



STATE OF WASHINGTON  
**WorkFirst Work Experience (WEX)  
Agreement**

AGREEMENT NUMBER
COMMUNITY SERVICES OFFICE NUMBER

The WorkFirst Program (as administered by the Department of Social and Health Services (DSHS), hereinafter referred to as WorkFirst, and \_\_\_\_\_ (hereinafter referred to as the WEX Agency) mutually agree that work experience activity shall be established with the WEX Agency, subject to the Special Provisions of this agreement. The purpose of work experience activity is to provide WorkFirst program participants the opportunity to develop basic work habits, to practice skills and to demonstrate skills to a prospective employer.

The WEX Agency is (check appropriate box):

Public School/College/University   
  Private Non-Profit Organization   
  Non-Profit Hospital   
  Federal Agency  
 City/County Subdivision   
  State Agency   
  Indian Tribe

**SPECIAL PROVISIONS**

**WorkFirst agrees:**

- To refer to the WEX Agency participants who are determined ready for the type of work experience activity the WEX Agency can provide;
- That the participant will not be required to be in an unpaid work component for more hours than the grant divided by the prevailing minimum wage (see WAC 388-310-1500(3)).

**The WEX Agency agrees:**

- That a participant will not work more than forty hours per week consistent with the normal work week established for the occupation;
- That the participant shall not displace any regular employees from their jobs, including those who are involved in a labor dispute;
- That a participant will not be subject to discrimination because of race, color, creed, age, sex, national origin, marital status, or presence of any sensory, mental or physical disability;
- To notify the participant of the location, time, and person to report to for work experience activity;
- To supervise the participant's training and adherence to health and safety standards that affect the participant's welfare while on the training site;
- To provide the participant with the necessary tools and equipment required to perform the work experience activity to the extent that such tools or equipment are routinely provided by the WEX Agency;
- To promptly notify the Department of any act or omission by participants who fail to carry out their duties and responsibilities as described in the WorkFirst Work Experience (WEX) Referral, DSHS 09-809.
- Not to have working hours and other conditions which interfere with the participant's bona fide religious beliefs or observations;
- That the working conditions are not in violation of federal, state or tribal health and safety standards or employment laws.

Worker's Compensation or comparable coverage will be provided by:  WorkFirst.  WEX Agency.

This agreement shall become effective on \_\_\_\_\_, and shall remain in effect until terminated. The WorkFirst

DATE

Work Experience (WEX) Referral, DSHS 09-809, subject to this agreement, may become effective any time within the period of this agreement and shall continue until the individual work experience training is completed on the date specified on the DSHS 09-809, or terminated by one of the undersigned parties.

This agreement may be terminated at any time at the discretion of either the WEX Agency or the Department, upon written notification specifying the reasons for termination.

**The signatures below certify acceptance of the Special Provisions of this agreement.**

WEX AGENCY REPRESENTATIVE'S SIGNATURE	DATE	SERVICE PROVIDER'S SIGNATURE	DATE
PRINT NAME		PRINT NAME	
TITLE		TITLE	

SERVICE PROVIDER'S NAME AND ADDRESS