

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**CHRYSALIS ENTERPRISES TEMPORARY TRANSITIONAL WORKER PROGRAM**  
**Job Category: Chrysalis Staffing General Labor**

The following Memorandum of Understanding sets forth the terms and conditions of agreement between Chrysalis Enterprises/Chrysalis Staffing, a professional staffing agency (“Chrysalis”) and Chrysalis program participants (“clients”) who have been referred by their Chrysalis Employment Specialist (Case Manager) to participate in Chrysalis’ Temporary Transitional Employment Program (the “Program”). The program is designed to allow clients to gain valuable work skills, which they might not otherwise have, so that they may transition to outside jobs.

**The Employment Relationship**

The Program for this job category is not term limited. However, it is still part of the larger temporary, transitional jobs program that Chrysalis offers. Although Chrysalis Staffing clients will be asked to report to the job site of a customer of Chrysalis Staffing, Staffing clients are employed by Chrysalis, not Chrysalis’s customers. As such Chrysalis Staffing clients are responsible for and required to keep Chrysalis Staffing supervisors informed of anything related to their employment. Chrysalis Staffing does not guarantee job placement or a job offer for any type of placement opportunity. It does its best to match opportunities to qualified candidates however; the placement and/or hiring decision is ultimately up to the customer. Clients are not paid to interview with customers, however Chrysalis Staffing will help coordinate resources for the interview as needed. Following is an overview of the types of Staffing placement opportunities:

- ❖ Temporary: Assignment duration can be 1 day or on-going. Client is an employee of Chrysalis Enterprises for the duration of the assignment.
- ❖ Temporary to Permanent: Temporary assignments/placements where work performance has been consistent and positive and which could lead to permanent employment with the customer. The temporary period is considered a trial period and there is no guarantee that an offer will be made at the end of this time. Client is a Chrysalis Enterprises employee until the customer makes an offer and client accepts, at which point the client is no longer an employee of Chrysalis Enterprises. If a Chrysalis client secures employment with a Chrysalis Staffing customer, Chrysalis Staffing will receive updates on client’s performance and will continue to work with client on addressing any performance issues that may arise. Chrysalis values its relationship with its customers and expects a high level of performance from any client hired on by a customer.
- ❖ Direct Hire: Opportunity to interview for placement with an outside employer (not necessarily a Chrysalis Staffing customer). Chrysalis Staffing does not guarantee a job offer will be made. Any job offers are at the sole discretion of the outside employer. In order to maintain a close and trusting working relationship with Chrysalis’ business partners hiring for direct placements, and to give Chrysalis clients the best chance to be successful in their new role, from time to time it may be necessary for Chrysalis Staffing to receive updates on a client’s performance so that guidance and counseling on addressing any performance issues that may arise can be provided.

Your employment relationship is at will. You may terminate your employment with Chrysalis at any time and for any reason. Likewise, Chrysalis may terminate your employment at any time, with or without cause or advance notice. You understand that you are being employed in a temporary position only and for such time that your services are required. Existence of the Program does not alter the at-will relationship. No manager, supervisor, or employee of Chrysalis has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than on an at-will basis. This temporary employment does not entitle you to any special consideration for long-term employment with Chrysalis.

**Hours**

Chrysalis does not guarantee a set schedule or a set number of work hours per week. Schedules and shifts are set and contingent on customer needs and Chrysalis’ business needs.

**Expectations and Responsibilities**

Our commitment to you is to give you the skills, tools, and support to take what you have learned as a Chrysalis employee and assist you in trying to find permanent employment outside of Chrysalis. Your commitment to us includes, but is not limited to, showing up on time, being a team player, communicating, taking initiative, wearing a uniform, being professional, and providing excellent customer service.

\_\_\_\_\_  
Client – Print Name

\_\_\_\_\_  
Client – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chrysalis Enterprises Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date