



# SAMPLE PARTNER AGREEMENTS

## Sample Local Career Pathways Team Partners

### Memorandum of Understanding

#### I. Purpose

Vision: The XYZ County Career Pathways Team envisions a sustainable, simple yet comprehensive, flexible and efficient local career pathways system that is business driven, based on local “real time” data, customized to meet both employer and job seeker needs, and has labor market payoffs. This career pathways system will offer high quality and effective career counseling and coaching; the opportunity for the customer to make the decision on a career pathways based on his/her personal needs, wants, income preference and how those items relate to the high quality career information s/he is given; contextualized curriculum; adaptive curriculum strategies; multiple entry and exit points; integrated life skills/education intervention; and, wrap around services.

Mission: To accomplish the above vision, the XYZ County Career Pathways Team will train and develop a pool of excellent workers that meets the needs and exceeds the expectations of employers in order to enhance the economic and social growth of our community.

Purpose – The purpose of this Memorandum of Understanding is to outline the roles and responsibilities of each of the local players within the local career pathways system.

#### II. Partners

The following lists the partners and the funding source(s) they represent within this career pathways partnership:

<b>Partner</b>	<b>Funding Source(s)</b>
XYZ WIB	WIA Title 1 Adult, Dislocated Worker and Youth funds
XYZ Economic Development Agency	CDBG Funds Economic Development Agency funds Local Employment Generating funds
Employment Service Agency	Wagner Peysner Local Veterans Employment Representative (LVER) funds Disabled Veterans Outplacement Program (DVOP) funds Trade Adjustment Assistance Unemployment Insurance

Lakeside High School	Carl Perkins funds
Lakeside Adult Education Agency	State Adult Education funds Adult Education and Family Literacy WIA Title II funds
XYZ Community and Technical College	Community and Technical College funds Pell grant Pre-Apprenticeship state funds
Lakeside University	Individual tuition Pell Grant State incentive funds
Lakeside Human Services Office	Temporary Assistance to Needy Families Supplemental Nutrition Assistance Program Employment and Training (SNAP-E&T) funds
Community Action Agency	Pre-Apprenticeship state funds
United Way	Community Foundation funds
Lakeside Ministries	Community Foundation funds
Lakeside Manufacturing Association	Dues Department of Commerce grant

### III. Roles of Each Partner

The roles of each partner in creating, implementing, managing, and sustaining the XYZ County Career Pathways system are outlined in the chart below:

