



**LOS ANGELES COUNTY INVEST PROGRAM
TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)
WORKSITE AGREEMENT**

This agreement is made and entered between Los Angeles County America's Job Center of California (AJCC):

_____ AJCC Name

_____ AJCC Address

and

_____ Worksite Name

_____ Worksite Address

The term of this Agreement shall be from the ____ day of ____ through ____.
This Agreement shall be renewed on an annual basis as agreed to by the parties.

I. The Worksite agrees to:

- A. Adhere to all INVEST TSE program regulations and program-related policies.
- B. Adhere to the authorized work hours provided by INVEST AJCC staff.
- C. Provide meaningful work experience designed to promote the development of positive work habits and specific skills required for successful participation in the workforce.
- D. Worksite shall recognize that the position occupied by the participant is a temporary employment training assignment designed to prepare the participant for unsubsidized employment.
- E. Assure that this agreement will not displace currently employed worker(s) or impose on their promotional opportunities nor discriminate with regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability,

medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, and sexual orientation. Worksite agrees to comply with all Federal, State, and County laws relating to employment, immigration, and to assure a drug-free workplace.

- F. Provide participants with an orientation to familiarize them with his/her duties, work hours, worksite expectations and provide emergency evacuation plans.
- G. Worksite shall provide a safe and sanitary physical work environment and working condition in accordance with State law and ADA regulations.
- H. Provide the LA County AJCC INVEST staff with a signed and completed INVEST Weekly Progress Report.
- I. Discuss with LA County AJCC INVEST staff any problems or conflicts that may arise concerning participant's workplace performance. Work with LA County AJCC INVEST staff to resolve issues.
- J. Worksite shall review participant timecard for accuracy prior to signing. Under no circumstances shall the worksite authorize the participant to sign their own timecard on the supervisor's line or another participant's timecard.
- K. Utilize only authorized timesheets which are provided by LA County.
- L. Give consideration to the possibility of hiring the participant, although there is no requirement to do so.
- M. Worksite shall not displace any current employee or volunteer in whole or in part with a participant, assign a participant to perform the tasks of an employee on layoff, with an INVEST participant as such action would violate the Federal Maintenance of Effort.
- N. Worksite shall not assign a participant to drive as part of his/her duties without written approval from LA County.
- O. Worksite shall submit a current Certificate of General Liability Insurance. Failure to maintain required insurance is cause for immediate termination of this Agreement and removal of the participant(s).

II. The INVEST AJCC Agrees to:

- A. Provide the worksite with INVEST regulations and program-related policies.
- B. Provide an orientation to the Worksite Supervisor.

- C. Ensure that the worksite provides a meaningful work experience consistent with the goals of the INVEST program.
- D. Ensure that the worksite provides participants with an orientation to familiarize participant with his/hers duties, work hours, worksite expectations and what do in case of an emergency.
- E. Assume the cost of wages and all appropriate benefits. The INVEST AJCC is responsible for payment of INVEST participant's hours who are engaging in the Transitional Subsidized Employment portion of the INVEST program.
- F. Review the Weekly Progress Reports, discuss evaluations with participant, and provide additional guidance for any needed improvements.
- G. Discuss any problems or conflicts that may arise from participant's job performance immediately and review as part on the Weekly Progress Report. Work with the Worksite to resolve any problems as they arise.
- H. Maintain accurate timesheet records, verify hours, and ensure that timesheets are signed by the participant and the supervisor prior to payment.
- I. Ensure the worksite utilizes only authorized timesheets.
- J. Pick up the timesheets of the participants in a timely manner. Issue paychecks to the participants according to verified time records and agency payroll procedures.
- K. Ensure that the worksite provides materials and equipment necessary to perform participant's duties.
- L. Maintain a copy of the Worksite Agreement, Weekly Progress Reports, job description, all submitted timesheets, and other relevant forms for a minimum of three (3) years for audit purposes.
- M. Ensure liability and accident coverage of participants during authorized work hours through workers' compensation as provided by WDACS- Operated America's Job Center of California.

III. Worksite and INVEST AJCC agree that:

- A. Neither party shall incur costs form each other arising from participation in the INVEST TSE Program.
- B. This Agreement may be terminated at any time only by mutual consent. Any modifications to this agreement shall be approved the County.

IN WITNESS, WHEREOF, this Agreement has been executed by and on behalf of the parties hereto the day, month, and year first above written. The person signing on behalf of the Worksite warrants that he or she is authorized to bind the Agreement.

Worksite:

WORKSITE ADDRESS:

TELEPHONE: _____

FAX: _____

SIGNATURE

NAME (Print)

TITLE

DATE

INVEST AJCC:

INVEST AJCC ADDRESS:

SIGNATURE

NAME (Print)

TITLE

DATE