



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number:		2023-460-68	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)			
Business Name: Hillsborough County Public Schools			
Address: 901 East Kennedy Boulevard			
City:	Tampa	State:	FL Zip: 33602
Telephone:	(813) 231-1872	Fax:	813 231-1869
Website: www.hillsboroughschools.org			
County:	Hillsborough	FEIN #:	591757936
Years at Current Location:	Over 30	Industry Sector:	Education
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>			
Representative: Addison Davis			
Telephone: (813) 272-4000			
Email: Addison.Davis@hcps.net			

CareerSource Tampa Bay	
Staff Contact Name:	
Contact Phone:	Email:

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described in the applicable appendix and [forms](#):

- Incumbent Worker Training (IWT) – [IWT Appendix](#)
- On-the-Job Training (OJT) – [OJT Appendix](#)
- Paid Work Experience (PWE) – [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the "Effective Date" as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise



due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three additional one-year periods, on January 1.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- G. Funds will not be used for any political or lobbying activities or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.



- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14) calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.
- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Worksite Host	Contact Name/Title: <u>Addison Davis/Superintendent</u> Organization Name: <u>Hillsborough County Public Schools</u> Physical Address: <u>901 East Kennedy Boulevard</u> <u>Tampa, FL 33602</u>

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host and CSTB will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.



- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.
- E. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if records are not transferred to CSTB.

Failure to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted. Employer/Worksite Host has final authorization to allow.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.



XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.



- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

[SIGNATURE PAGE FOLLOWS]



XVII. SIGNATURES


This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay:**

Nadia T. Combs
Signature
NADIA T. COMBS


John Flanagan (Jun 21, 2023 19:19 EDT)
Signature
John Flanagan

Print Name

Print Name

Board Chair
Title

CEO
Title

May 9, 2023
Date

06/21/2023
Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date



PWE APPENDIX

The Paid Work Experience ("PWE") program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter an [Initial Work Based Training Outline](#) (Form WBT-102a). And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Trainee, Worksite Host and CSTB shall enter a [Final Work Based Training Outline](#) (Form-102b). Both of which are attached hereto and incorporated herein by reference.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary in order to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.



III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 1. the participant has failed the work assigned or voluntarily quit the work experience.
 2. the participant has experienced absenteeism or sickness or other problems.
 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. Employer Name: Hillsborough County Public Schools

2. Job/Occupational Title: Administrative Assistant

3. TOL/SOC Code: 113010

4. Job Description: Provide support to school staff

5. Sectors: Finance/Professional Services Healthcare/Life Sciences Hospitality/Retail/Tourism
 Information Technology Manufacturing/Logistics Military Affairs Trades/transportation

Job Skills Needed/ Skills to Be Learned	Date Measured: _____			
	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
1) Open, sort and distribute incoming mail/packages and prepare mailings as requested	20		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
2) Operate copy machine and various other office machines	20		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
3) Prepare reports involving clerical or tabular information, including performing simple calculations	20		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
4) Complete or assist in completing forms, reports, etc	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
5) Inventory supplies and equipment	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
6) Retrieve information from manual or electronic files to answer inquires	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
7) Perform basic computer skills such as keyboarding, spreadsheets and presentation software	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
8) Answer telephones	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
9) Perform any other duties as assigned	10		Not Skilled <input checked="" type="checkbox"/> Some Skill <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>	Beginning <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>



Attachment I: Initial Work Based Training Outline

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10)			Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
<i>Total Hours:</i> <i>*Note: Total hours cannot exceed 1,040.</i>		120		

PWE ONLY (WIOA YOUTH ONLY- AGES 16-24)
Section below is only required for PWE program participants.

