

Work Site Agreement

Work site: _____

Street: _____

City/town: _____ State: _____ Zip: _____

Supervisor _____ Phone _____

_____, an organization, agency, or business, (hereinafter referred to as the work site) hereby enters into an agreement with the Vermont Department for Children and Families' (DCF) Reach Up Program. The purpose of this agreement is to provide work-related training activities at the work site to meet the work requirements of Reach Up participants. The work site understands that providing this placement may result in a loss of efficiency and productivity at the work site. This two-page agreement describes the obligations and responsibilities of all involved parties. This agreement may be canceled with notice by either the work site or DCF. Any additional work site work standards, policies, and rules that apply to the Reach Up participant are included as an attachment to this agreement.

This agreement entered into this _____ day of _____, 20_____

By: _____ Title: _____

Authorized work site representative signature

By: _____ Title: _____

Authorized DCF representative signature

Organization _____

For each work site placement being offered, a Participant Work Site Agreement (ESD 625WA-Supp) must be completed.

The Work Site Agrees to:

- provide adequate supervision regarding training and work-related placement objectives.
- complete monthly evaluations for each participant and sign off on participant attendance reports.
- keep confidential all information regarding the Reach Up participant's status.
- report any changes in work site activities prior to initiating the change.
- comply with DCF's nondisplacement policy.

The Department Agrees to:

- refer participants who, in the judgment of the case manager, are compatible with the work site placement and purpose.
- furnish participant monthly evaluation forms and attendance reports to the work site.
- provide an identified case manager for each Reach Up participant.
- provide the work site and the participant with regular contact by a case manager, including timely response to any inquiries or reports of problems from the work site or the participant.
- assist in the resolution of problems related to the purpose of the placement and refer the participant to appropriate services for these problems.
- review Reach Up policies, including conciliation and sanction policies, with the work site provider prior to the completion of each and every work site agreement.
- maintain a grievance procedure for resolving complaints of alleged violations of the department's displacement policy.

The Reach Up Participant is expected to:

- perform work-related activities.
- cooperate with coworkers.
- comply with supervisory direction and suggestions for improved performance.
- adhere to the rules, policies, and, if applicable, the performance standards of the worksite.
- fill out an attendance report each month.

- maintain a satisfactory attendance record including:
 - reporting to work site on time and maintaining the scheduled hours of work-related activities.
 - whenever possible, obtaining advance supervisory approval for all absences.
 - calling work site timely if late or unable to report when scheduled.