

MEMORANDUM OF UNDERSTANDING

Between

Workforce Solutions for South Texas

And

1. Parties

The following Memorandum of Understanding sets for the terms of agreement between the Workforce Solutions for South Texas Board (WSST) on behalf of the Workforce Solutions of South Texas Workforce Center, hereinafter referred to as "WSST", and _____ hereinafter referred to as "Employer Partner".

2. Agreement Period

The terms of this Agreement are effective upon signature. This non-financial Agreement remains in effect until cancelled by either party. This Agreement may be canceled at any time by mutual agreement, or, if not by such agreement, either party may cancel this Agreement at any time by giving a thirty (30) days written notice in advance to the other party.

3. Purpose

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities of the parties insofar as they relate to the optimum delivery of needed services for populations served by the WSST and _____.

4. Assurances

A. Both parties agree to comply with Section 188 of the Workforce Innovation Opportunity Investment Act (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 or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Texas Revised Civil Statutes Article relating to workplace confidentiality guidelines regarding AIDS and HIV.

B. Both parties will secure the confidentiality of records and other information relating to customers in accordance with Federal law, rules and regulations as well as applicable State laws and regulations.

5. Responsibilities of the Parties under Agreement

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the South Texas Workforce System, the parties agree to the following responsibilities under this Agreement:

WSST Board Roles and Responsibilities include:

- (1) Assign liaison to the program;
- (2) Coordinate, conduct and hold planning meetings to develop a detailed program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;
- (3) Collect the grant required formal letters of agreements with partners;
- (4) Conduct a 5-day Teacher Externship Program that includes an orientation, work site occupational skill observation experience and development of lesson plans;
- (5) Conduct a program evaluation;
- (6) Oversee and collect all documentation required for the grant required leveraged funds;
- (7) Submit all required program deliverables including detailed plan, implementation schedule, expenditure projections and performance benchmarks, program monitoring, quarterly and final reports.

Employer Partner shall:

- (1) Support the teacher externship program by serving as an externship site for area teachers. Participating employers are asked to host the selected teachers on-site for approximately eight (8) hours per day, Tuesday, Wednesday and Thursday during the month of June 2017;
- (2) Assign a worksite coordinator to serve as the liaison to the program;
- (3) Participate in program planning to help in the development of a program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;
- (4) Provide an industry overview to include how the varied demand occupations work within the targeted industry worksite and knowledge, skills and ability qualifications and education required for the demand occupations;
- (5) Participation as a liaison and planning activities constitutes leverage funding that is required for the grant, employer will assist in required documentation such as a signature of attendance and participation;

(6) If possible, employer may submit copies of any documents or videos that can assist the program such as safety manuals, pre-employment assessments, occupational job descriptions, and employment applications.

(7) Participation as a liaison and planning activities constitutes leverage funding that is required for the WSST Teacher Externship Program, partner will assist in required documentation such as a signature of attendance and participation

6. General Provisions

The parties to the Agreement assume full responsibility for their respective costs associated with their performance of the terms of this Agreement. In no event shall the WSST Board be obligated to pay or reimburse any expense incurred by the staffing agency under this Agreement.

It is understood by the parties that each shall fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation, which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or operating procedures.

The Agreement may be amended at any time in writing and by mutual consent of the parties.

7. Contact Persons

Each entity will appoint a liaison contact person to serve as the entity's point of contact. These individuals may communicate as needed and/or call meetings between the entities for any purpose. Additionally, they may propose amendments to this Agreement as appropriate.

The liaison contact person for the WSST Board Workforce Center is Hilda Roman and may be reached at (956) 794-6500.

The liaison contact person for the employer is _____ and may be reached at (956)

8. Signatory Approval

The undersigned parties bind themselves to the faithful performance of this Agreement. It is mutually understood that this Agreement shall not become effective until approved by all parties involved.

Workforce Solutions for South Texas Board

Employer Partner Agency

Signed _____

Signed _____

Name: Rogelio Trevino

Name: _____

Title: Executive Director

Title: _____

Date: _____

Date: _____

ATTACHMENT 1

Background on Workforce Solutions for South Texas Teacher Externship Program

The WSST Teacher Externship Program will assist teachers to incorporate into their lesson plans, the observed connections teacher make between the application of all required knowledge, skills and abilities required for the selected targeted industries and demand occupations and the delivery of the requirements in their teaching strategies and lessons.

Forty (40) Science, Technology, English, and Math middle and high school teachers from four (4) school districts within South Texas service delivery area will be selected to be placed in worksites of targeted industries to observe selected demand occupations.

The WSST Teacher Externship Program will be held during the month of June 2017 for a week. The program will be "home-based" in Laredo. Teachers will participate in an orientation the week prior to the commencement of externship week. Orientation day will include an interactive session between the teacher and the assigned employer (s), points of discussion will include safety requirements, work schedule, reporting site, dress code, confidentiality, and occupational responsibilities.

During the externship week, teachers will attend assigned worksites Tuesday, Wednesday and Thursday for eight (8) hours each day to participate in occupational observations. On Friday, the teachers will meet to participate in facilitated discussions that will lead to curriculum development and evaluation.