Mutual Expectations Agreement

This agreement is intended to be used in the context of a job training program to ensure that the expectations of each party – the program participant, the employer, the PHA or appropriate partner, and the school through which the job training program may be operated – are clearly communicated and understood. To be most effective, this agreement should be modified to reflect the structure and nature of your Welfare to Work Voucher program, your PHA, and partner organizations. For example, if you are not partnered with a school, simply remove that component from the agreement. In addition, you can and should modify the specific responsibilities to reflect the nature of your agreement.

1. **Parties to the Agreement**

Participant Name:	PHA/Partner:
Position:	Employer:

2. **Expectations for Participants**
   The participant agrees to
   - complete assigned work tasks.
   - abide by company policy (e.g., to notify manager if late or absent).
   - seek assistance for personal and workplace problems.
   - participate in the academic components of the training offered by the [school and] workplace, including:
     - continuing to pursue related *academic courses.*
     - participating in an *advisory group.*
     - maintaining a *journal.*
     - maintaining a *training notebook.*
   - ask coordinator at the firm for approval of any additional paid employment.

3. **Expectations for the Employer**
   The employer agrees to
   - structure learning by assigning appropriate work tasks.
   - enable the participant to learn the occupational area described in an attached training report.
   - evaluate the participant's progress periodically each [*week, month*], sending at least one progress report to the [*the PHA, the partner, the school*] each [*week, month, quarter*].
   - accord the participant equal opportunity in all phases of the employment and training, without discrimination because of race, color, religion, national origin, age, sex, disability, or marital status.

4. **Expectations for [*the PHA or partner organization*]**
   The [*PHA or partner organization*] agrees to
   - help the participant find suitable housing.
   - provide housing counseling.
   - provide support and applicable benefits through the FSS program.

- direct the participant to appropriate social service providers in the area.
- support the participant's efforts to gain experience and achieve stable employment.

5. **Expectations for the School**
   The school agrees to
   - offer a school-based curriculum for participants that enriches their learning. This curriculum includes:
     - academic courses related to the position.
     - special project help.
     - regular meetings with an advisory group.
   - assist with course selection, time use, scheduling and career pathway decisions.
   - assign a school partnership coordinator who will foster effective communication links among the school, the employer, and the participant.
   - assist in solving problems.

6. **Termination**
   - The employer may terminate a participant's employment for any reason.
   - The participant should work with [*the PHA, the school, and/or the partner organization*] to address problems before s/he terminates his or her own employment.
   - Ordinarily, termination will only occur after serious efforts by all parties to resolve difficulties.

7. **Special Arrangements**
   The following documents are attached: (circle yes or no)

   - Participant training document yes no
   - Employer policies and procedures yes no
   - Orientation materials yes no

8. **Hours, Duration of Job-Training Employment**

Start date:	Program length:	Hours per week:
Holidays:	Workdays: (*ex: M-F or T-Su*)	Expected Completion Date:

9. **Compensation**
   - The participant will receive ____ dollars per hour.
   - Other compensation:

10. **Signatures**

Participant:	School's Employment Coordinator:
Address:	Address:
Date:	Date:
PHA (or partner):	Firm's Employment Coordinator:
Address:	Address:
Date:	Date:

Adapted from: http://www.human.cornell.edu/youthwork/ptools/response/mut-exp.html