

Reach Up Work Site Placement Form

Participant: _____ Sponsoring Business/Organization: _____
Position offered: _____ Address: _____
Participant's email: _____ Supervisor phone number: _____
Participant's phone number: _____ Supervisor email: _____
Reach Up Case Manager: _____ Employment Team Member: _____
Reach Up Case Manager email: _____ Employment Team Member email: _____
Reach Up Case Manager phone number: _____ Employment Team Member phone number: _____

Type of Placement:

- Work Experience*
 Community Service Placement (CSP)

General Information

The Reach Up program helps families with children by providing cash assistance for basic needs and services that support work and financial stability. Reach Up participants who need work experience are placed in unpaid supported activities where they develop the general skills, knowledge, and work habits necessary to obtain employment and demonstrate their employment potential.

A sponsoring business or organization (work site) agrees to provide work-related training activities at the work site to meet the work requirements of Reach Up participants. The work site understands that providing this placement may result in a loss of efficiency and productivity at the work site. Worker's compensation and liability coverage will be provided by the Vermont Department for Children and Families (DCF). DCF's non-displacement policy prohibits placement of participants at a work site in the following circumstances:

1. Any individual at the same work site is on layoff from the same or any substantially equivalent job;
2. The employer has terminated the employment or reduced the regularly scheduled hours of any regular full-time employee or otherwise caused an involuntary reduction of its workforce capacity to fill the vacancy with a participant of the Reach Up program; or
3. The employment or placement of the Reach Up participant is the result of a strike, lockout, or other bona fide labor dispute.

Work Site Placement Goals and Expectations

The Reach Up program will:

- refer participants who, in the judgment of the case manager, are compatible with the work site placement and purpose;
- furnish participant evaluation forms and attendance reports to the work site;
- provide the work site and the participant with regular contact by a Reach Up team member, including timely response to any inquiries or reports of problems from the work site or the participant;
- assist in the resolution of problems related to the purpose of the placement and refer the participant to appropriate services for these problems;
- review Reach Up policies, including conciliation and sanction policies, with the work site provider prior to the completion of each work site agreement; and
- maintain a grievance procedure for resolving complaints of alleged violations of DCF's displacement policy.

The Work Site is expected to:

- provide adequate supervision regarding training and work-related placement objectives;
- complete evaluations for each participant at agreed upon intervals and sign off on participant attendance reports;
- keep confidential all information regarding the Reach Up participant’s status;
- report any changes in work site activities prior to initiating the change;
- comply with DCF’s non-displacement policy; and
- ensure that the placement of the participant will not result in a violation of any applicable bargaining unit agreement.

The Reach Up Participant is expected to:

- perform work-related activities;
- cooperate with coworkers;
- comply with supervisory direction and suggestions for improved performance;
- adhere to the rules, policies, and, if applicable, the performance standards of the worksite;
- complete attendance reports as outlined on the Family Development Plan; and
- maintain a satisfactory attendance record including: reporting to work site on time and maintaining the scheduled hours of work-related activities; whenever possible, obtaining advance supervisory approval for all absences; and calling work site timely if late or unable to report when scheduled.

Participant Work Schedule

Start date: _____ Hours per week: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	_____	_____	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____	_____	_____

(For example: from 8 a.m. to 11 a.m., 1 p.m. to 3 p.m., 11 p.m. to 7 a.m. Fill in for each day of work.)

By signing below, I agree that I have read and understand the statements on this form. I agree with these statements and I have been given a copy of this form and attachments.

Participant signature **Date:** _____

Authorized signature for work site **Date:** _____

Reach Up program staff or contracted staff signature **Date:** _____

Department of Personnel office review (if placed at state agency) **Date:** _____

Bargaining unit agent signature (only if a bargaining unit exists) **Date:** _____