



**HEALTH AND HUMAN SERVICES  
WORKFORCE INVESTMENT ACT PROGRAM**

*Employment and training services  
for El Dorado County*

Funding Source : \_\_\_\_\_

Agreement No.: \_\_\_\_\_

**PLACERVILLE:**  
Location: 3047 Briw Road  
Mailing: 3057 Briw Road  
Placerville, CA 95667  
(530) 626-4850  
Fax 626-9060

**SO. LAKE TAHOE:**  
Location: 3368 Lake Tahoe Blvd.  
Mailing: 3368 Lake Tahoe Blvd.,  
Suite 100  
SLT, CA 96150  
(530) 573-4330  
Fax (530) 543-6771

**WORK EXPERIENCE WORKSITE AGREEMENT**

**Case Manager:** \_\_\_\_\_

**This document constitutes a non-financial agreement between El Dorado County Health and Human Services Agency (hereinafter called "AGENCY"), responsible for Community Action Agency Programs and**

**(hereinafter called "WORKSITE"), to provide work experience as an activity of the Workforce Investment Act (WIA) Work Experience Training Program. One Worksite Agreement shall be completed for each trainee under the jurisdiction of that agency. The Supervisors' Manual is made a part of this Agreement by reference.**

**Worksite Department:** \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**This Agreement pertains to:**

**Trainee Name**

**Job Title**

**General Trainee**

(Social Security Number) \_\_\_\_\_

**The period of performance of the Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_. The total number of hours contained in this Agreement shall be \_\_\_\_\_.**

**AGENCY assures that they will:**

- 1) Provide wages;**



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- 2) **Provide benefits limited to Workers' Compensation insurance. No other benefits, such as sick leave, vacation leave, or health insurance will be provided;**
- 3) **Ensure that trainees have obtained the appropriate documents enabling them to participate in work experience;**
- 4) **Provide orientation to both worksite supervisor(s) and trainee(s).**

**The WORKSITE assures that they will:**

- 1) **Provide a job description for each position requested. Job descriptions must be specific, describing the training the trainee will receive during their participation.**
- 2) **Provide a well-supervised work experience to WIA trainees who are employees of the AGENCY. The maximum trainee/supervisor ratio will be 10:1. Trainees will be under general supervision. All supervisors will be provided an AGENCY-conducted Supervisor Orientation. The worksite supervisor will complete a trainee progress evaluation every pay period (as part of the timecard).**
- 3) **Provide a drug-free workplace that is in compliance with 29 CFR, part 98.**
- 4) **Maintain and verify accurate attendance records and ensure hours are recorded only for time worked and AGENCY-approved release time. Trainees will be granted work release time for AGENCY-approved activities, such as scheduled employment interviews.**
- 5) **Ensure that trainees have sufficient duties to occupy their time, as well as materials and/or tools to perform job tasks. Sufficient duties will also be required as a supplement in case of "inclement weather."**
- 6) **Ensure that the working environment is safe and sanitary and in compliance with appropriate safety standards. The WORKSITE will maintain emergency information on trainees, including persons to notify in case of injury, illness, or other emergency.**
- 7) **Ensure that an Injury and Illness Prevention Program, in compliance with California Code of Regulations 3203, has been adopted by the Worksite.**
- 9) **Comply with all labor laws, OSHA, the Workforce Investment Act and all regulations promulgated under the Act, including nondiscrimination**



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regulations, nepotism provisions, lobbying or political activities, religious activities, and all Federal and State statutes relating to employment.

10) Ensure that the work experience training shall not result in the displacement of currently-employed workers, including partial displacement, such as reduction in hours of non-overtime work, wages or employment benefits.

11) All trainees are required to take their meal breaks. In an exceptional circumstance wherein a trainee is not able to take a meal break due to unavoidable duties, which preclude the ability to take a meal break, the trainee shall immediately notify the Supervisor of the missed meal break. The trainee shall immediately take a meal break and the Supervisor shall counsel the trainee on WORKSITE meal break policies. If the trainee completes the workday in six (6) hours or less, the meal break may be waived by mutual consent of the Supervisor and trainee. Trainees shall not work more than six (6) hours in succession without a thirty (30) minute break.

12) Make adaptive equipment and services available, upon request, to individuals with disabilities.

By signing this Agreement, the WORKSITE agrees to comply with applicable Federal suspension and debarment regulations including, but not limited to 45 CFR 76 and WORKSITE further certifies to the best of its knowledge and belief that it and its principals or affiliates or any sub-contractor utilized under the Agreement are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency. If the WORKSITE is unable to certify to any of the statements in this certification, the WORKSITE shall submit an explanation in writing to County.

This Agreement is subject to monitoring by the AGENCY, State of California, and the Department of Labor, and is contingent upon the availability of funds to AGENCY.

The County officer or employee with responsibility for administering this contract is the Director of Health and Human Services Agency or successor.

**TRAINEE:**

**WORKSITE DEPARTMENT REPRESENTATIVE:**

Name

Name and Title

Signature

Date

Signature

Date



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**CASE MANAGER:**

**El Dorado County Health and Human  
Services, responsible for Community  
Action Agency Programs:**

Name

Name and Title

Signature

Date

Signature

Date

Director

Name and Title

Signature

Date