Partnership Agreement

Rubicon Programs Inc. /Eden Area Comprehensive America's Job Center of California (AJCC)

AND

San Leandro Adult School

The Eden Area Comprehensive AJCC, contracted by the Alameda County Workforce Development Board (ACWDB) and a partner of the America's Job Center of California (AJCC) network, is operated by Rubicon Programs, Inc. (Rubicon). The Eden Area Comprehensive AJCC is located in Hayward, with services targeting residents of Hayward, Castro Valley, San Leandro, San Lorenzo and the Unincorporated Eden Areas. San Leandro Adult School provides Adult GED Preparation and Career Technical Training (CTE) and enters into this agreement as a partner with Rubicon to advance the mission of the Eden Area AJCC.

MISSION STATEMENT and PARTNERSHIP AGREEMENT GOAL

The mission of the Eden Area Comprehensive AJCC is to serve as the focal point for local and regional workforce development activities and to integrate workforce preparation services to address job, education, training, and employment needs. The goal of this agreement is to coordinate and leverage partner resources to ensure the effective and efficient delivery of services to mutual customers by establishing joint processes and procedures for service referrals among partners to best meet customer needs.

Through this agreement, the partner will integrate services into the current Eden Area AJCC service delivery system, resulting in a seamless and comprehensive array of education, human service, job training and other workforce development services available to customers.

ROLES AND RESPONSIBILITIES

San Leandro Adult School will be responsible for the following:

- Promote and provide appropriate partner resources and services in the AJCC in accordance with our policies and procedures.
- Participate in quarterly Eden Area AJCC Partner Meetings to promote and support integration of partner services as often as possible throughout the year.
- Cooperate with Rubicon/Eden AJCC to identify local businesses that could be potential sources of employment for AJCC customers.
- Partner customers will be referred to the Eden Area AJCC/WIOA Program for appropriate services according to specified referral procedures.
- Provide services to Eden Area AJCC/WIOA customers upon referral (if applicable).
- Maintain communication between shared customers

The Eden Area AJCC will be responsible for the following:

- Eden Area AJCC customers will be referred to partner for appropriate services according to specified referral procedures.
- Promote partner resources at the Eden Area AJCC and/or applicable program such as the WIOA program to partner customers.
- Provide career services to partner customers through career and employment readiness workshops (i.e. resume and interviewing techniques, education and training information, career exploration, etc.) at the Eden Area AJCC or off-site (if applicable). Eden Area AJCC staff will conduct workshops and promote the WIOA program at the partner site throughout the school session.
- Orient partner customers about the resources and services at the Eden Area AJCC and WIOA Program.
- Co-enroll partner customers to the WIOA program in accordance with WIOA policies and procedures at the Eden Area AJCC and/or at the partner site.
- Maintain communication between shared customers

METHOD OF REFERRAL

Parties to this Partner Agreement agree to develop a process for common intake and referral for all Eden Area AJCC customers.

Confidentiality:

Client information shall be shared solely for the purpose of enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

TERMS AND CONDITIONS OF AGREEMENT

This agreement is non-financial in nature, and binds no party or partner to financial obligations. If the parties agree that any activities which may arise from this agreement are to be reimbursed or compensated, prior to engaging in such activities execution of a separate agreement is required. Each subsequent agreement or contract involving transfer of money, services or property between the partners to this Partnership Agreement must comply with all applicable statutes and regulations.

Effective Dates:

This partner agreement shall become ***effective on 07/01/2018 and terminate on 6/30/2019*** and will continue in effect until such time as it is expired or terminated.

Anti-Discrimination Clause:

All Center and Affiliated Partners shall not unlawfully discriminate, harass, or allow harassment, against any employee or customer for services because of sex, race color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental condition, age (over 40), or marital status. Partners shall ensure that the evaluation and treatment of their employees and customers are free from such discrimination and harassment.

ADA Compliance:

All Center and Affiliated Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability. Partners specifically understand and agree that by entering into this partner agreement they are

obligated to comply with Title II of the ADA where the obligations imposed by Title II are more stringent than the Partners' obligations otherwise would be under Title I or III of the ADA.

Administrative Dispute Resolution:
Partners agree to communicate openly and directly with other partners. Every effort will be made to resolve any problems or disputes related to the center in a cooperative manner and at the lowest level of intervention possible. For disputes that cannot be resolved through communication between partners, the local Workforce Development Board and the Local Chief Elected Official will be called upon to resolve differences.

Termination Policy:
Either party may elect to terminate participation in this Partnership Agreement without cause by delivering a thirty (30) day written notice of intent to terminate.

_____ _____

Tim Combs, Date
Director of Economic Empowerment, Alameda County
Rubicon Programs Inc.

_____ _____

Bradley Frazier Date
Principal
San Leandro Adult School