

TJX Work Experience Process (Issued July 29, 2015)

Purpose:

To inform staff and DVR Service Providers of the process that The TJX Companies, Inc. (TJX) and Ernst & Young, LLP (EY), a TJX contractor, have developed for all DVR temporary work experience placements. The process outlines the need requirements and expectations for completion for all temporary work experience placements at TJX stores, including TJ Maxx, Marshalls and HomeGoods.

Rationale:

TJX is a national company with stores throughout the US. To best serve their needs, DVR is adopting a process that brings together incorporates the TJX process with the DVR temporary work placement process. The process involves agreements to be secured and signed by: 1) DVR local representatives; 2) DVR contracted service providers; and, 3) the TJX local store manager. The agreements and letter of agreements have all been vetted and approved by Wisconsin DVR and establish one Point of Contact (POC) for all DVR communications.

Procedures:

DVR-State

- Provides EY with current Internship/Temporary Work Experience Forms for their records
- Provides EY with proof of insurance of the Employer of Record and notifies EY with reasonable notice if any changes are to occur
- Signs blanket letter of consent to use the TJX Letter of Agreement (LOA)
Provides TJX and EY a State Point of Contact for all key communications

Local worksite meeting and signature gathering

Service Provider

- Receives Workforce Initiatives Start Form (WISF) from Store Mgr
- Faxes/emails completed WISF and insurance (if needed for job coaching) directly to EY
- Confirms TWE participation details with EY as needed
- Signs DVR's I/TWE forms
- Complies with both TJX and DVR agreements

DVR Local Rep

- Signs TJX LOA & DVR's I/TWE form

TJX Store Mgr

- Provides Service Provider with WISF and completes top portion
- Receives pre-populated LOA from TJX after EY confirms TWE details with Service Provider
- Signs TJX and DVR agreements on behalf of TJX
- Keeps original signed agreements on file locally and provides DVR with copy/original
- Coordinates participant names/schedules with Service Provider

As the diagram (above) indicates, DVR will provide TJX/EY with the current Internship/Temporary Work Experience Forms (I/TWE) for their records. DVR will also provide TJX/EY with timely notice if any changes are to occur in the form. Additionally, DVR will provide EY with proof of insurance for its contracted Employer of Record and will update this information as needed and in a timely matter. DVR has also signed a blanket letter of consent that endorses this process and provides a Point of Contact for all future communications.

At the local meeting of the 3 interested parties, all documents and agreements will be signed to ensure ease of coordination, communication, and partnership.

The **DVR Service Provider** providing the temporary work placement assistance will: 1) Receive a Workforce Initiatives Start Form (WISF) from the TJX Store Manager; 2) Fax/email completed WISF and all insurance certificates, if needed for job coaching, to EY; 3) Confirms TWE participation details with EY as needed; 4) Signs DVR's I/TWE forms and, 5) Complies with both TJX and DVR agreements.

The **DVR Local Representative** authorizing services will: 1) Sign the TJX Letter of Agreement on behalf of DVR and the DVR I/TWE form.

The **TJX Store Manager** providing work placement will: 1) Provide Service Provider with a WISF and complete the top portion; 2) Receive pre-populated Letter of Agreement from TJX after EY confirms TWE details with Service Provider; 3) Sign TJX and DVR agreements on behalf of TJX; 4) Maintain original signed agreements on file locally and provide DVR with copy/original; and, 5) Coordinate participant names/schedules with Service Provider.

Beginning Date:

This agreement goes into effect Wednesday, July 29, 2015.