

Youth Work Experience (WEX) Placement Agreement

The WIOA Service Provider, the Employer, and the WEX Participant agree to the following terms for this work experience.

A. The Service Provider will:

1. For a paid WEX, reimburse the Employer, per a mutually agreed upon schedule, 100% of the wages of a maximum base hourly rate of \$_____ that were paid to the WEX Participant for a maximum of _____ hours of wage subsidy.
2. Reserve the right to visit the workplace and inspect/copy the Employer's records for the WEX Participant to verify occupational and educational hours and, otherwise, to determine compliance with this agreement.
3. Communicate regularly with the WEX Participant and, as needed, with the workplace supervisor.
4. Conduct a post-WEX interview with the WEX Participant.
5. Reserve the right to end this agreement at any time by written notice to both the Employer and the WEX Participant.

B. The Employer will:

1. Comply with all Federal, State, and local fair employment, wage and hour, tax, and safety rules, regulations, and laws, as applicable.
2. Provide daily supervision to the WEX participant for the period noted in this Youth Work Experience Placement Agreement.
3. For a paid WEX, be responsible for the WEX Participant's payroll services and pay all required taxes, fees, and employee benefits that the Employer offers employees in similar positions, including general liability insurance and Workers' Compensation; submit prompt invoices to the Service Provider, per a mutually agreed upon schedule, along with timesheets or other time records in support of the gross pay that the WEX Participant received during the period of the invoice; and keep proper payroll records in accordance with generally accepted business and accounting practices.
4. Make records of occupational and academic educational hours and payroll records, as applicable, available for inspection by the Service Provider, and retain them in accordance with the Nevadaworks Record Retention Policy.
5. Provide the Service Provider with timely written notice of termination of the WEX Participant, if applicable.

C. The WEX Participant will:

1. Agree that the Service Provider is not his/her employer.
2. Give a best effort to the Work Experience in terms of promptness, dress code, communication, and effort to learn.
3. Communicate weekly with the Service Provider.
4. Inform the Service Provider and the workplace supervisor as soon as possible about any problems in the WEX.

Signatures:

Employer Representative/Title

Date

WEX Participant

Date

Service Provider Representative/Title

Date