<b>Partner</b>	<b>Roles/Responsibilities</b>
XYZ WIB	<ul style="list-style-type: none"> <li>• Identify and engage appropriate employers</li> <li>• Identify the skill needs and employment opportunities at different levels to inform creation of related educational opportunities</li> <li>• Create hands-on learning opportunities hosted or sponsored by employers, such as job shadowing, internships and work experience</li> <li>• Recruit and make referrals</li> <li>• Assess skills of job seekers</li> <li>• Provide career planning and counseling</li> <li>• Provide job search assistance</li> <li>• Provide tuition and other direct costs</li> <li>• Provide support services</li> <li>• Provide case management and coaching</li> <li>• Provide indirect costs of attendance</li> <li>• Provide job matching and placement services</li> </ul>
XYZ Economic Development Agency	<ul style="list-style-type: none"> <li>• Identify and engage appropriate employers</li> <li>• Identify the skill needs and employment opportunities at different levels to inform creation of related educational opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the vetting of employer information</li> </ul>
Lakeside Employment Service Agency	<ul style="list-style-type: none"> <li>• Provide labor market information</li> <li>• Identify and engage appropriate employers</li> <li>• Identify the skill needs and employment opportunities at different levels to inform creation of related educational opportunities</li> <li>• Recruit and make referrals</li> <li>• Assess skills of job seekers</li> <li>• Provide career planning and counseling</li> <li>• Provide job search assistance</li> <li>• Provide job matching and placement services</li> </ul>
Lakeside High School	<ul style="list-style-type: none"> <li>• Design programs</li> <li>• Develop curricula</li> <li>• Recruit and make referrals</li> <li>• Assess the skills of job seekers</li> <li>• “Chunk” and modularize curricula</li> <li>• Create articulating agreements</li> <li>• Provide career planning and counseling</li> </ul>
Lakeside Adult Education Agency	<ul style="list-style-type: none"> <li>• Design programs</li> <li>• Develop curricula</li> <li>• Maximize the ability to build toward credentials over time through articulation and dual enrollment</li> <li>• Develop instructional formats that accelerate and compress content</li> <li>• Create links between credit and non-credit</li> <li>• Create articulation agreements</li> <li>• Make programs accessible to non-traditional students through flexible scheduling and alternative locations and innovative use of technology</li> <li>• Provide career planning and counseling</li> </ul>
XYZ Community and Technical College	<ul style="list-style-type: none"> <li>• Design programs</li> <li>• Develop curricula</li> <li>• Maximize the ability to build toward credentials over time through articulation and dual enrollment</li> <li>• Create or re-write curricula for short-term credentials linked to jobs and imbedded in educational pathways</li> <li>• Develop instructional formats that accelerate and compress content</li> <li>• Create links between credit and non-credit</li> <li>• Award credit for prior learning</li> <li>• Create articulation agreements</li> <li>• Make programs accessible to non-traditional students through flexible scheduling and alternative locations and innovative use of technology</li> <li>• Provide career planning and counseling</li> <li>• Assist with financial aid</li> </ul>
Lakeside University	<ul style="list-style-type: none"> <li>• Design programs</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop curricula</li> <li>• Maximize the ability to build toward credentials over time through articulation and dual enrollment</li> <li>• Create or re-write curricula for short-term credentials linked to jobs and imbedded in educational pathways</li> <li>• Develop instructional formats that accelerate and compress content</li> <li>• Create links between credit and non-credit</li> <li>• Award credit for prior learning</li> <li>• Create articulation agreements</li> <li>• Make programs accessible to non-traditional students through flexible scheduling and alternative locations and innovative use of technology</li> <li>• Provide career planning and counseling</li> <li>• Assist with financial aid</li> </ul>
Lakeside Human Services Office	<ul style="list-style-type: none"> <li>• Recruit and make referrals</li> <li>• Assess skills of job seekers</li> <li>• Assist with tuition and other direct costs</li> <li>• Provide support services</li> <li>• Provide career planning and counseling</li> <li>• Provide case management and coaching</li> <li>• Provide indirect costs of attendance</li> </ul>
Community Action Agency	<ul style="list-style-type: none"> <li>• Identify and engage appropriate employers</li> <li>• Assist in the vetting of employer information</li> <li>• Recruit and make referrals</li> <li>• Assess skills of job seekers</li> <li>• Provide job search assistance</li> <li>• Provide job matching and placement services</li> </ul>
United Way	<ul style="list-style-type: none"> <li>• Recruit and make referrals</li> <li>• Provide support services</li> </ul>
Lakeside Ministries	<ul style="list-style-type: none"> <li>• Recruit and make referrals</li> <li>• Provide support services</li> <li>• Provide mentoring for youth</li> <li>• Cover indirect costs of attendance</li> </ul>
Lakeside Manufacturing Association	<ul style="list-style-type: none"> <li>• Identify and engage appropriate employers</li> <li>• Identify the skill needs and employment opportunities at different levels to inform creation of related educational opportunities</li> <li>• Create hands-on learning opportunities hosted or sponsored by employers, such as job shadowing, internships and work experience</li> <li>• Define with employers the steps leading to certificates, licenses or degrees and relevant employment opportunities at each level</li> <li>• Assist in curriculum development</li> <li>• Identify instructors</li> </ul>

#### **IV. Joint Roles/Responsibilities**

The following will be roles and responsibilities of the team itself:

- Use data to identify sectors and employers within the sectors needing skilled workers and offering employment opportunities at different levels
- Create “Road Maps” –visual representations of educational and employment pathways
- Establish goals for the career pathways system
- Use data to measure the progress and outcomes of the career pathways programs and system
- Make improvements to the career pathways programs and system

#### **V. Intermediary**

XYZ Economic Development Agency will serve as the intermediary for the career pathways system team.

#### **VI. Intermediary Roles/Responsibilities**

The roles/responsibilities of the intermediary are as follows:

- Coordinate and facilitate career pathway team meetings
- Support completion of team action plans
- Coordinate the work of all of the separate partners regarding career pathways activities
- Prompts the team to determine next steps to advance the career pathways system
- Identifies and promotes additional partners to be added to the team
- Orients new partners to team activities and responsibilities
- Ensures the teams work plan is updated as appropriate
- Collects and analyzes the career pathways system and programs outcome data and presents to the team
- Assists the team to make adjustments to the system and programs based on the outcomes
- Acts as the career pathways champion
- Promotes career pathways to the state, key local partners, employers, and the community

#### **VII. Resolution of Disagreement**

In the event that an impasse should arise between the partners regarding the terms and conditions, the performance, or administration of this Agreement, the parties agree to attempt to resolve disputes by mutually satisfactory negotiations in lieu of litigation. To this effect, they shall consult and negotiate with each other, in good faith, and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. Continued performance during disputes is assured.

#### **VIII. Amendment or Renewal of Agreement**

Any modifications to this Agreement, to be valid, must be in writing, approved by the impacted parties, signed and dated under the conditions agreed upon by all of the parties, and attached to the original Agreement. If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected.

#### **IX. Duration of Agreement**

This agreement shall become effective when signed and dated by each partner. This agreement shall continue until modified or terminated by a majority vote of the parties.

