



PAID WORK EXPERIENCE AGREEMENT

Paid Work Experience Definition

Paid Work Experience (PWE) is a service provided in a competitive employment setting in which the recipient performs real work while receiving wages for the time spent on the job. PWE clients will be compensated at the prevailing State or Federal minimum wage, or the competitive rate for the position they are placed in, whichever is higher.

PWE may be used to provide the client with job skills training to gain occupational skills, opportunities to demonstrate employment skills, completion of an internship to complete an occupational or academic degree or certificate, opportunities to gain work experience and/or to establish a current work history.

Client Name:		Client Phone:	
Counselor Name:		Counselor Phone:	
Work Site:	City of Longmont	Work Site Contact:	
Work Site Address:		Work Site Phone:	
Other Agencies/Staff Involved:	School to Work Alliance Program	Other Agency/Staff Involved Phone:	720-438-5677
Paid Work Experience Beginning Date:		Paid Work Experience Ending Date:	

Roles and Responsibilities

DVR Agrees To:

- Maintain regular contact with the client, client's supervisor, and any other work site representative.
- Notify work site of beginning and ending dates of the work experience.
- Provide counseling and other support services.
- Ensure that all client's wages are paid in a timely and accurate manner.
- Ensure the client is paid for all authorized hours worked.
- Ensure payment of all payroll taxes and other mandatory deductions as applicable.

The Work Site Agrees To:

- Interview and select clients referred by DVR. Selection of the clients is conditional upon each client successfully passing a background check.
- Provide sufficient tasks as per job description to occupy client during work hours. Provide sufficient equipment/materials so that work assignments may be carried out in accordance with the job description.
- Designate a supervisor for each client assigned, who will also serve as the contact for DVR and assure that a substitute supervisor will be available at all times when the designated supervisor is absent.
- Complete PWE Progress Report form on a monthly basis and provide to DVR counselor.
- Approve and sign client's biweekly timesheets to verify hours worked during the duration of the PWE. The City of Longmont is not responsible for the payment of any fees to DVR or wages to the Client.
- Comply with the requirements of the Fair Labor Standards Act and other pertinent federal, state, and local employment laws.

- Comply with beginning and ending dates of the program and the maximum number of working/training hours of 40 hours per week for a maximum of 160 hours during the work experience period. Assume payroll liability if weekly or program total hours are exceeded.

The Client Agrees To:

- Work all scheduled shifts. If client is unable to work a scheduled shift, he/she must follow work site protocol for informing the work site supervisor of his/her absence.
- Adhere to all work site policies, procedures and expectations.
- Complete and submit approved timesheets to the DVR counselor on a biweekly basis with accurate and truthful reports of hours worked. Timesheets shall contain the signature of the work site supervisor.
- Inform DVR counselor of any issues, problems and/or concerns encountered on the work site as soon as possible.
- Remain in at least monthly contact with DVR counselor to report progress of the PWE.

Restrictions

1. Individuals receiving PWE are limited to no more than two placements without supervisory approval. However, for Students with Disabilities (ages 15-21) there is no limit on the number of Paid Work Experiences.
2. The PWE shall not exceed 160 hours without prior supervisory approval.
3. PWE is **NOT** to be used in conjunction with other DVR services or incentives in which DVR is partially or fully funding client wages, such as an Employer Stipend or On-the-Job Training.
4. DVR clients who receive PWE are **NOT** permanent employees of the State of Colorado, the Department of Labor and Employment, DVR or the City of Longmont. They are participating in a temporary training activity, which is not expected to continue beyond the agreed upon dates.
5. The PWE may be terminated prior to the Ending Date identified. DVR will only pay wages for actual hours worked by the client.

Details of Job

Title:	
Pay:	
Duties and Tasks:	

This Agreement is effective upon signature by all Parties.

Signatures

Signature of DVR Counselor		Date	
Signature of Work Site Representative	City of Longmont:		

	Mayor		
	Attest:		

	City Clerk		
	Approved as to form:		

	<hr/> Originating Department Approved as to form: <hr/> Sr. Assistant City Attorney Proofread: <hr/>		
Signature of Client		Date	
Signature of Client Guardian / Authorized Representative		Date	