6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>
a) Occupational Education Components:	<hr/> This work experience will teach the participant skills related to customer service, computer skills, organization skills, and being professional in an office environment. <hr/>
b) Academic Components:	<hr/> This work experience will strengthen active listening, emotional intelligence, and critical thinking skills. It will also strengthen verbal and written communication, reading comprehension, and information gathering. <hr/> <ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules

 Employer Signature

6-1-23

 Date

 CSTB Sector Strategist Signature

6/1/23

 Date



Attachment I: Initial Work Based Training Outline

Check which category applies to you: OJT PWE

1. **Employer Name:** Hillsborough County Public Schools

2. **Job/Occupational Title:** Custodial Support

3. **TOL/SOC Code:** 499071

4. **Job Description:** Perform daily cleaning, minor maintenance, yard duties to provide clean and healthy learning environment

5. **Sectors:** Finance/Professional Services Healthcare/Life Sciences Hospitality/Retail/Tourism

Information Technology Manufacturing/Logistics Military Affairs Trades/transportation

Job Skills Needed/ Skills to Be Learned

Date Measured: _____

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
1) Sweep, mop, scrub, wax, and burnish floors as well as vacuum and shampoo carpets as applicable	20		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
2) Clean, sanitize and stock restrooms	20		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
3) Restock product when not waiting on customers	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
4) Clean and dust all horizontal and vertical surfaces	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
5) Removes and disposes of waste products daily	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
6) Performs minor non-cleaning maintenance tasks of facility, including by not limited to changing light bulbs, changing toilet seats, unclogging toilets, changing ceiling tiles, touching up paint, securing windows, delivering supplies, setting for meetings, assembling and moving furniture	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
7) Follows a lawn and maintenance program, including mowing (pushing and/or riding), weeding, weed-eating, edging trimming, fertilizing, minor plant replacement, mulching, blowing off sidewalks, watering, pressure washing, and graffiti removal	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
8) Performs work duties independently and/or as part of a custodial crew depending on the nature of the task, works cooperatively in group situations, exhibits tact and consideration	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>
9) Maintain and clean custodial closets	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Skilled <input type="checkbox"/>

WBT-102a

Rev. 09/30/2019

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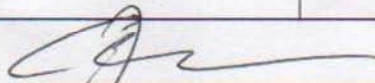


Attachment I: Initial Work Based Training Outline

Skills	Hours Required	Estimated Training Hours	Starting Capability Measured	Ending Capability
10) Perform any other duties as assigned	10		Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled <input type="checkbox"/>	Beginning <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Skilled <input checked="" type="checkbox"/>
<i>Total Hours:</i>		120		
<i>*Note: Total hours cannot exceed 1,040.</i>				

PWE ONLY (WIOA YOUTH ONLY- AGES 16-24)
 Section below is only required for PWE program participants.

6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>
a) Occupational Education Components:	<hr/> This work experience will teach the participant skills related to keeping work area clean and santized, landscaping, and being a team player. <hr/> <hr/> <hr/>
b) Academic Components:	<hr/> This work experience will strengthen active listening skills, critical thinking, following directions and information gathering skills. <hr/> <hr/> <hr/> <hr/> <ul style="list-style-type: none"> • CSTB Work Readiness/ Employability Skills Training • CSTB CareerEDGE Training Modules



 Employer Signature

6-1-23

 Date



 CSTB Sector Strategist Signature

6/1/23

 Date



OJT and PWE Final Work Based Training Outline

(Page 1 of 2)

Attachment I: Final Work Based Training Outline

Check which category applies to you: OJT PWE

Customer Name: _____ Last 4 of SSN: _____

1. Employer Name: _____

2. Job/Occupational Title: _____ 3. TOL/SOC Code: _____

4. Job Description: See Attachment 1: Initial WBT Outline 5. Hourly Wage Rate: _____

6. Training Period Start Date: _____ End Date: _____

Job Skills Needed/ Skills to Be Learned Date Measured: _____

Skills	Hours Required	Estimated Training HOURS	Starting Capability Measured			Ending Capability		
			Not Skilled	Some Skill	Skilled	Beginning	Intermediate	Skilled
1)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WBT-102b Rev. 05/27/2020
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OJT and PWE Final Work Based Training Outline – Continued

(Page 2 of 2)

