



## Pre-Employment Transition Services Group Setting: Work-Based Learning (WBL) Agreement

This form outlines the WBL duties, wages / salary, expected schedule, contact information and the terms of DVR reimbursement for the host employer.

STUDENT NAME			
ADDRESS		CITY	STATE ZIP CODE
TELEPHONE HOME	CELL	EMAIL ADDRESS	
EMERGENCY CONTACT NAME		TELEPHONE NUMBER	
<b>Work-Based Learning Location</b>			
WORK-BASED LEARNING JOB TITLE			
JOB TASKS			
BEGIN DATE	END DATE	WAGE \$ / hour	EXPECTED WORK SCHEDULE (DAYS AND HOURS/WEEK)
Identify accommodations needed to support the WBL:			
<b>Employer Information</b>			
EMPLOYER		STUDENT SUPERVISOR	
ADDRESS		CITY	STATE ZIP CODE
TELEPHONE	CELL	EMAIL ADDRESS	
<p>_____ is responsible for paying wages directly to</p> <p>_____.</p>			

<b>DVR Approving WBL Placement</b>	
STUDENT'S IDENTIFIED CAREER OF INTEREST	
REGIONAL TRANSITION CONSULTANT (RTC) OR DESIGNEE	
<b>Pre-ETS Group Service Provider Information</b>	
CONTRACTOR / SUBCONTRACTOR BUSINESS NAME	
CONTRACTOR REPRESENTATIVE	TELEPHONE NUMBER (WITH AREA CODE)
JOB-SITE OBSERVATION DAYS / TIMES	SITE SUPERVISOR CHECK-IN DAYS / TIMES
<b>Student Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Work the agreed upon WBL schedule and maintain regular attendance;</li> <li>2. Notify the employer in advance of any absence;</li> <li>3. Follow supervision of the employer and perform assigned job duties;</li> <li>4. Work with the Contractor representative assigned to the WBL site.</li> <li>5. Other:</li> </ol>	
<b>Pre-ETS Group Service Contractor Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Complete necessary paperwork to get students set up as an employee</li> <li>2. Conduct weekly on-site observations of student to monitor work assignments;</li> <li>3. Conduct weekly check-ins with on-site supervisor to monitor student progress</li> <li>4. Maintain accurate student timesheets to include dates and times of hours worked;</li> <li>5. Pay student wages, payroll taxes, and workers compensation as appropriate and in accordance with Washington State Labor and Industry Standards (if applicable);</li> <li>6. Identify any reasonable accommodations that may be needed by the student to perform the essential job functions of the WBL, and arrange implementation of accommodations with employer;</li> <li>7. Submit monthly billing to DVR for student wages:</li> </ol>	
<b>Employer Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Supervise the student participant as outlined in this agreement;</li> <li>2. Implement the agreed upon reasonable accommodations;</li> <li>3. Notify the DVR counselor of any problems or concerns that arise.</li> </ol>	
DVR STUDENT'S SIGNATURE	DATE
DVR RTC OR DESIGNEE'S SIGNATURE	DATE
EMPLOYER'S SIGNATURE	DATE
PRE-ETS CONTRACTOR'S SIGNATURE	DATE
PARENT / GUARDIAN'S SIGNATURE	DATE