



Texas Workforce Commission
Vocational Rehabilitation Services
**Worksite Agreement for Wage Services -
WorkQuest**

Customer Information

VR Customer's name:

VR Customer's job title:

Wage level and VR customer's rate of pay:

Entry Level - \$10.90 Intermediate - \$13.92 Advanced - \$20.32

Describe the skills, duties and responsibilities the VR customer will be performing at the worksite.

Length of the worksite experience: Week(s) Hours to be worked per week:

Worksite Information

Worksite name:

Street address (include suite number, if any):

City:

State:

ZIP Code:

Main phone number: ()

Supervisor's (or contact person's) name:

Supervisor's (or contact person's) title:

Supervisor's (or contact person's) direct phone number: ()

Supervisor's email address:

VR Customer Agreement

As a VR customer, I agree that:

- A paid worksite assignment is a training program, not paid employment. The following items about your training program are described in the the VR Customer Information section of this form:
 - the rate of pay;
 - skills, duties and responsibilities to be performed at the worksite;
 - length of worksite experience; and
 - hours to be worked per week;
- I will not be an employee of the worksite;
- I will be paid to work in the training program by a third party;
- I am responsible for reporting my earnings, in a legible format, to any agency from which I receive economic assistance;

- I am not eligible to apply for unemployment insurance after or during participation in this worksite assignment; and
- This is not a permanent position and can be terminated by any party at any time

VR Customer Signature: X	Date:
---	--------------

For VR customers that are under the age of 18, only a parent/guardian/established representative's signature is required.

VR Customer's Authorized Representative Signature, if any: X	Date:
---	--------------

Worksite Agreement

- As a worksite, we agree to:**
- Provide meaningful, well supervised, safe working conditions for VR customer;
 - Assure sufficient work to occupy the VR customer;
 - Provide appropriate and sufficient instruction and equipment/materials/tools, as appropriate, for VR customer to conduct their job duties;
 - Assure that the VR customer receives equal safety training provided to worksite's employees performing same job duties;
 - Assure that VR customer is always supervised by a qualified supervisor. No VR customer may be placed in a worksite activity where a member of that person's immediate family is directly supervised by or directly supervises that individual;
 - Assure compliance with state and federal Employee Right-To-Know and Child Labor laws; Americans with Disabilities Act; Fair Labor Standards Act and Equal Employment Opportunity laws and regulations;
 - Assure activity of the VR customer will be supplemental and will in no way affect status of regular employees or seasonal employees normally hired;
 - Cooperate with TWS-VR staff and WorkQuest in monitoring progress of VR customer;
 - Assure that all work is conducted in a sanitary and drug-free environment, under safe working conditions in compliance with OSHA standards or state guidelines if the VR customer's worksite is within another State of Texas agency;
 - Maintain an accurate and legible record of time and attendance for each VR customer; the record shall be signed and submitted according to current payroll process and schedule;
 - Inform VR customer of worksite rules including grievance procedures, equal pay and non-discrimination assurances;
 - Notify WorkQuest, as applicable, of any VR customer terminations; and
 - Notify WorkQuest, as applicable, within one business day of any workplace injury of a VR Customer and submit appropriate forms.

Designated Worksite Supervisor or Designee Name:

Designated Worksite Supervisor Signature: X	Date:
--	--------------