**Instruction on completing the Adult/DW Work Experience Worksite Agreement**

1. Write in the Adult/DW Services Provider Name and the Worksite Agency (Employer) Name.
2. Select the appropriate box for the type of agency (public, non-profit, or private).
3. Write in effective dates of the Agreement. This can be for a short timeframe or the entire program year. End date cannot be any later than June 30 of each program year.
4. Enter the maximum hours allowed by the Local Area, if different from allotted 320 on page 2.
5. Complete Page 4:
	1. Complete the section for the Lead and Alternate Supervisor making sure to include all requested information.
	2. Authorized Signatures: Both the Career Advisor and the Employer MUST sign the Agreement before it is forwarded to the Adult/DW Program Supervisor for review, approval, and signature. Again, making sure all boxes are completed.
	3. Adult/DW Program Manager should review the following before signing:
		1. Is the Employer job description attached?
		2. Is the Prevailing Wage Form completed and attached, following Policy?
		3. If not, is an ONET job description attached?
		4. If an ONET job description was used, does the wage match what the Local Area calculated and returned? Is the Wage Analysis from the Local Area attached?
		5. Is the Work Plan attached and correct?
		6. Is Page 5 completed and does it match the other documents?
		7. If anything is missing, documents should be forwarded back to the Career Advisor and corrected
		8. Once you approve and sign, forward packet back to the Career Advisor to scan into NCWorks.
6. Complete Page 5:
	1. If the Worksite will be a different physical location than the mailing address listed on Page 4, complete the box at the top of Page 5.
	2. Participant Assignment:
		1. Add Participant name and additional requested information. **The start and end date cannot be before or after the effective dates of the agreement.** Dates should match those entered on the activity code.
		2. If Worksite will be outdoors; add inclement weather arrangements provided by employer
7. Modifications:
	1. IF any of the information from Pages 1 through 5 change during the work experience, the Career Advisor should complete Page 6, note changes, and obtain signatures. Once signed by all individuals, the Modified Agreement should be scanned in NCWorks, with a notation as “MODIFIED WORKSITE AGREEMENT”.
		1. Changes could be items listed on Page 6 or the following (*but is not limited to):*
			1. Begin and/or End date changes
			2. Changes in worksite location
			3. Changes in Supervisors
			4. Extensions and/or Terminations, regardless of reason
	2. *The entire Agreement has to be printed from NCWorks, page 6 completed, and the entire Agreement re-scanned into NCWorks.*