

SnoCo Connect Work Experience (WEX) Agreement

The Business named below agrees to provide a training opportunity as set forth in the Individual Work Experience Training Plan, in accordance with the Terms and Condition, both of which are incorporated by reference.

Understanding this agreement:

- "The Employer of Record" is referencing Cocoon House.
- "Business" refers to the business entering into an agreement to provide the WEX opportunity.
- "Participant" is referring to the an enrolled participant in the SnoCo Connect Program who is entering into the WEX opportunity.

Business Information

What type of Work Experience is this?	WEX Opportunity Title
Internship	Library Technology Support Intern

Business Name	Business Address
Everett Public Library	2702 Hoyt Ave., Everett, Washington 98201

Is this business licensed to do business in Washington State?
Yes

Type of Business
Government

Business Representative Name	Business Representative Title
Jennifer Patterson	Assistant Director

Business F.E.I.N. #	Business U.B.I. #	Year Established
916001248	313000656	1898

Description of Business/ Products/Services:

The Everett Public Library connects the community and all its members to resources and services that inform, educate, and entertain. We provide open access to lifelong learning. We embrace the future while preserving the past.

Has this business been awarded or participated in any federally funded training or WEX program(s)?
No

If yes, please write down the type of training or WEX experience below.

Participant Information

Name

Kaeli Davis

Address

3530 Colby Ave, Everett, Washington 98201

Phone

(360) 389-9714

ETO ID #

2,705,594

O'Net Code

25,403,100

WEX Location & Supervision

Is the worksite address the same as the business address listed above?

No

Will the participant work at more than one worksite?

No

Worksite Address

2702 Hoyt Ave., Everett, Washington 98201

WEX Supervisor Name

Jennifer Patterson

WEX Internship Supervisor Title

Assistant Director

Will the participant have multiple supervisors overseeing their work and signing off on timesheets?

No

Required Tools and/or Equipment

Provided by the Business? **Provided by WIOA? If yes, attach required tool/equipment list and enter cost below.**

No

Yes

WEX Schedule & Cost

WEX Start Date

9/9/2024

Estimated WEX End Date

11/29/2024

On-Site WEX Hours

**Number of
hours per day**

4

**Number of Days
per week**

5

**Number of
hours per
week**

20

Number of weeks

12

**Total number of on-site
hours**

240

Off-Site WEX Hours

Number of hours per day	Number of Days per week	Number of hours per week	Number of weeks	Total number of off-site hours
0	0	0	0	0

Total Training Costs

Total hours of WEX	Total On-Site Hours	Total Off-Site Hours	Hourly Wage
240	240	0	\$16.28

On-Site WEX Costs
\$3,907.20

Off-Site WEX Costs
\$0.00

Tools & Equipment Costs
\$0.00

Total Training Costs
\$3,907.20

WEX Skills Plan Outline

Untitled

Skill	Estimated Hours

WEX Opportunity Position Descriptions

Position Description(s)
Library technology support intern position description.docx

Terms and Conditions

Accounting

The Business will keep records for the WEX Participant including:

- Position description
- Time and attendance records
- Copies of all warning letters and other correspondence and/or letters relating to the trainee
- Copy of SnoCo Connect WEX Agreement in its' entirety.

These records must be maintained and available for review for a minimum of three years after the end of the training period.

Collective Bargaining

If a collective bargaining agreement is in effect during the WEX Agreement period, the Business shall give a copy of this plan to the collective bargaining agent. If any provision of this WEX plan is inconsistent with any provision of an applicable collective bargaining, the Business shall obtain agent's written concurrence. The Business shall retain written evidence of the notification to, and concurrence of, the collective bargaining agent.

Plan Changes

Changes to the WEX Skills Plan Outline may be made when there is:

- A change in the end date of the plan
- Revision of outline

Changes must be processed in writing and initialed.

Displacement of Workers

No current employee may be displaced by the WEX Participant (including partial displacements such as a reduction in the hours of non-overtime work, wages or employment benefits.) No WEX Participant shall be employed or job opening filled when any other employee is on layoff from the same or any substantially equivalent job or when the Business has terminated the employment of any regular employee or otherwise reduced its workforce. No WEX position can be created which infringes upon the promotional opportunities of current employees.

Equal Opportunity Employment

The Business must comply with the requirements of the Civil Rights Act with respect to equal opportunity in employment for the WEX position as well as comply with all federal, state and local laws.

The non-discrimination assurance at 29CFR part 37(a)(1) apply to this contract.

Monitoring

The SnoCo Connect Program will visit the Business monthly to ensure all WEX objectives are being met and that all parties remain satisfied with progress.

Political or Sectarian Activities

The WEX occupation must not involve religious or political activity.

Safety and Health Standards

The Business agrees to comply with appropriate safety and health standards as defined in the Federal Occupational and Health Safety Act (Public Law 91-596) and Washington Industrial Safety and Health Act (RCW 49.17), and rules and regulations adopted under its authority.

Termination of Contract

This contract will terminate upon 1) the contract end date, or 2) the completion of the specified WEX duration or 3) the final date of the WEX Participant's employment with the Business, whichever is earliest.

Contract may be terminated earlier by the Business or SnoCo Connect upon written notice due to:

- Failure of WEX Participant to meet Business requirements.
- Failure of Business to comply with the terms and conditions and of the WEX Skills Plan Outline
- Termination or reduction federal funding.

Unions

No funds paid under this agreement may be used to promote or discourage union organizing.

Authorization Signatures

I have read the SnoCo Connect Work Experience Agreement and agree that the Business that I represent will comply with these agreements. I have been fully orientated and understand the failure to comply with one or more of these regulations may result in termination of my business as a WEX opportunity site.

Business Representative Name

Abigail Cooley

Business Representative Signature

Date

8/27/2024

I certify I am legally authorized to enter into this Agreement on behalf of the employer of record and that I agree to all the terms and conditions stated above.

I certify that I have read, understand and agree to the training expectations set forth in the above SnoCo Connect WEX Agreement.

Participant Name

Kaeli Davis

Participant Signature

Date

8/27/2024



Employer of Record Contact Name
Susan Gustafson

Employer of Record Signature

Date
8/27/2024

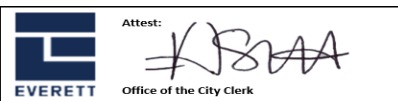
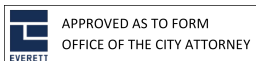


Susan Gustafson 09/10/2024

CITY OF EVERETT



Cassie Franklin, Mayor 09/10/2024













SnoCo Connect Work Experience (WEX) Agreement - KaDa_9.6.24_SD


Final Audit Report

2024-09-10


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