activities by participants.

2. Participants will be assigned to worksites contingent upon coordination and agreement between the Youth Program Contractor and Worksite Host on the basis of individual participant needs, abilities and the availability of sufficient, meaningful, and well-supervised work. No participant will be permitted to work, be trained, or receive services in buildings, surroundings, or other conditions which are unsanitary, hazardous, or dangerous to his or her health.

C. Individuals responsible for the Worksite Host operations will insure that all work assignments are adequately and competently supervised at all times. This includes, but is not limited to the following:

1. Orientation of participants to the specific work station duties and safety rules. Participants will be expected to conduct themselves on the worksite in accordance with Worksite Host policies and rules.
 2. Assignment of participant tasks will be made in relation to their ability to perform and in conjunction with the requirements of the task assigned.
 3. Instruction, supervision, and evaluation of participant performance.
 4. Regular communication with the Youth Program Contractor concerning participant progress and immediate notification of any worksite related problems, issues and/or accidents requiring medical attention for the participant.
 5. Participant removal from a worksite will be the prerogative of the Worksite Host. Termination from the WIOA Youth Program will remain the prerogative of the Youth Program Contractor.
- D. The participant will maintain a timesheet to record their daily attendance, which is to be certified by the Worksite Host, and approved by the Youth Program Contractor. A standard timesheet document will be provided by the Youth Program Contractor.
- E. The Worksite Host will provide sufficient equipment, tools and/or materials to perform assigned worksite tasks. The Youth Program Contractor may provide participants with job safety and other required personal supplies based on the nature of the work tasks.
- F. The Worksite Host will comply with all applicable Federal, State and Local Laws.
- G. The Worksite Host will not eliminate any regular employee(s) based on the performance of work tasks by participants.
- H. Participants are not allowed to engage in any on-site religious, political and/or labor activities during their worksite hours for program monitoring purposes.
- I. The Worksite Host will grant access to the Youth Program Contractor or Opportunity Inc. to the worksite activities performed by participants at any reasonable time during normal work hours.

IV. WORKSITE JOBS AND ACTIVITIES:

- A. List the specific job(s) to be provided: _____

 (Attach Job Description)
- B. List the types of tasks to be performed by the participants: _____

- C. List the expected participant learning objectives for the work experience: _____

- D. The number of participants that can participate at this worksite: _____

The supervisor-to-participant ratio: _____: _____

E. The normal work days and hours will be: _____

F. The approximate number of work hours per week: _____

G. The specific participant(s) assigned to the Worksite Host will be communicated in writing by the Youth Program Contractor prior to the commencement of worksite activities. Youth Program Contractor and participant emergency contact information will be included.

V. CONTACT INFORMATION:

Youth Program Contractor

Worksite Host Organization

VI. DURATION, MODIFICATION AND TERMINATION:

This Agreement is effective on _____ and will end on _____, unless terminated earlier by either party with written notice to the other. This Agreement may be modified at any time during the duration based on the mutual consent of both parties and documented in writing.

VII. CERTIFICATIONS:

YOUTH PROGRAM CONTRACTOR

WORKSITE HOST ORGANIZATION

I certify that the worksite has been reviewed for safety issues and no apparent Hazardous Conditions appear to exist, and that the Worksite Host has the resources in place to provide a valuable work experience for participants.

I certify my agreement with the areas of mutual understanding set forth in this Agreement and that I have been provided a copy of the Agreement.

By: _____
Signature

By: _____
Signature

Title: _____

Title: _____

Date: _____

Date: _____