



## **Memorandum of Understanding/ Working Agreement**

**Toolworks, Mt. Diablo Adult Education and the Marriott Walnut Creek** agree to work collaboratively on an internship training program for adults with developmental disabilities. The parties agree to work in partnership to foster and facilitate skill development and on-the-job experience to enhance the opportunity for career and job acquisition. **See program description below.**

### **Toolworks will:**

1. Provide the Job Coach/es.
2. Provide intern and staff wages.
3. Cover workers compensation and insurance coverage for Job Coaches and Interns.

### **Mt Diablo Adult Education will:**

1. Provide an Instructor to teach a Job Skills Development class on site at the Marriott in Walnut Creek, two afternoons per week, 3 hours per day.
  - a. Class curriculum will include: job preparation skills, soft skills, workplace safety and other workplace essential skills.
2. Provide interns assistance with travel training of interns.
3. Provide employer disability awareness training as appropriate.
4. Participate in the recruitment of interns.
5. Provide liability insurance and workers' compensation for the Instructor and all Mt. Diablo Adult Education staff on site at the Marriott, Walnut Creek.

### **Marriott will:**

1. Host up to 8 interns for 10 months (November 2017 to June 2018)
2. Provide a business liaison to assist with internship and job site development.
3. Provide job descriptions and opportunities for interns to rotate through various hotel departments.
4. Provide each intern 2 uniform shirts.
5. Provide classroom.
6. Provide employee mentors to assist with skill acquisition.
7. Provide regular feedback on intern performance.
8. Consider hiring qualified interns as appropriate.

### **An Overview of the internship:**

The Internship is a 10-month, paid internship program which provides training and education leading to employment for individuals with developmental disabilities. The program occurs at a prominent community business: Marriott Walnut Creek. The Toolworks Internship serves as a workforce alternative for recent high school graduates and adults 18 years and older. All adult students will be enrolled in a Job Skills Development class through Mt. Diablo Adult Education.

Toolworks internship is based on a partnership that would include Marriott Walnut Creek, Toolworks, Mt. Diablo Adult Education and the Regional Center of the East Bay. The business provides a training classroom, a business liaison and rotating internships for on-the-job training. The school provides the Instructor and curriculum. Toolworks will provide the necessary staff and job coaches for on- the-job training support for the interns.

The cornerstone of the internship model is total immersion in a large business. Interns report to the host business to learn new skills through “hands-on” work experience while participating in 2-3 internship rotations during the year. Interns will also participate in a class twice a week with an Instructor, focusing on relevant workforce preparation curriculum. Marriott Managers at the internship sites work with the Mt. Diablo Adult Education instructor and job coaches supporting interns.

The goal for each intern is to be exposed to careers in the hospitality industry, to build develop their resume, and obtain Competitive Integrated Employment (CIE) using skills acquired at the Marriott.

**How many people are involved?** The ultimate goal is to serve 6 to 8 students per year; Toolworks proposes the program begin in November 2017 with 3 interns, adding 3 more approximately two months later. There will be one Instructor from Mt Diablo Adult Education to assist with employability skills and who will be funded through the State Department of Rehabilitation. Two job coaches from Toolworks will be funded through Regional Center of the East Bay.

**What about the Job Coach Support?** The role of the two job coaches will be to assist interested departments with job analysis identifying job assignments, providing necessary systematic instruction utilizing lean business practices, and helping students with training needs. Job coaches will also be available to provide education and resources to co-workers and managers for working with adults with disabilities.

**Length of Program:** Monday – Friday, 8:30 a.m. to 2:30 p.m., with a 3- 4 hour work assignment in a department (work rotation). *Target Dates:* November 1, 2017 through June 30, 2018 (10 month program) to continue annually with new interns each year.

**Types of Jobs:** Job descriptions with routine-to-complex tasks which build competitive marketable skills in: Clerical- filing in HR office; Laundry Attendant, Housekeeping/ Room Attendant, House Person; Dishwashing, Prep Cook, etc. Toolworks will work with the Marriott to identify interested departments and tasks for intern assignments.

**Disability: All interns will be people with developmental disabilities who are sometimes referred to as persons with intellectual disabilities.** A developmental disability is defined as a disability that occurs before the age of 18, is substantially disabling for an individual, and is expected to continue indefinitely. Developmental disabilities include intellectual disability, cerebral palsy, epilepsy and autism. Also included are disabling conditions closely related to an intellectual disability or requiring similar treatment.

**Insurance:** Each Party shall at all times during the agreement and at its own cost and expense, have in effect and provide proof of the same upon request of the necessary liability insurance.

**Indemnification:** Each party shall to the fullest extent permitted by law and at its own expense indemnify, defend and hold harmless the other, their Governing Board, the individual members thereof, and all officers, employees and agents against all liability, loss, damage, and expense (including those for attorney fees) resulting from or arising out of their respective performance under this Agreement, to the extent that such liability, loss, damage, and expense was not caused by the

sole negligence or willful misconduct of the indemnified party, or of its Governing Board, the individual members thereof, and all District officers, employees and agents.

**Relationship:** No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its employees.

**Amendments:** This Contract may be amended if agreed in writing and signed by Toolworks, Mt. Diablo Adult Education and Marriott Walnut Creek.

**Any party, without penalty, may terminate this agreement on written notice to the other parties at least 30 days before commencement of a new training year. Current interns at the time of said notice will be allowed to conclude their training program.**

**For Marriott Walnut Creek:**

\_\_\_\_\_  
**General Manager**

Date: \_\_\_\_\_

**For Toolworks:**

\_\_\_\_\_  
**Director of Workforce Projects**

Date: \_\_\_\_\_

**For Mt Diablo Adult Education:**

\_\_\_\_\_  
**Superintendent**

Date: \_\_\_\_\_