



Worksite Agreement

This **Non-Financial Agreement** is entered into between the **Workforce Solutions of Central Texas** and (enter Worksite Name) _____ hereafter referred to as the **Worksite**.

The **Worksite** agrees to provide planned, structured work experience for second-chance workers. This program offers disaster relief assistance and foundational training to support re-entry individuals in acquiring valuable work skills and employment for the trainee identified below:

Employee Name _____
FIRST MI LAST SUFFIX

Program Provisions:

1. Scope of Work

Participants will engage in outdoor labor for storm recovery, including clean-up and repairs. The work site will provide tasks related to community restoration, helping employees gain job-related skills and familiarity with professional work environments. The employee will work no more than 40 hours per week, starting _____ (Mon/Day/Year). The total number of hours for this agreement is 80 hours of paid participation. These are the only wages for which Workforce Solution of Central Texas will be liable. Employee wages will be paid by Workforce Solutions of Central Texas congruent to the availability of funding.

Work Hours: Up to 40 hours per week

Compensation: \$25.00 per hour

2. Supervision & Accountability

Supervision: All work must be overseen by designated supervisors who ensure compliance with attendance, performance standards, and safety guidelines.

Record-Keeping: Supervisors will maintain attendance records and submit daily reports on employees' progress to the assigned Case Manager.

3. Safety and Equipment

Protective Gear: Workforce Solutions will provide necessary protective clothing and equipment (work boots, gloves, eye protection, etc.).

Training Requirement: Prior to starting work, all participants must complete the first Safety Training modules through Temple College. If employees lack computer access, they may use designated computer labs at Workforce Centers.

4. Travel Assistance

Workforce Solutions may provide travel assistance for employees who need to commute between different locations (e.g., Killeen to Temple) for work.

5. Behavioral Standards

Attendance: A no-call/no-show policy will apply. A first offense will result in a verbal warning. Repeated absences will lead to removal from the worksite.

Workplace Conduct: Participants must adhere to all worksite policies regarding professionalism and behavior. Supervisors, Parole Officers, and Case Managers will monitor adherence closely.

On any issues of attendance or workplace conduct, the employee shall be removed from the worksite on the third offense. The Supervisor is responsible for notifying the Case Manager in all instances.

6. Special Considerations for Second-Chance Workers

Case Management: Supervisors and the Case Manager will collaborate to address potential unique needs of second-chance participants, including regular check-ins for performance and behavior.

Support with Personal Barriers: Recognizing the challenges faced by individuals on parole or probation, Workforce Solutions will work with local support services to provide guidance on issues related to employment, such as time-off requests for parole requirements or mandatory check-ins.

Conflict Resolution: Supervisors should be prepared to communicate any behavioral or adjustment concerns to the Case Manager, who will facilitate appropriate interventions or additional training.

7. Legal Compliance and Safety

The Worksite will adhere to all applicable local, state, and federal laws, ensuring a safe, non-discriminatory environment.

Activities will be free from religious, political, and union-organizing influences, in line with Workforce Innovations Opportunity Act guidelines.

8. Job Description and Safety Guidelines

A detailed job description will be provided to each participant, outlining tasks and safety protocols.

Participants will receive a safety briefing, including a set of written safety guidelines from the Worksite.



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9. The **Worksite** shall comply with applicable provisions of the Workforce Innovations Opportunity Act of 2014 and with applicable rules and regulations, including, but not limited, to the following:

No employee shall be denied employment, excluded from benefits, or suffer discrimination because of race, color, sex, national origin, age, handicap, political affiliation, or belief.

Employees shall not be employed on the construction, operation, or maintenance of any facility that is used or to be used for sectarian instruction or as a place for religious worship.

Activities provided under this agreement shall not be used to assist, promote, or deter union organizing.

No currently employed worker shall be displaced by any employee; this includes partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits.

Activities provided under this agreement shall not involve political activities or lobbying activities.

No employee may be hired or supervised by any employee of the **Worksite** who is related to the employee within the second degree by affinity or third degree by consanguinity.

Appropriate health and safety standards for work and training situations will be maintained in accordance with all applicable local, state, and federal laws and regulations.

Employment and training conditions will be appropriate and reasonable in terms of geographic region, work responsibilities, travel requirements, and the employee's proficiency.

The **Worksite** agrees to maintain the confidentiality of any information regarding employees or their immediate families; requests for such information should be forwarded to the Case Manager.

This agreement, which consists of the Worksite Agreement, Orientation Handbook, and the employee’s job description, is approved and accepted on behalf of the Worksite and Workforce Solutions of Central Texas.

Primary Supervisor Job Title

Alternate Supervisor Job Title

Worksite Signatory Authority Printed Name and Title Signature Date

Address City State Zip

Phone Email

Workforce Solutions Case Manager Signature Printed Name and Title Signature Date

Phone Email