

Division of Vocational Rehabilitation Collaborative Agreement

Collaborating Agency:

Project Title: DWD/DVR Agreement to Provide On-the-Job Training (OJT)
Paid Internships to DVR consumers

Agency Contact: Paul Stahmer, HR Specialist - 267-7297

Agency Back-up: Kenneth G. Grant, Administrator – 267-7207

DVR Contact: John Haugh, Bureau Director

DVR Back-up: Leslie Mirkin, WDA Director

Purpose:

The purpose of this agreement between the Wisconsin Division of Vocational Rehabilitation (WDVR) and the Department of Veteran Affairs (DVA) is to facilitate paid internship opportunities for DVR job-seekers in state positions. This DVR funded initiative is designed to expand the number of state employment opportunities that contribute to the skills and work experience of persons with disabilities served by DVR; and to utilize Ch.ER MRS-27, Wis. Adm. Code - Exceptional Methods and Kinds of Employment authority as it relates to DVR sponsored OJT Internship employees with severe disabilities.

The goal of the OJT paid internship is that upon successful completion, the DVR sponsored intern will have valuable experience and references for their résumé which allow them to apply for available LTE, project or permanent positions on a competitive basis.

Funding:

DVR will financially support paid internships within DVA for DVR consumers who are employed as OJT interns. DVR will provide 6-month paid internships (e.g. as LTE or project appointments). Paid internship funding includes 100% of the gross salary at the competitive rate for the work performed, plus the State share of applicable FICA (Medicare and Social Security) costs for the duration of the internship. Funding for internships is available through 06/30/2015.

Effective Date: Date of signature through 06/30/2015.

Internship locations: DVA sites throughout Wisconsin

DVR Service Provided:

DVR will provide a dedicated Vocational Rehabilitation Counselor to act as a primary contact and assist with screening, referral and follow-along of qualified DVR candidates referred for internship placement consideration. Once an intern is placed at DVA the DVR contact will assist in coordinating the funding of the placement and disability accommodations, should accommodations be needed.

On a bi-weekly basis, DVR will reimburse DVA 100% of the gross salary at the competitive rate for the work performed, plus the State share of applicable FICA (Medicare and Social Security) costs. Other costs such as parking may be authorized by DVR and paid for separately directly to the consumer.

Authorization and Billing:

DVA will invoice bi-weekly for authorized interns reflecting individual itemization of the number of hours worked and the salary plus the State share of FICA for that pay period.

Invoices will be sent electronically via e-mail to the DVR primary contact who will then review and approve payment.

DVA Responsibility

The DVA primary contact will provide the DVR primary contact with job openings appropriate for 6 month OJT internship placements. DVA staff will screen and interview DVR referrals for internship positions. When an internship placement occurs, DVA staff will provide appropriate on-the-job training to the DVR intern. As is the case for any other employee, DVA is responsible for discipline; unemployment and worker's compensation claims; and any other benefit associated with employment for DVR interns. DVR interns are treated like all other State Employees.

DVA commits to identify permanent positions to be filled by DVR sponsored OJT Internship employees under the Ch.ER MRS-27 Exceptional Methods and Kinds of Employment authority. Specifically:

- This agreement permits state agency appointing authorities to request use of the exceptional employment methods through the Administrator of the Division of Merit Recruitment and Selection (DMRS).
- Approval by the DMRS Administrator is required prior to the appointment of any employee into a permanent position under Ch. ER-MRS 27.
- A DVR OJT Internship referral will satisfy the qualification certification requirement for exceptional employment situations s.ER-MRS 27.04.
- The successful completion of a DVR OJT Internship will satisfy identification of an exceptional employment situation and OJT training in lieu of examination requirement and qualify the DVR employee completing the OJT Internship for an exceptional hire or assignment to exceptional hire employment lists under s.ER-MRS 27.03 (1); 27.05 (1) (a) (b); 27.06 (1-4), Wis. Adm. Code.

DVR-contracted private agency providers who assist with job coaching and other services are subject to the Standard Terms and Conditions in their contract or fee for service agreement with DVR. This includes the following section:

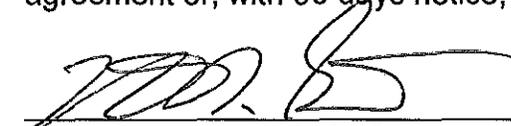
HOLD HARMLESS: The contractor will indemnify and save harmless the State of Wisconsin and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or any of its contractors, in prosecuting work under this agreement.

Amendment:

This agreement may be amended by mutual consent between the designated agency leads. All amendments shall be in writing. For purposes of this project, e-mail exchanges are acceptable as "in writing" confirmation.

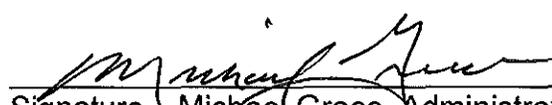
Term of the Agreement

The terms of this agreement shall begin on the date of signatures and continue through June 30, 2015, or until replaced by a new agreement, terminated upon mutual agreement or, with 90 days notice, terminated upon written request of either party.



Signature – Kenneth G. Grant
Department of Veteran Affairs

7-26-13
Date



Signature – Michael Greco, Administrator
Division of Vocational Rehabilitation

7-27-13
Date