	CareerSource TAMPA BAY	Attachment I: Final Work Based Training Outline		
Total Hours: <small>*Note: Total hours cannot exceed 1,040.</small>		0	0	
PWE ONLY (WIOA YOUTH ONLY- AGES 16-24) Section below is only required for PWE program participants.				
6. Training Outline:	<i>Includes both academic and occupational educational components which refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above.</i>			
a) Occupational Education Components:				
b) Academic Components:				
	<ul style="list-style-type: none"> CSTB Work Readiness/ Employability Skills Training CSTB CareerEDGE Training Modules 			
<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Candidate Signature	<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Date			
<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Employer Print Name	<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Job Title			
<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Employer Signature	<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Date			
<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> CSTB Recruiting/ Career Coach Signature	<div style="border-bottom: 1px solid black; width: 100%; height: 20px; background-color: #e0f0ff; margin-bottom: 5px;"></div> Date			
WBT-102b Rev. 08/27/2020 CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at (800) 855-8771. A proud partner of the American Job Center network.				



Individual OJT Reimbursement Form

(Page 1 of 2)



Attachment II: Individual OJT Reimbursement Form

Employer expense reimbursement is requested for providing training as outlined in the *Final Work Based Training Outline* that has been attached to the Employer's fully executed On-the-Job Training Agreement (the Agreement). In submitting this Reimbursement Form, the Employer certifies the reimbursement is in accordance with the terms and conditions of the Agreement and that the documentation provided is true, accurate and complete.

EMPLOYER INFORMATION

Company Name	
Address	
Contact Name	
Contact Phone Number	

TRAINEE INFORMATION

Job/Occupational Title				
Trainee Name				
Trainee Last 4 SSN		Trainee Hourly Wage (Approved)		\$
Training Period (MM/DD/YYYY) <small>*Cannot begin before the execution date of the Employer's OJT Agreement.</small>	Start Date of OJT*	/ /	Approximate End Date of OJT	/ /
CSTB Total Cost (entire training period)		\$		

REIMBURSEMENT REQUEST

Completed by Employer

Payroll period	Start Date	/ /	End Date	/ /
Approved Wage Rate (A)	\$		Reimbursement Rate (B)	%
Number of Training Hours Worked (C)			Per paystubs	
Reimbursement Amount (A x B x C)	\$			

Completed by CSTB

Reimbursement Approved	\$	Final amount approved by CSTB	
------------------------	----	-------------------------------	--

In order to request reimbursement of funds, please provide all of the following documentation to your CSTB contact:

- Payroll Documents shall include paystubs showing pay period dates, pay date, type of hours worked, rate of pay, deductions, etc.
- Timesheet Detail for only the FIRST and LAST week worked of the OJT Training Period (Timesheet detail for the entire training period is not needed).

WBT-103
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Individual OJT Reimbursement Form
Version 2022.01.27



Individual OJT Reimbursement Form – Continued

(Page 2 of 2)



Attachment II: Individual OJT Reimbursement Form

SIGNATURES

Signature below denotes the information submitted is accurate and complete:

Organization Name

Authorized Employer Signatory (Signature)

Authorized Employer Signatory (Print Name)

Title

_____/_____/_____
Date

**Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay**

Authorized Signatory (Signature)

Authorized Signatory (Print Name)

Title

_____/_____/_____
Date

WBT-103
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Individual OJT Reimbursement Form
Version 2022.01.27

Page 2 of 2






TBSH PWE Agreements

Final Audit Report

2023-06-21

Created:	2023-06-21 (Eastern Daylight Time)
By:	Anna Munro (munroa@careersourcetb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4WrrtQMt9QLIY-yNdmS6P8xN1eL_2Jdk

"TBSH PWE Agreements" History

-  Document created by Anna Munro (munroa@careersourcetb.com)
2023-06-21 - 7:01:39 PM EDT
-  Document emailed to John Flanagan (flanaganj@careersourcetb.com) for signature
2023-06-21 - 7:05:00 PM EDT
-  Email viewed by John Flanagan (flanaganj@careersourcetb.com)
2023-06-21 - 7:19:00 PM EDT
-  Document e-signed by John Flanagan (flanaganj@careersourcetb.com)
Signature Date: 2023-06-21 - 7:19:17 PM EDT - Time Source: server
-  Agreement completed.
2023-06-21 - 7:19:17 PM EDT