



# FIRST SOURCE

## EMPLOYMENT AGREEMENT PROGRAM

### EMPLOYER FACT SHEET

#### LEGISLATIVE AUTHORITY

Mayor's Order 83-265, D.C. Law 5-93, and D.C. Law 14-24

#### WHAT IS A FIRST SOURCE EMPLOYMENT AGREEMENT?

The employer will complete and sign the First Source Employment Agreement and the Employment Plan as part of your contractual documents with the District of Columbia Government. These contractual documents include financial loans, bonds, zoning applications, Exclusive Right Agreements, grants, contracts, subcontracts, street or alley closings, and leasing agreements of real property for one year or more. Signing this Agreement means, you agree to use the D.C. Department of Employment Services (DOES) as your first source in recruiting and hiring for new jobs created by the government-assisted project. The Employment Plan tells DOES the new positions you are creating, the projected salary for each position, the anticipated hire date(s), and the names of current employees who will be working on the project. This plan serves as advance notice for DOES to help coordinate your recruitment needs.

#### KEY PROVISIONS

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- The employer will make all decisions on hiring new employees.
- If the Agreement conflicts with any labor laws or governmental regulations, those laws or regulations prevail.
- DOES will work within the terms of all collective bargaining agreements to which the employer is a party.
- If DOES cannot refer the qualified personnel requested in a reasonable amount of time that was mutually agreed upon, the employer will be free to directly fill remaining positions for which no qualified applicants have been referred. In this event, the employer will still be required to hire 51% District residents for all new jobs created.

#### BENEFITS

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##### *SAVES ADVERTISING EXPENSES*

DOES will publicize your jobs through DOES One-Stops, the schools, Advisory Neighborhood Commissions, community organizations and various media outlets. There is no fee for DOES service.

#### REDUCES INTERVIEWING TIME

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DOES will recruit, pre-screen and refer qualified applicants for your job openings based on your hiring needs.

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## **SAVES TAXES**

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DOES can refer job applicants from several target groups who, if hired, can qualify you for tax credits through the Work Opportunity and Welfare-To-Work Program. For most of the targeted groups, this means a maximum tax savings of \$2,100 per eligible employee during the first year of employment. For qualified summer youth employees, a maximum tax saving of \$1,050 may be obtained.

## **REQUIREMENTS**

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- All projects funded in whole or in part with District of Columbia funds, or funds which, in accordance with a Federal grant or otherwise, the District administers, shall provide for increased employment opportunities for District residents.
- Any agreement of a contractual nature shall include for each project a requirement that the employer sign a First Source Employment Agreement.
- Any agreement of a contractual nature shall include a requirement that employers in the project utilize the D.C. Department of Employment Services as a first source of referral for qualified applicants, trainees and other workers in the implementation of the employment goals contained in the Mayor's Order and D.C. Law 5-93.
- At least 51% of all new jobs created on the government-assisted project are to be performed by residents of the District of Columbia.
- At least 51% of apprentices and trainees employed shall be residents of the District of Columbia and registered in programs approved by the D.C. Apprenticeship Council.
- DOES will monitor the employer's performance under this Agreement. The employer will be required to cooperate with DOES monitoring efforts by submitting a Contract Compliance Form to DOES on a monthly basis.
- These requirements apply to all subcontractors and general contractors.

## **EXEMPTIONS**

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- Contractors or subcontractors awarded contracts or other forms of government assistance less than \$100,000.
- Employment openings the contractor or subcontractor plan to fill with persons already employed by the company.
- Job openings to be filled by laid off workers according to formally established recall procedures and rosters.
- Suppliers located outside of the Washington Metropolitan Area and who will perform no work in the metropolitan area.

**For further information: Please contact:  
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