

WORKFORCE SOLUTIONS TEXOMA POLICIES & PROCEDURES

CHAPTER 11 FEE FOR SERVICE

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11.1 INTRODUCTION

The purpose of this policy is to set out guidelines for products and services for which ~~Workforce Texoma~~ Workforce Solutions Texoma will charge a fee and develop the associated fees.

All rooms and equipment located in any office or building under the jurisdiction of the Workforce Solutions Texoma are subject to this policy. All products and services outlined in this policy, and provided by Board or Contractor Staff, regardless of location are subject to this policy.

11.2 ROOM / EQUIPMENT USAGE

11.2.1 ROOM / EQUIPMENT USE SUBJECT TO FEES

~~Repeated, recurring, or regular Use~~ Use of any room or equipment by any person or agency ~~outside Workforce Texoma~~ is subject to a usage fee.

11.2.2 DEFINITION OF WORKFORCE SOLUTIONS TEXOMA SYSTEM

"Workforce Solutions Texoma System" is defined as the Required Partners identified in Chapter 3, Section 121 (b)(1) of the Workforce Investment Act of 1998; and Partners who are co-located in one or more of the Workforce Solutions Texoma Workforce Centers and who are paying Shared Facilities Costs.

11.2.32 WAIVING ROOM / EQUIPMENT USE FEES

~~Workforce Texoma~~ Workforce Solutions Texoma may from time to time allow usage of rooms or equipment and waive the usage fees if in the opinion of ~~Workforce Texoma~~ Workforce Solutions Texoma the usage:

- promotes workforce development,
- is by a non-profit organization,
- provides a valuable community service, or
- the user is a Workforce Solutions Texoma "System" Partner as defined in this policy

System partners who are co-located and paying Shared Facilities Costs are allowed the use of rooms with no fee as a part of their Shared Usage Agreement. These System Partners will be required to complete a Room Usage Agreement any time they are planning to use a room if they will be having food or drinks, or will require access to the Workforce Solutions Texoma Technology Network. These System Partners are subject to all terms and conditions of the Workforce Solutions Texoma Technology Policies for Users Outside the Workforce Solutions Texoma System.

Waiving the usage fee for ~~repeated, recurring or regular~~ use of any room or equipment by any other person or agency ~~outside Workforce Texoma~~ must be approved in advance by the Workforce Solutions Texoma Executive Director, or Business Services Manager.

Usage fees will not be waived for anyone using any ~~Workforce Texoma~~Workforce Solutions Texoma room or equipment who is charging participants a fee to attend, or being ~~paid~~ compensated in any way for the services provided.

If fees are to be waived, it must be indicated on the Room/ Equipment Usage Agreement, and a reason for waiving the fee and an authorized signature must be provided.

11.2.43 DISCOUNTING ROOM / EQUIPMENT USE FEES

~~Workforce Texoma~~Workforce Solutions Texoma may from time to time discount usage fees if in the opinion of ~~Workforce Texoma~~Workforce Solutions Texoma the usage:

- promotes workforce development,
- is by a non-profit organization,
- is a one-time or short-term usage, or
- provides a valuable community service

If fees are to be discounted, it must be indicated on the Room / Equipment Usage Agreement, and a reason for discounting the fee and an authorized signature must be provided.

11.2.54 ROOM / EQUIPMENT USAGE AGREEMENT

The Room / Equipment Usage Agreement must be completed and signed by any person or agency outside ~~Workforce Texoma~~Workforce Solutions Texoma who uses any room or equipment, prior to use, even if the usage fee is to be waived.

11.2.65 ROOM / EQUIPMENT USE FEE SCHEDULE

A current schedule of room / equipment use fees shall be included on the Room / Equipment Usage Agreement.

Rooms and equipment may be scheduled for use on an hourly basis. If the room or equipment is to be used for 5 hours or more, a full-day usage fee will be charged.

11.2.7 PAYMENT TERMS

Users outside the Workforce Solutions Texoma System are required to pay any and all usage fees at the time the room or equipment is reserved unless advance approval has been received.

Users who plan to use rooms or equipment on a regular or recurring basis may be allowed to use rooms or equipment and be invoiced on a recurring basis subject to advance approval by the Workforce Solutions Texoma Executive Director, or Business Services Manager, and the Workforce Solutions Texoma Chief Financial Officer.

