

Work Experience Program (WEP)
VIRTUAL WEx
TRAINEE AGREEMENT

This Agreement is entered between _____ the NextGen Service Provider (NGSP), hereinafter referred to as the **“NextGen Service Provider or NGSP”** and the eligible NextGen Program participant, _____, hereinafter referred to as the **“Trainee”** for the purposes of providing employment and training services to eligible young adults, authorized, funded and administered by the Atlanta Regional Commission. Under this Agreement, the Trainee will be provided with meaningful career exploration conducted by a State (Technical College System of GA (TCSG)) approved virtual work experience (WEx) program and provider. Trainees will participate in a virtual classroom hereinafter referred to as the **“Worksite”**. The virtual WEx should also aid in the development of skills and work habits, which will assist the Trainee in obtaining sustainable employment in the future.

WORKSITE CONTACT INFORMATION

Worksite Name _____ **Website** _____

Related Industries _____

Supervisor Name _____ **Job Title** _____

Email _____ **Telephone** _____

Alternate Supervisor Name _____ **Job Title** _____

Email _____ **Telephone** _____

PERIOD OF AGREEMENT & TERMINATION

This Trainee Agreement shall begin on Month _____ Day _____ Year _____ and shall end on Month _____ Day _____ Year _____. No Trainee shall begin the work experience until this Agreement has been fully executed by the NGSP and the Trainee.

- This Agreement may be terminated by either the NGSP or the Trainee.
- Failure by the Trainee or the NGSP to adhere to the responsibilities in the Agreement may constitute termination of the Agreement.

During the work experience the Trainee may work up to _____ hours per day, _____ hours per week for a total of _____ weeks. Trainee must not exceed the period indicated herein. Under no circumstances should any trainee work over 40 hours in a week.

TIME ATTENDANCE AND COMPENSATION

The virtual WEx instructor, hereinafter referred to as the Worksite Supervisor shall maintain accurate time and attendance records. Due to the unique parameters of virtual WEx, the Trainee may be paid a weekly stipend based on successful completion of assignments outlined in the Program Guide. If the Trainee is paid an hourly wage, the wage must be no less than the federal minimum wage (overtime wages will not be paid). **Trainee will not be paid for absences and/or missed assignments.**

- a. The Worksite Supervisor must use a platform outlined in the Program Guide to record the Trainee's attendance and completion of assignments.

- b. Attendance records and status of assignments will be provided to the Trainee and NGSP at the end of each week by the Worksite Supervisor. **Stipend or hourly pay must be based on successful completion of weekly assignments, as outlined in the Program Guide.**

ASSURANCES

Trainee Assurances

- a. Shall attend orientation provided by NGSP or Worksite. The orientation will cover the rules and procedures for the virtual WEx.
- b. Shall be sure to review all general rules and personnel procedures outlined by Worksite Supervisor and NGSP and ask questions if there is something Trainee does not understand.
- c. Shall be on time for work and/or class and shall submit assignments by the allotted deadlines.
- d. Shall be responsible for communicating with the NGSP and Worksite Supervisor beforehand if going to be absent or late. This includes submitting assignments.
- e. Shall commit to completing work experience successfully, as outlined by the Program Guide and Worksite Supervisor.

Worksite Assurances

- a. Shall provide orientation to the Trainee regarding the Worksite policies and procedures and work expectations prior to Trainee starting the work assignment.
- b. Shall provide a meaningful and productive virtual work experience to keep Trainee fully occupied during program hours.
- c. Shall provide sufficient guidance and/or materials to carry out assignments.
- d. Shall complete evaluations of the Trainee's performance.
 - **At least one (1)** "final" evaluation needs to be turned in to NGSP at the end of the virtual work experience.
 - NGSPs will be alerted by the Worksite Supervisor to any missed assignments or attendance, using the platforms outlined in the Program Guide.
- e. Shall maintain adequate accountability for Trainee's time and attendance on the platforms outlined in the Program Guide.
- f. Shall uphold all rules and regulations governing the virtual WEx.

NextGen Service Provider Assurances

- a. Provide orientation to the Trainee regarding the WEP policies and work expectation prior to placement at the Worksite.
- b. Ensure that counseling and other services are provided to the Trainee who may be experiencing unsatisfactory performance as documented by the Worksite Supervisor.
- c. If a **PAID** WEx (including stipend), shall pay wages to the Trainee to compensate for training provided by the Worksite. Payments to Trainee will be made upon submission of properly certified attendance record and completion of assignments on a platform outlined in the Program Guide.
- d. If a **PAID** WEx, NextGen Service Provider shall operate as the "Employer of Record". Therefore, the Trainee shall be covered under the NGSP's Workers Compensation Policy.
- e. If a **PAID** WEx, NGSP shall immediately notify the Worksite when there is no funding available to continue the work experience activity for the Trainee.
- f. This Agreement and other related WEx documents will be maintained by the NGSP.

- A description of the virtual WEx.
- A description of the platforms that will be used to complete assignments.
- A list of duties and expectations.
- The weekly program schedule.

WORKSITE MONITORING

The Worksite may be monitored by the State (Technical College System of GA (TCSG)) and/or local representatives (NextGen Program (NGP)), as well as regular visitations by the NGP staff to check on the progress of the work experience participants.

SIGNATURES OF CERTIFICATIONS

NEXTGEN SERVICE PROVIDER

NGSP Organization Name _____

Address _____

Street City County State Zipcode

Contact Number _____ **Email** _____

Name of NGSP Authorized Representative _____

NGSP Authorized Representative Signature **Date**

TRAINEE

Trainee Name _____

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Trainee Signature _____ **Date** _____

Parent/Guardian Signature (if applicable) **Date**

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