



Certificate of Completion

THIS ACKNOWLEDGES THAT

(Supervisor Signature below)

Dee Couch

SUPERVISOR FOR

(Business Name below)

Polk County-Aging & Preparation Site

HAS SUCCESSFULLY COMPLETED THE SUPERVISOR'S ORIENTATION
ON THIS DATE

October 22, 2019

Supervisor(s) Name:	Contact Number:	Email:
1. Dee Couch – Director of Aging	936-327-6830 , opt 2	aging@co.polk.tx.us
2. Rachel Hill	936-327-6830 , opt 2	aging@co.polk.tx.us
3. Jessica Holmans	936-327-6830 , opt 2	aging@co.polk.tx.us

Work Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	N/A	N/A

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

WORK BASED LEARNING AGREEMENT

Between

Company Name: Polk County – Aging Preparation Site

Hereinafter referred to as the Training Provider

And

Workforce Solutions Deep East Texas Contractor

I. Parties to the Agreement:

The parties entering into this agreement are Workforce Solutions Deep East Texas (WSDET) Contractor and **Training Provider**, the designated company/organization (Training Entity):

II. Purpose of Agreement:

It is the purpose of this agreement to establish policies and procedures for Workforce Innovation and Opportunity Act (WIOA) and/or Temporary Assistance for Needy Families (TANF) and/or Supplemental Nutrition Assistance Plan (SNAP) and/or NDWG as they individually pertain to Work Based Learning. Work Based Learning activities include Paid or Unpaid Work Experience (Subject to WSDET limitations), Subsidized Employment (Subject to WSDET limitations), On-the-Job-Training (subject to WSDET limitations) and Temporary Disaster Relief Employment (Subject to WSDET limitations) hereinafter Work Based Learning (WBL)

III. Type of Organization

Training Provider is a: Public Entity Private Non-Profit Private for Profit

Number of Participants: 4

County: Polk

IV. Duration of Agreement:

The agreement will commence upon the date of signature of both the qualified **Training Provider** designee and Workforce Solutions Deep East Texas Contractor designee. Continuation of this agreement is contingent upon availability of funds and / or qualified customer eligibility. This agreement may be terminated at any time by either party with five (5) calendar day written notice prior to the termination of the agreement.

V. Drug Test Required Yes No

For Internal Purposes Only	
WIOA Adult <input checked="" type="checkbox"/>	Youth <input checked="" type="checkbox"/> DW <input checked="" type="checkbox"/> TANF (Choices) <input checked="" type="checkbox"/> NDWG Harvey <input type="checkbox"/>
SNAP <input checked="" type="checkbox"/> Summer Eam & Learn <input checked="" type="checkbox"/>	
Virtual Success Coaching <input checked="" type="checkbox"/> (Available Technology: Webcam Y <input checked="" type="checkbox"/> N <input type="checkbox"/> , Computer Y <input checked="" type="checkbox"/> N <input type="checkbox"/>)	

VI. Goals of Agreement:

To provide WBL in a supervised, structured learning environment for trainees to gain experience in basic work habits as well as occupational skills. The aim is to significantly increase the participating trainee's likelihood of securing regular unsubsidized employment. Worksite Job Description detailing job details, employer contact information and number of positions covered is attached as exhibit A to this Agreement. **Virtual Success Coaching**

VII. Meetings and Coordination:

The **Training Provider** designee(s) and Workforce Solutions Deep East Texas Contractor staff will meet as needed to assess the activities conducted under this agreement and to make necessary adjustments to improve the project and promote positive progress for trainees.

The **Training Provider** worksite assigned Supervisor(s) and WSDet Contractor staff will meet prior to the commencement of the WBL assignment for a Supervisor Orientation session. Relevant program related rules and guidelines will be explained in this session including the required weekly written evaluation of the trainee's attendance and progress/performance.

The **Training Provider** designee(s) will consult with Workforce Solutions Deep East Texas Contractor staff in situations involving a trainee's delinquency, misconduct, or neglect of work.

Nature of the Agreement

Trainees under this agreement will be permitted under the following designation(s):

- Subsidized Employment Unsubsidized Work Activity

The contact people for this agreement are:

Designee Company/Organization Worksite

Name: Sydney Murphy
Title: Count Judge
Address: 101 W. Church Street, 4th Floor Suite 300
City: Livingston State: TX Zip: 77351
Phone Number: 936-327-6830

Workforce Solutions Deep East Texas Contractor

Name: Monica Y. Peters-Clark, Ph.D.
Title: Business Services Manager
Address: 210 N. John Redditt Drive
City: Lufkin State: TX Zip: 75904
Phone Number: 936-639-1351

VIII: Mutual Agreements:

