

**VOCATIONAL GUIDANCE SERVICES' TRANSITIONAL JOBS PROGRAM
WORK-SITE PARTNER AGREEMENT**

As a result of your agreement to be a Work Site Partner this letter serves as an agreement between **Community United Head Start** and Vocational Guidance Services' (VGS) Transitional Jobs Program (TJP).

In this partnership, it is agreed that VGS will:

- Arrange interviews for identified consumers for your selection to be assigned to a transitional job slot for a period of up to 6 months.
- Pay consumer wages and unemployment compensation for the duration of the consumers' transitional job experience up to a period of 6 months.
- Offer work site support throughout the transitional job experience. All transitional jobs must provide sufficient work for 30 hours per week and must offer an opportunity for transitional workers to develop employment related skills.
- Will remain the employer of record and therefore would handle any disciplinary matters with the transitional job assigned consumer.

During the transitional assignment, **Community United Head Start** will be responsible for providing a work partner as a supervisor to the consumer. The employer's assigned work partner will:

- Oversee the consumer's daily responsibilities, communicating with VGS career advisors, and assist the consumer in completing the consumer's timesheets.
- Attend occasional work partner training sessions that are conducted by VGS Transitional Jobs Staff.

While **Community United Head Start** is under no obligation to do so, if a consumer has shown that they are qualified and have demonstrated good work performance **Community United Head Start** may hire the consumer in an unsubsidized position. In these cases, VGS' TJP would provide staff support to assist in the transition.

If you have any question regarding the Transitional Jobs Program or this agreement, please contact Robin Smalley, Manager, at 216-881-6003.

Community United Head Start
WORK-SITE PARTNER COMPANY

Vocational Guidance Services
Transitional Jobs Program

WORK-SITE PARTNER Signature

Robin Smalley
Manager, Transitional Jobs Program

Date

Date