

WORKSITE AGREEMENT

This worksite agreement is between _____, a Gateway Workforce Services Programs and _____, the Worksite Agency. The purpose of this agreement is to set forth the guidelines to provide eligible individuals with basic work skills and career exploration in order that they will be better able to compete for available jobs in the local labor market.

The Gateway Workforce Services Programs are provided in The Mississippi Partnership Workforce Area and are funded with various federal and state funding streams including but not limited to:

- Workforce Innovation & Opportunity Act (WIOA) Funds for Adult, Dislocated Workers, Youth, & National Dislocated Worker Grant

The Gateway Workforce Services Program Providers for _____ county are:

Program	Gateway Workforce Services Provider	Contact Person	Phone Number
WIOA Adult			
WIOA In-School Youth			
WIOA Out-of-School Youth			

Section I. Worksite Agency Information

Worksite Agency Name:			
Address:	City:	State:	Zip:
Contact Person:	Contact Email:	Contact Phone Number:	
Worksite Regular Functions:		Worksite Hours:	
Timesheet Approver #1:		Timesheet Approver #2:	
Name:		Name:	
Email:		Email:	
Indicate Background/Drug Screens the Worksite Agency requires:			
<input type="checkbox"/> No Background/Drug Screen Required	<input type="checkbox"/> Employment (7 year)	<input type="checkbox"/> County Search (7 years)	
<input type="checkbox"/> National Search	<input type="checkbox"/> Drug Screen (5 Panel)		
Does the Worksite Agency have an employee that currently serves or who served during the past year on the Mississippi Partnership Local Workforce Development Board?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section II. – Regulations for Worksite Agency

1. The Worksite Agency ensures that:
 - a. Sufficient work is available to occupy the intern,
 - b. Working conditions are sanitary and safe, and each intern will work in a safe manner

- c. Interns will be utilized only in the agreed upon job(s) with each Gateway Workforce Services Provider. Interns may not be employed on construction jobs or operation or maintenance of a facility that is used for religious instruction or worship.
 - d. Regulations regarding Child Labor Laws will be followed when applicable.
 - e. No currently employed worker shall be displaced by any intern participant, including partial displacement such as reduction in hours of non-overtime work, wages, or employment benefits.
 - f. No intern shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation or belief, be discriminated against or denied employment as a participant.
2. The worksite will comply with the regulations of the Workforce Innovation and Opportunity Act, The Mississippi Partnership, and/or Gateway Workforce Services Provider.
3. The Worksite Agency agrees to:
 - a. Notify the Gateway Workforce Services Provider if an intern quits, fails to report to work for two consecutive days, or has excessive unexcused absences from work.
 - b. Notify the Gateway Workforce Services Provider if a problem arises with an intern so that the problem may be solved or the intern removed from the worksite.
 - c. Have a sign-out procedure at the Worksite Agency's main office if the intern will be working in different Worksite Agency locations.
 - d. Provide supervision by a competent adult that will not exceed a 1:5 supervisor to Gateway Intern ratio.
 - e. Complete timesheets for each intern and submit it to the Gateway Workforce Services Provider.
 - f. Notify the Gateway Workforce Services Provider of any written or oral complaint relating to the conditions of this agreement and will assist in any investigation undertaken, whether by the Mississippi Department of Employment Security, the Mississippi Partnership Local Workforce Development Area, or the Mississippi Department of Human Services to ascertain facts relevant to the complaint.
4. The Worksite Agency understands that:
 - a. Hours each intern may work will be negotiated between the Worksite Agency and the Gateway Workforce Services Providers. If the intern is permitted to work beyond the negotiated limit, the wages for hours worked in excess of the limit will become the responsibility of the worksite agency.
 - b. Three Rivers Planning & Development District and/or other state or federal representatives may monitor the worksite to ensure that both the Gateway Workforce Services Provider and the worksite agency are in compliance with this agreement.

Section II. Regulations for the Gateway Workforce Services Provider

1. The Gateway Workforce Services Provider will provide forms to be used to record time and attendance, which must be signed by the intern and Worksite Agency and submitted to the Gateway Workforce Services Provider.
2. The Gateway Workforce Services Provider, in conjunction with the Worksite Agency, will determine the number of hours the intern may work and the intern's pay rate.

3. The Gateway Workforce Services Providers will maintain Worker's Compensation Insurance for work related accidents. Each Gateway Services Provider will provide the Worksite Agency information regarding procedures for work related accidents and Worker's Compensation

4. The Gateway Workforce Services Providers will monitor all job site(s) in conjunction with the Mississippi Partnership Local Workforce Development Area's requirements in order to ensure compliance with this agreement.

Section III. Effective Date

This Worksite Employer and the Gateway Workforce Service Providers will adhere to the above criteria and all guidelines of the Rules and Regulations governing the internship program. This agreement shall become effective when signed by the Worksite Agency and Gateway Services Provider and shall remain in effect until June 30, 2024, unless terminated by one of the two parties.

Worksite Agency: <hr/>	_____, a Gateway Workforce Services Provider and agent of Three Rivers PDD Division of Workforce Development: <hr/>
Signature _____ Date _____ Name: _____ Title: _____	Signature _____ Date _____ Name: _____ Title: _____