- For Employers/Training Providers participating in the Virtual Success Coaching program, WBL Trainees will be allowed access to company technology (laptop, tablet, computer) for continued one-on-one case management and work readiness training [if applicable].
- The WBL assignment must be compatible with the trainee's ability to perform the task on a regular basis. This shall take into account the trainee's physical capacity, skills, experience, family responsibilities and place of residence.
- Advanced Temporaries, Inc. is considered the employer of record for the WBL trainee. Applicable payroll services including W-4, I-9, and W-2 statements, as well as workers' compensation insurance or the equivalent coverage for the participant will be provided by the Workforce Solutions Deep East Texas Contractor or its assigned designee.
- No incumbent workers are eligible for either Paid or Unpaid WBL.
- WBL Trainees may not report for work / training at the **Training Provider** worksite until official notification of assignment approval and start date has been received from the appropriate Workforce Solutions Deep East Texas Contractor designee.
- The participant is required to submit a weekly timesheet, which will be forwarded to the designated Workforce Solutions Deep East Texas Contractor contact. This paper timesheet is intended to record and verify hours worked as well as provide ongoing feedback to WSDet regarding the trainee's performance in the WBL assignment.
- Payments made to Paid WBL trainees are based upon hours actually worked. No vacation, sick, or holiday pay is allowable.
- Overtime hours are not permitted for trainees under WBL Programs. Payment for hours worked in excess of the allowable hours under either this agreement or FLSA (whichever is less) is the responsibility of **Training Provider** and must be made in compliance with applicable FLSA guidelines.
- In the event of an on-the-job injury, **Training Provider** will immediately contact the designated Workforce Solutions Deep East Texas Contractor representative. This notification should occur within the same work shift as the injury but must occur within 24 hours of the injury. The reporting **Training Provider** designee should be prepared to provide all information needed to complete injury reports.
- All participants have the rights available under federal state, and local law prohibiting discrimination on the basis of race, sex, national origin, religion, age and disability. Individuals alleging discrimination may choose to have their complaints processed as a program dispute or as a violation of other applicable state and local laws prohibiting discrimination in employment.
- For WBL, neither Workforce Solutions Deep East Texas Contractor nor its contractor will be responsible for wages accrued by participants who fail to provide Form I-9, Employment Eligibility Verification prior to their first day of work.

VIII. Training Provider Designee:

- For Employers/Training Providers participating in the Virtual Success Coaching program, Training Providers will provide Work Based Learning trainee(s) access to technology for virtual case management (weekly/bi-weekly).
- For Training Providers participating in the Virtual Success Coach initiative, trainee will be allowed 30 minutes during the work day to have a mentoring session with the Virtual Success Coach. This time is provided once weekly and will be scheduled with the trainee's Supervisor approval.
- Will provide the necessary tools, equipment, and supplies needed for the WBL assignment.
- Will provide adequate on-site instruction, supervision, support, feedback, and sufficient work to enable successful completion of the WBL assignment and goals.
- Will submit a weekly timesheet to the Workforce Solutions Deep East Texas Contractor.
- Will complete and return the designated Progress Evaluation form every two weeks and assure that this evaluation accurately assesses the individual's actual performance during the designated period.
- Will adhere to job duties as outlined in Job Description submitted to Workforce Solutions Deep East Texas Contractor. The company/organization will not change a participant's location and/or job duties without prior authorization from Workforce Solutions Deep East Texas Contractor.
- Will assure participants are subject to the same health and safety standards established under state and federal law that otherwise apply to individuals in similar activities who are not WSDet participants.
- Will apply the same break policy for WBL participants as applied to other employees of the organization in similar positions.
- Will be responsible for any damages resulting from the use or misuse of confidential participant information provided by Workforce Solutions Deep East Texas Contractor.
- Will assure trainees are not allowed to exceed the allowable training hours as determined and approved in advance for the WBL trainee. (This includes any limitation for hours worked within the work week as well as the duration of the WBL assignment.)
- Will assure that no WBL Trainee exceeds 40 hours per week as designated by the Workforce Solutions Deep East Texas Contractor's pay period week and reported on the designated WBL timesheet.
- Will pay the participant overtime based on the negotiated wage at time and half per FLSA if a participant should exceed 40 hours per designated pay period week as recorded on the timesheet.
- Will provide employment information to Workforce Solutions Deep East Texas Contractor if a participant is retained after the WBL period has ended.
- Will consider the WBL trainee for permanent, unsubsidized employment based upon successful completion of the training period and availability of openings.

- Will immediately notify the appropriate WSDet Contractor designee if a WBL trainee is suspended for unacceptable conduct pending resolution of problem performance or behavior.
- Will not require a participant to remain away from his/her home overnight without appropriate prior authorization from a Workforce Solutions Deep East Texas Contractor representative and participant consent.
- Will not place participants in a position in which they are directly supervised by or are the supervisor for an immediate family member.
- Will not require trainees to engage in religious or political activities or assignments at the worksite.
- Will not require trainees to work on any personal and/or business property for the Supervisor's personal gain.
- Will not supplement a WBL participant's wages in any form without the prior written authorization of the WSDet Contractor representative.
- Will not place any trainee under 18 years of age in any occupation defined by the Child Labor Provisions of the Fair Labor Standards Act as hazardous. Trainees who are 18 years of age or older may be placed in such occupations, but only under continuous Supervision of the **Training Provider** designee.
- Will not allow a WBL position to impair existing contracts or collective bargaining agreements.
- Will not provide work to a WBL participant having the effect of displacing/replacing or preventing employment of an individual not participating in the paid/unpaid work experience program. Vacancies due to hiring freezes, termination, and/or layoffs shall not be filled by a WBL participant unless it can be demonstrated that such vacancies are a result of insufficient funds to sustain former staff levels. The WBL jobs shall in no way infringe upon the availability of work hours, overtime hours, or promotional opportunities that would otherwise be available to regular employees

