

This information is taken out of the Wisconsin Department of Children and Families policy for host employers and those who employ Transitional Jobs Demonstration Project (TJDP) individuals.

Subsidized employment in the TJDP must meet *all* of the following criteria:

- The employment must not have the affect of filling a vacancy created by an employer terminating a regular employee or otherwise reducing its workforce for the purpose of hiring a participant.
- The employment must not have the affect of filling a position when any other person is on layoff or strike for the same or a substantially equivalent job within the same organizational unit.
- The employment must not fill a position when any other person is engaged in a labor dispute regarding the same or a substantially similar job within the same organizational unit.
- The regular compensation for the job must not be calculated in any manner other than hourly wages, such as tips, commission, or draw.
- The job can be temporary, but must not be work primarily available on the local labor market as intermittent or seasonal employment.
- The primary function of the host site must not be a casino or other gambling establishment, an aquarium, zoo, golf course, or swimming pool.
- The job itself or the organization where the job takes place must not be known to be in violation of any law.

HOST, WORK CREW, AND TRAINING PROVIDER AGREEMENTS

Rather than providing a standard form, TJDP policy provides guidelines for information that should be contained in host and work crew agreements. This flexibility both enhances the program's marketability in local labor markets and facilitates the needs of diverse contractors. The bullets below indicate specific information to be included in all agreements.

- Participant's full name
- Participant's PIN numbers (found on CARES screen WPWI)
- Official Name of Host / Work Crew Organization
- Host / Work Crew Organization F.E.I. Number (Federal Tax Identification Number)
- Host / Work Crew Organization Mailing Address
- Participant's Work Address
- Supervisor's Name
- Supervisor's Title
- Supervisor's Phone Number
- General Scope of Work to Be Done by Participant
- Expected Duration (begin date and end date)
- Hours Per Week
- Total Planned Work Hours (cannot exceed 1,040 actually worked)
- Training and Education Requirements (if applicable)
- Payroll schedule, or an indication of when participants will be paid for hours worked under agreement
- A statement ensuring that the transitional job is in compliance with the three following criteria:

1. The employment must not have the affect of filling a vacancy created by an employer terminating a regular employee or otherwise reducing its workforce for the purpose of hiring a participant
2. The employment must not have the affect of filling a position when any other person is on layoff or strike for the same or a substantially equivalent job within the same organizational unit
3. The employment must not fill a position when any other person is engaged in a labor dispute regarding the same or a substantially similar job within the same organizational unit

Contractors may choose to hire third party training providers to deliver education and training services to participants. Agreements between contractors and training providers for services worth \$500.00 or more must be in writing, either in the form of a contract, memorandum of understanding, or other written, legal documents.