#### **X. Merger**

This agreement constitutes all of the terms and agreement between the parties. All prior negotiations, statements, representations, warranties, and agreements, if any, pertaining to career pathways are hereby superseded and terminated by this agreement, which is the entire contract of the parties. All covenants and terms hereof shall extend to and be obligatory upon the successors and assigns of the parties. Each signatory certifies it has full legal authority to execute this agreement on behalf of its principal.

Signature Page

The signatures below attest to the agreement and support of this memorandum of understanding:

Authorized Signatory:

Date Signed:

\_\_\_\_\_  
XYZ WIB

\_\_\_\_\_  
XYZ Economic Development Agency

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Lakeside Employment Service Agency

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Lakeside High School

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Lakeside Adult Education Agency

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XYZ Community and Technical College

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Lakeside University

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Lakeside Human Services Office

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Community Action Agency

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United Way

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Lakeside Ministries

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Lakeside Manufacturing Association

## Sample State/Local Career Pathways Leadership Team Partners

### Memorandum of Understanding

#### I. Purpose

Vision - The ABC State/Local Career Pathways Leadership team envisions a regional workforce development system that meets the dual needs of employers and employees to foster economic growth and opportunity in the ABC region.

Mission - To accomplish the above vision, the ABC State/Local Career Pathways Leadership Team will grow the skills of the workforce by improving and aligning the policies, strategies and resources of the county's workforce development system

Purpose – The purpose of this Memorandum of Understanding is to outline the roles and responsibilities of the state and local players within the career pathways activities.

#### II. Membership

The ABC State/Local Career Pathways Leadership team is comprised of the following members:

##### State Members

- State Department of Workforce Development
- State Board of Regents
- State Department of Community and Technical Colleges
- State Department of Education
- Office of Human Resources
- Office of Economic Development

##### Local Members

- Region 7 Workforce Investment Board
- Workforce Development Initiatives, Inc.
- Lakeside Adult Education Center
- Lakeside High School
- Lakeside University
- Lakeside Employment Service Agency
- XYZ Community and Technical College
- Lakeside Human Services
- Lakeside Ministries
- XYZ Economic Development Agency
- Community Action Agency
- United Way
- Lakeside Manufacturing Association

#### III. State Partner Roles

The following outlines the roles of the state partners within the career pathways initiative:

- Provide guidance on state-wide key industry clusters
- Provide policies across all agencies regarding the importance of implementing career pathways initiatives at the local level



- Remove barriers to the implementation of career pathways programs including revising or rewriting existing state policies/procedures and/or creating new state policies/procedures
- Pursue legislation to enhance career pathways initiatives at the state and local level
- Seek state funding to enhance career pathways initiatives
- Model effective partnerships with other state agencies
- Support the local team
- Build “cross-walks” among all state data bases so that career pathways outcomes can be collected, analyzed and distributed
- Act as the career pathways champion to the Governor, State Workforce Investment Board, State Board of Regents, federal agencies and the state and federal legislators

#### **IV. Local Partner Roles**

The roles of the local partners are listed below:

- Create and implement a local career pathways system and programs
- Promote a local career pathways system and programs to local agency staff
- Inform the state agencies of any barriers that need removal in order to pursue and sustain a local career pathways system and programs
- Complete a service and resource map to determine how the career pathways system and programs will be funded
- Seek additional local funds to support the career pathways system and programs
- Model effective partnerships with other local partner agencies
- Gather and maintain outcome data on the results of the career pathways system and programs
- Continuously improve the career pathways system
- Act as the career pathways champion to the Mayor and other local elected officials, businesses and the community.

#### **V. Amendment or Renewal of Agreement**

Any modifications to this Agreement, to be valid, must be in writing, approved by the impacted parties, signed and dated under the conditions agreed upon by all of the parties, and attached to the original Agreement. If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected.

#### **VI. Duration of Agreement**

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## **VII. Merger**

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Signature Page

The signatures below attest to the agreement and support of this memorandum of understanding:

Authorized Local Signatory and Date Signed

Authorized State Signatory and Date Signed

\_\_\_\_\_  
Region 7 Workforce Investment Board

\_\_\_\_\_  
Department. of Workforce Development

\_\_\_\_\_  
Workforce Development Initiatives, Inc

\_\_\_\_\_  
Board of Regents

\_\_\_\_\_  
Lakeside Adult Education Center

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Dept. of Com. and Technical Colleges

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Lakeside High School

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Department of Education

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Lakeside University

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Office of Human Resources

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Lakeside Employment Service Agency

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Office of Economic Development

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XYZ Community and Technical College

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Lakeside Human Services Office

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Lakeside Ministries

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XYZ Economic Development Agency

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Community Action Agency

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United Way

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Lakeside Manufacturing Association