



WORK FIRST EMPLOYMENT SERVICES Work Experience/ Community Service Agreement

Please indicate the type of agreement: ___ Work Experience ___ Community Service.

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

Sponsor Responsibilities

To support the Work Experience/Community Service opportunity, _____
agrees to:

- Provide a well-supervised, supportive environment that allows the participant to learn skills and gain an employment history;
- A mandatory safety orientation should be performed. The orientation should review with each 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 no less than monthly to the county department the hours each participant spent in Work Experience/ Community Service and a review of their performance;
- Grant the participant time-off to interview for a job;
- Not discriminate against a participant based upon race, color, sex, national origin, religion, age, disability or political beliefs;
- 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 placement;
- Not to fill an established, unfilled vacancy with a Work Experience/ Community Service participant;
- Not to displace persons who are currently employed or cause their hours, wages, or employment benefits to be reduced by a Work Experience/ Community Service participant;
- Not to allow the placement of the 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/ Community Service 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; **(this does not apply to Community Service participants)**
- Immediately report any accident or injury that involves the 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/Community Service slot.

County Department Responsibilities

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

- Provide consultation and technical assistance, as requested, to the Sponsor in order to assure a productive assignment;
- Be available to the Sponsor to assist with any problems regarding the participant or in any provision of the assignment and placement;
- Refer, if available, the agreed upon number of participants to the Sponsor for the Work Experience/Community Service 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/ Community Service; **and**
- Insure that medical and accident insurance coverage is available for all Work Experience/ Community Service participants, similar to that provided under Workers 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

The North Carolina Division of Social Services does not discriminate against any person on the basis of race, color, national origin, disability, sex, or age in the admission, treatment, or participation in its programs, services and activities, or in employment.