



Northwest Arkansas Economic Development District

Policy Name: Addendum to Worksite Agreement

Date Approved by the Board: September 4, 2019

Addendum to Worksite Agreement

Dislocated Worker, National Disaster Grant Program

The Northwest Arkansas Workforce Development Board temporary employment policy/procedures include the State's policy plus the following information.

Purpose:

To provide policy direction and guidance for the implementation of a Temporary employment program for WIOA eligible Dislocated Worker National Disaster Grant participants.

Policy:

The geographic area where the worksites are located must be located in the geographic area covered by a FEMA declaration for public assistance or within the area subject to another Federal agency's declaration of an emergency or disaster situation of national significance. Generally, worksites will be limited to public and non-profit facilities.

The Temporary employment worksite may be in the public sector or the non-profit sector.

The Temporary employment is not designed to replace an existing employee or position. Wages are provided by NWAEDD and paid directly to the participant. Labor standards apply as the Fair Labor Standards Act. Employers are not monetarily compensated.

Policy Guidelines:

- Temporary employments for National Disaster Grants are limited to 2,080 hours during the grant period.
- Participants will be paid the same hourly rate as other employees at the worksite factoring in the job description and entry level position.

Selection of temporary employment worksites:

NWAEDD Supervisors will approve all training site locations.

When selecting training sites Career Advisors should be looking for sites that meet the following criteria:

1. The worksite meets federal, state and local labor laws and agrees that the laws will be followed.
2. The worksite has a person designated as the supervisor. There must be alternate personnel to supervise in the absence of the supervisor.
3. Supervisors must be willing and motivated to meet the terms of the worksite agreement.
4. The worksite will provide meaningful and continuous work during working hours.
5. The worksite agrees to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
6. The worksite provides a description of the temporary employment activities and will provide the necessary paperwork including time and attendance records.
7. Participants will be provided a work environment that meets health and safety standards.



Northwest Arkansas Economic Development District

Payroll Procedures:

Participants are employed in temporary employment activities and Northwest Arkansas Economic Development District will be the employer of record, using WIOA Dislocated Worker National Disaster Grant funds.

Time/attendance records will be submitted for payment twice monthly. Upon enrollment participants will be provided a payroll schedule.

The Records Manager will ensure that all enrollment and payroll requirements are completed when participants are entered in the payroll system. Paperwork must be submitted in a timely manner so the Records Manager has time to add participants to the payroll system. Failure to submit information timely could result in the participant not getting paid on schedule.

Payroll Forms:

Include AJL Universal Page Printout, Demographic Information Page, and Temporary Employment Service Page. W-4, State Tax Form, I-9 and Backup, Direct Deposit Forms.

General Conditions for Temporary Jobs:

1. Worksite Employer must determine and ensure that all temporary workers at all worksites area only performing disaster-relate work activities.
2. Participants shall receive comparable working conditions and non-payroll benefits such as rest breaks, etc. as other employees, including following the state and federal holiday policy of the individual's worksite;
3. There shall be no displacement of regular employees nor replacement of laid-off workers by the temporary job participant(s); and there shall be no infringement of promotional opportunities for regular employees.
4. Participants shall be compensated at the same rates as employees who are similarly situated in similar occupations by the worksite employer and who have similar training, experience, and skills.
5. Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to the level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on duration and level of compensation for workers under this project.

Timesheets:

Participants are to record their time on a timesheet provided to them by their Career Advisor. Participants are responsible for signing in and out each day, then signing and dating their timesheet on the last day of the pay period and obtaining their supervisor's signature. Signatures must be in ink with no whiteout. At the discretion of the Records Manager messy timesheets will have to be redone. Timesheets are to be verified for accuracy by the Career Advisor and the Record Manager.

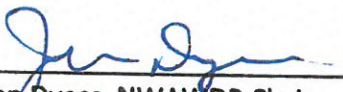
The payroll file will be kept in Harrison by the Records Manager for the time required to meet WIOA file retention.



Northwest Arkansas Economic Development District

Workers Compensation:

NWAEDD will provide workers compensation coverage for participants. Worksites are required to cover their worksite safety procedures and return the safety orientation form to the Career Advisor. Worksite supervisors must cover the worksite safety procedures with the participant and sign and date the safety orientation form.



John Dyess, NWAEDD Chair