11.2.8 CANCELLATION POLICY

The User will be responsible for all fees associated with the reservation of rooms or equipment unless the reservation is cancelled with Workforce Solutions Texoma at least 48 hours prior to the scheduled date of use.

11.2.9 LIABILITY

Outside users are liable for any damages to Workforce Solutions Texoma property due to misuse, neglect, malicious intent, or negligence during their use of said property.

All outside users of Workforce Solutions Texoma property must be informed of this policy in writing and must sign acknowledging their receipt and understanding of this policy prior to being granted permission to use Workforce Solutions Texoma property.

11.3 ASSESSMENTS

11.3.1 AUTHORIZATION OF ASSESSMENTS

Assessment candidates will not be given any assessment without prior authorization from an employer customer. Employer customers who choose to utilize ~~Workforce Texoma~~Workforce Solutions Texoma's assessment products will complete a ~~Workforce Texoma~~Workforce Solutions Texoma Assessment Purchase Request Form and submit it along with appropriate payment information to the Workforce Solutions Texoma Finance Department for approval. After reviewing the Purchase Request and payment information, the Finance Department will forward authorization to administer assessments to the Workforce Center.

Employer Customers can request approval for assessments in two different ways, by providing specific names and assessments, or by requesting multiple assessments for yet unidentified candidates.

If specific names and assessments are provided on the Purchase Request, a copy will be forwarded to the Workforce Center to verify candidate names.

If multiple assessments for unidentified candidates are requested, the Board Finance Department will issue Assessment Vouchers to the Employer Customer, one for each assessment requested.

11.3.2 VERIFICATION OF ASSESSMENT CANDIDATE DOCUMENTATION

Prior to administration of any assessments, Workforce Center Staff will verify the candidates name and the assessment(s) requested by the Employer Customer. Assessment Candidates will be required to provide appropriate photo identification to Workforce Center Staff prior to administration of assessments.

If specific names and assessments have been provided on the Purchase Request, Workforce Center Staff will verify each candidate's name, assessment(s) requested, and photo identification.

If multiple assessments for unidentified candidates are requested, Workforce Center Staff will receive the Assessment Voucher from the Assessment Candidate, and will verify the candidate's name, assessment(s) requested, and photo identification. Assessment Vouchers must have all information completed by the Employer Customer prior to administration of any assessment.

Evidence of the documentation reviewed will become a part of the records maintained in accordance with Section 11.3.5 of this policy.

11.3.3 RELEASE OF ASSESSMENT SCORES

Assessment scores become the property of ~~Workforce Texoma~~Workforce Solutions Texoma and the Employer Customer who requested and paid for the assessment(s). Assessment scores will be released to the Employer Customer within 2 business days in the manner the Employer Customer chooses. Assessment scores will not be released to the Assessment Candidate.

In the event an assessment candidate is requested to be assessed by a subsequent employer, and if the scores are still considered valid as prescribed in Section 11.3.4 of this policy, the scores will be released to the Employer Customer through the normal assessment authorization process, and at the current assessment fee.

In the event an assessment candidate is requested to be assessed by a subsequent employer, and the scores are no longer considered valid as prescribed in Section 11.3.4 of this policy, the Assessment Candidate will be allowed to take the assessment(s) again in accordance with Section 11.3.4 of this policy, and the scores will be released to the Employer Customer through the normal assessment authorization process, and at the current assessment fee.

11.3.4 PERIOD OF ASSESSMENT VALIDITY AND RE-TAKING ASSESSMENTS

Assessment scores are valid for a period of one year from the date taken.

Assessment Candidates will be allowed to re-take assessments in the manner prescribed in the ~~Workforce Texoma~~Workforce Solutions Texoma Policy regarding assessments required prior to acceptance into classroom training.

11.3.5 MAINTENANCE OF ASSESSMENT RECORDS

Workforce Center Staff will maintain all assessment records in accordance with standard record-keeping requirements.

Assessment records which will be maintained include:

- A copy of the Purchase Request
- The original Assessment Voucher
- A copy of the photo identification supplied by the Assessment Candidate
- Scores for all assessments taken by the Assessment Candidate.

Assessment records will be maintained alphabetically by the Assessment Candidate's last name.

11.3.6 ASSESSMENT FEE SCHEDULE

A current schedule of assessment fees shall be included on the Assessment Purchase Request.