

Mt. Hood Community College
Steps to Success
Work Experience Work Site Agreement

- I. Purpose: To define the operational requirements for work sites that will provide Trainees with opportunities to learn skills and important work habits through this Work Experience.

The MHCC STEPS TO SUCCESS Program, and _____
Address _____ City _____ Zip _____

Herein referred to as the Work Site, hereby mutually agree to the following conditions for providing a training site to participants, herein referred to as Trainees, the Work Experience Program. This agreement is to remain valid until terminated by either party in writing.

- II. The MHCC STEPS TO SUCCESS Program shall:
- a. Recruit and accept referrals of prospective STEPS participants and determine their eligibility for participation in the Work Experience Program
 - b. Prior to placement, prospective Trainee(s) will be interviewed by the Work Experience Coordinator to assess their skills and overall suitability.
 - c. Conduct regular monitoring and evaluations of the Work Site to assure the tasks in the job description or the goals of the training plan are being met. Assist Work Site Supervisors in resolving any problems relating to the Work Experience.
 - d. Provide on-going support to the Work Site Supervisor and the Trainee(s).
 - e. Provide Workers' Compensation Insurance for the Trainee(s) through the State of Oregon Department of Human Services for the duration of the Work Experience assignment.
- III. The Work Site shall:
- a. Provide the Work Experience Coordinator with a list of duties to be performed by the Trainee(s) prior to placement. Once the position description is written, changes in job duties must be reported to the Work Experience Coordinator.
 - b. Assure that Trainee(s) do not replace regular employees or delay the filling of vacant positions or the recall of workers currently in lay-off status or infringe on the promotional opportunities of currently employed workers.
 - c. Provide adequate instruction and training to the Trainee(s) regarding job duties and work activities outlined in the job description of the Work Site.
 - d. Conduct an interview with Trainee(s) prior to placement.
 - e. Provide an orientation for the Trainee(s) regarding personnel policies, procedures and work expectations of the Work Site.
 - f. Verify the accuracy and completeness of attendance for Trainee(s) in the volunteer Work Experience program by signing attendance reports weekly. Complete progress reports and evaluation as required by the MHCC Steps to Success Work Experience Program.
 - g. Provide the Trainee(s) with the same work conditions as regular employees at the Work Site including breaks and lunch.
 - h. Inform the Work Experience Coordinator if the Trainee(s) is having difficulty adjusting to the work situation and contact the Work Experience Coordinator in advance whenever disciplinary action or termination of the Trainee is necessary.
 - i. Designate an alternative supervisor with whom the Trainee(s) and the Work Experience Coordinator may consult in your absence.
 - j. Notify the Work Experience Coordinator immediately if a Trainee(s) is injured on the job.
 - k. Upon request, provide certificate of general liability with limits not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and auto liability (if appropriate) with limits not less than \$1,000,000 CSL to Mt. Hood Community College.
 - l. Upon request, provide certificate of workers compensation with limits not less than \$500,000 each accident, \$500,000 each employee, with a policy limit not less than \$500,000 to Mt. Hood Community College.
- IV. Oregon Department of Human Services shall provide Workers Compensation Insurance for the duration of the Work Experience placement.

Work Site

Placement Agency

Authorized Signature

Work Experience Coordinator

Printed Authorized Name and Title

Michael Wolfe, Chief Operating Officer