IX. Non-Discrimination and Equal Opportunity Assurance

Each request for proposals, proposal, and application for financial assistance under WIOA Title I shall contain the following assurance as required by 29 CFR 38.25:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The assures will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. The WBL training provider understands the United States has the right to seek judicial enforcement of this assurance.

X. Workforce Solutions Deep East Texas Contractor Agreements:

- The conditions of participation must be reasonable, taking into account in each case the proficiency of the participant as well as funding program guidelines.
- Grievances regarding non-discrimination compliance may be filed with Workforce Solutions Deep East Texas Contractor (as outlined in 40 TAC, Chapter 823).
- Grievances (excluding complaints alleging discrimination) unable to be resolved at the local level will be forwarded to Texas Workforce Commission State Office for Resolution (as outlined in 40 TAC, Chapter 823).
Participants may not be engaged in TANF WBL activities more than once per Program Year.

Agreed to:

Company/Organization:

Workforce Solutions Deep East Texas Contractor

Training Provider

Sydney Murphy
Signature

Monica Y. Peters-Clark
Signature

Name: Sydney Murphy

Name: Monica Y. Peters-Clark, Ph.D.

Title: County Judge

Title: Business Services Manager

Date: 10/22/19

Date: 10/28/19

Worksite Referral Form



PARTICIPANT: _____

Program: _____

Contact Information

Program:

WORKSITE	WORKFORCE SOLUTIONS Deep East Texas
Worksite Name: Polk County – Aging & Preparation Site	_____ County Workforce Center
Staff Contact Dee Couch	Staff Contact
Title Director of Aging	Title
Phone 936-327-6830, option 2	Phone
Fax	Fax
e-mail aging@co.polk.tx.us	E-mail
Address 602 E. Church Street, Livingston, TX 77351	Address
Hourly Rate See attached	Total Hours to be Worked

Worksite Hours

Work Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	6 a.m. to 2 p.m.	Closed	Closed

Position Information

Position Title Kitchen Helper	Supervisor: Dee Couch
Position Duties: 1.	

Job Seeker Signature: _____ Date: _____

WORKFORCE SOLUTIONS Signature _____ Date: _____

WORKSITE response to WORKFORCE SOLUTIONS (fax or e-mail signed scanned form to the contact above)

<input type="checkbox"/> The referred PARTICIPANT is accepted for work activities	<input type="checkbox"/> The referred PARTICIPANT is NOT accepted for work activities
WORKSITE Signature	Date sent to Workforce:

Assignment to WORKSITE (To be completed by Work Experience Coordinator)

PARTICIPANT Approved Start Date:	PARTICIPANT Estimated End Date:
WORKFORCE SOLUTIONS Signature	Date:

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Job Title: Food Prep/Delivery Assistant/Kitchen Helper
Wage: \$7.25 to \$9.10 (depends upon experience)
Reports to: Aging Services Director/Assistant Director
Number of Positions: 4
Office Location: 602 E. Church Street, Suite 177, Livingston, TX 77351
 936-327-6830
Primary Objectives of Position: Participant will be trained on center's nutrition system and kitchen procedures, data entry and inventory of supplies, and customer service calls to eligible customers.

- Essential Job Functions:**
- Will be assisting with cooking meals, food/plate preparation, and serving customers at the Nutrition Center.
 - Provide housekeeping duties such as sweeping, mopping, vacuuming, taking out trash, sanitizing counter tops and tables in the kitchen and bathroom.
 - Will assist driver with the delivery of meals on wheels to Polk County residents.
 - Assist in maintaining adequate inventory of food and staples.
 - Wash dishes and utensils, clean tables, floors, and kitchen equipment, as assists in washing food before preparation.
 - Takes care to present a clean personal appearance and to wash hands frequently during food preparation and clean up.
 - All other duties as assigned.

Job Qualifications: Able to follow oral and written instructions in counting, measuring, and packaging food items; establish and maintain effective working relationships with senior citizens and other county employees; and maintain Texas driver's license applicable to job responsibilities and good driving record. Adequate educational training to be able to read, write, and follow directions.


Other Job Duties: As assigned.

Worksite Hours

Work Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	7:30 am – 4:30 pm	7:30 am – 4:30 pm	7:30 am – 4:30 pm	7:30 am – 4:30 pm	7:30 am – 4:30 pm	Closed	Closed

Prevailing Wage Certification

When performing the essential job functions listed above, our employees usually start at an hourly wage of \$ 9.14. This may vary based upon the knowledge, skills, abilities, and experience each candidate brings to the job.



 Worksite Supervisor Signature