

## FIRST SOURCE HIRING AGREEMENT COVERED VENDORS, SUBCONTRACTORS, BENEFICIARIES

Under the Boston Jobs, Living Wage, and Prevailing Wage Ordinance and Regulations, all covered vendors, covered subcontractors, and beneficiaries (hereinafter referred to as “Employers” for the purposes of this agreement) are required to sign a First Source Hiring Agreement with a referral agency or Boston One-Stop Career Center. An Employer may sign additional First Source Hiring Agreements with as many referral agencies or Boston One-Stop Career Centers as it chooses. For a complete list of approved referral agencies and Boston One Stop-Career Centers, see Form Wage-10A.

### INSTRUCTIONS FOR EMPLOYERS

You are not required to complete this form until after your agreement has been executed. After your contract documents are executed, you are required to do the following:

1. Review and complete parts 1, 2, 3 and 4A
2. Within five (5) business days after your contract documents are executed, deliver this agreement to a referral agency or Boston One-Stop Career Center of your choice.
3. Once an agreement is signed by a referral agency or Boston One-Stop Career Center of your choice, please submit the completed agreement to the Office of Labor Compliance and Worker Protections.

### INSTRUCTIONS FOR REFERRAL AGENCIES AND BOSTON ONE-STOP CAREER CENTERS

Upon receipt of this agreement, you are required to do the following:

1. An authorized person of the referral agency or career center must review and complete parts 2, 3 and 4B
2. Return signed agreement to employer who will submit to the Office of Labor Compliance and Worker Protections.

**IMPORTANT**

Please print in ink or type all required information. Assistance in completing this form may be obtained by calling the Living Wage Administrator, the Office of Labor Compliance and Worker Protections of the Worker Empowerment Cabinet, telephone: (617) 918-5236, or your awarding department.

**PART 1. EMPLOYER INFORMATION**

Name of Employer	
Company Address	
Contact Person	
Contact Phone	
Contact Email	
Contract / Agreement Number	

**PART 2. REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER INFORMATION**

Agency	
Company Address	
Contact Person	
Contact Phone	
Contact Email	

**PART 3. AGREEMENT OF PARTIES**

The Employer and the referral agency or Boston One-Stop Career Center signing this agreement agree to the following terms and conditions:

- 1 Prior to announcing or advertising an employment position for work which shall be paid for using City of Boston funds as determined by the Ordinance, the Employer shall notify the referral agency and/or career center about the position, including a general description and the Employer’s minimum requirements for qualified applicants for such position.
- 2 The referral agency or career center shall provide information on such job opportunities to all Boston residents who receive services. The referral agency or career center may refer qualified candidates to the Employer.

- 3** The referral agency or career center shall keep a record of job postings referred by Employers and applicants hired for such roles. The referral agency or career center shall forward this information to the Living Wage Administrator, monthly, in a manner prescribed by the Living Wage Administrator.
- 4** The agreement does not require the Employer to comply with these procedures if it fills the job vacancy or newly-created position by transfer or promotion from existing staff or from a file of qualified applicants previously referred to the Employer by the referral agency and/or career center.
- 5** The agreement shall not require the Employer to hire any applicant referred under the terms of this agreement.

**6 Agreement Length**

- 1. For *Covered Service Vendors* and *Covered Subcontractors*, this agreement covers the term of the service contract or subcontract.
- 2. For *Beneficiaries* who receive assistance from the City in the amount of one hundred thousand dollars (\$100,000) or more in any twelve-month period, this agreement remains in effect for one year. For *Beneficiaries* who receive assistance from the City in the amount of one million dollars (\$1,000,000) or more in any twelve month period, this agreement remains in effect for the term of the agreement.

**PART 4. SIGNATURE**

An owner or officer of the Employer as well as the referral agency or Boston One-Stop Care Center must sign this agreement.

*A. Employer Signature*

On behalf of the employer, I agree to comply with the terms and conditions of this First Source Hiring Agreement.

Name	
Job Title	
Signature	
Date	

*B. Referral Agency or Boston One-Stop Career Center Authorized Signature*

On behalf of the referral agency or Boston One-Stop Career Center name in Part 3 of this agreement, I agree to provide services in accordance with the terms and conditions of this First Source Hiring Agreement.

Name	
Job Title	
Signature	
Date	