

PROVIDER ADDENDUM



To Kathy Devlin, Exceptional Student Education Supervisor
From Patti Breckenridge, Recruiting Manager
cc Sarah Hickey, Transition Program Specialist
Date March 14, 2008
Subject **Memo of Understanding**

Introduction

In its commitment to enhance communities where our stores are located, Publix enters into partnerships with schools to help students with emotional, mental or physical challenges that have compromised their readiness for employment.

This memo outlines Publix's role in providing vocational training to these differently enabled students. The memo also provides our expectations of participating students and sponsoring schools. Schools or students who are unable or unwilling to meet these expectations will no longer be allowed to participate in our vocational training partnerships.

This vocational training is designed to benefit participating students and not Publix's operations therefore students will not be paid for participating in the training.

The school's role

Schools are responsible for:

- Identifying which students have emotional, mental or physical challenges that have compromised their readiness for employment and determining which ones would safely and productively benefit from vocational training in the workplace
 - Developing individualized vocational training plans for these students
 - Determining what training would be best for the students
 - Obtaining written permission from the students' parents or guardians to participate in vocational training outside a school setting on Publix's premises
 - Verifying that these students are at least 16 years old.
 - Assuring that all students have medical insurance
 - Sharing with Publix the skills targeted by the individualized training plans
 - Discussing with Publix the assignments and schedules for the students, how long the training will last,¹ and how progress will be measured
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¹ Students may not be placed in the same assignment for more than a semester unless the sponsoring school can show why this is necessary to meet the terms of students' training plans.

**The school's role
(cont.)**

- Providing students with nametags that identify their school affiliation
 - Providing transportation to the workplace for the students
 - Providing adequate supervision including having a job coach accompany the students to the workplace daily for the first week and at least once a week thereafter
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Publix's role

When our company provides vocational training in situations where students are not paid for their assignments, we are committed to providing these services:

- Assigning a manager to act as the liaison with the school
- Basing the students' assignments on their training needs (as identified by the sponsoring school), not the store's business needs
- Making sure those assignments are appropriate to a student's age (based on laws governing minors)
- Assigning an experienced associate to provide the necessary training
- Providing in-store orientation to Publix's policies, including expectations about conduct and attire,² and
- Partnering with the school's job coach to provide supervision and evaluation of progress.

Publix is not obligated to hire any of these students upon completion of their training, but it reserves the right to do so when appropriate.

**Conditions of
assignment**

An assignment under this agreement must:

- Match the individualized training plan of the student
 - Be limited to 10 hours per week
 - Be provided only to students able to work safely and independently without supervision
 - Not lead to the displacement of any Publix associate nor the avoidance of filling an opening
 - End when the student has mastered the skills being taught
 - Approval is given for a 12-month period. At the end of each 12-month period, all information will be updated and renewed.
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The student's role

Students must meet certain standards of conduct and attire to receive vocational training in our stores. Those standards are shared with students when they arrive.

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² Only paid associates are allowed to wear Publix uniforms. Students in unpaid work experience programs must wear their own clothes, but do so in a manner that meets Publix's high standards.

Questions

If you have any questions about the conditions in this Memo of Understanding, please contact Patti Breckenridge, phone 863-688-1188, extension 52085.
