

TRAINING SITE PLAN
Northwest Region Workforce Investment Board

Contract #: _____

Name: _____ Social Security #: _____

Employer (Training Site): _____

The above employer agrees to provide training in work maturity skills, general employment competencies, and occupationally specific skills that will enable the participant to work toward becoming self-sufficient.

Training Start Date: _____ Training Completion Date: _____

Training Site is: Public _____ Private-not-for-Profit _____ Private-for-Profit _____

Total # of participants to be trained in this occupation at this time are: # _____.

Occupation: _____ ONET Code: _____ SVP Level: _____

I understand the Training Site / Employer will provide the following:

A. Employment Learning Tasks: Use ONET or company job description for skills or tasks that are accurate learning task/skill descriptions. Keep descriptions concise, measurable, and observable.

B. Financial assistance will be as follows while youth participant is in training, and as long as all parties including participant, abide by the Assurances (Attachment 1) to this Training Site Plan:

WAGES \$ _____ per hour x _____ % = _____ x _____ hrs per _____ weeks = \$ _____ Total
SCHEDULED RAISES \$ _____ per hour x 50% = _____ x _____ hrs per _____ weeks = \$ _____ Total
OTHER: \$ _____ DESCRIPTION: _____

MAXIMUM TOTAL COMMITMENT: \$ _____

***No pay over 40 hours per week will be reimbursed by OJT funds.**

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C. The Employer/Training Site agrees to:

1. Provide verbal and written formal orientation to participant on the requirements of training, work rules, expectations, training hours, pay provisions and any other special rules.
2. Maintain confidentiality of all information/records of the participant and only make available to the program implementor staff.
3. Submit invoices and supplemental documents for training cost reimbursements per program implementor staff instructions.
4. Assure participants assigned to this training site will not be discriminated against because of sex, race, creed, color, national origin, political affiliation or beliefs, age or disabilities.
5. Use an established complaint/grievance procedure from the training site or program implementor, which is accessible to the program implementor to resolve disputes.
6. Allow the Department of Labor, State Division of Workforce Development, Workforce Investment Board staff, program implementor and/or an independent monitoring unit to monitor the training site.
7. Allow any participant needing remediation adequate time to attend classes or complete assignments related to training site tasks.

SPECIFIC ASSURANCES

Employer / Training Site:

1. Provides constructive and meaningful training activities for the youth participant as follows:
 - Duties as described previously under "Tasks" and that are consistent with the participant's goals;
 - Sufficient quantity of work/training to fully occupy participant;
 - Provide all necessary materials, supplies and equipment for the purpose of completing assigned tasks;
 - Provide consistent supervision of tasks performed;
 - Maintain close liaison with program implementor staff regarding:
 - Performance and behavior
 - Immediate notification of irregular or lack of attendance or injuries
 - Accurate time and attendance records will be kept to show:
 - Pay only for hours actually worked or involved in assigned tasks involved in attainment of goal/s
 - No pay allowed for recreational activities.
2. Assumes all financial responsibility for job related injuries to the participant by providing insurance through Workers Compensation or other adequate medical and accident insurance (for On-the-Job Training only).
3. Maintains sanitary facilities, safe working conditions and compliance with the OSHA and Child Labor Laws and age laws of the Fair Labor Standards Act (FLSA) provided to the training site by the program implementor staff.
4. Will not place youth in unapproved activities. If youth are assigned to unapproved activities, participant(s) will be immediately removed from training site. Training site assumes full responsibility and liability for those youth engaged in unapproved activities.
5. Will not use the participant(s) in the construction, operation, or maintenance of any part of the training site that is used for sectarian instruction/worship.
6. Tasks where applicable, will not be in conflict with established policies of local union/s, and a letter of concurrence from the union/s shall be included.
7. Will not cause the loss or partial loss of currently employed workers by placing an OJT participant at this site.
8. Assumes responsibility to document compliance under the Immigration and Control Act of 1986 (INS form I-9).
9. Will retain participant(s) upon successful completion of training period established through this contract with the understanding that if a termination occurs primarily because of the end of subsidized training, the employer will not be considered for future subsidized services.
10. Relieves the program implementor of any obligations or other financial liability except for those payment obligations for employer's services in providing training considered sufficient by all parties to cover costs of

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training. These costs include OJT instruction, non-productive time, extra waste, added equipment wear/tear, and added supervisory effort.

11. Shall compensate youth participant(s) at the same rates, including periodic increases, as trainees or employees who are similarly employed in similar occupations by the same employer and who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event less than the applicable state minimum wage.

**I (participant name) _____, commit to the following:
 By my signature, I am stating that I understand my responsibilities in this agreement and am aware the consequences of my failure to meet the above commitments could result in immediate termination from training services.**

I understand my employer and supervisor or instructor is depending on me to learn and/or perform valuable services:

1. I agree to maintain a good attendance record and arrive for work/class on time.
 - Report intended absences to supervisor/instructor one day to one week ahead of time, when possible.
 - Not miss more than two (2) days work/activity per month without a doctor, parent, or guardian’s written excuse for illness or emergency (applies to under 18 years of age).
 - Not miss more than two (2) days work/activity per month, without a doctor’s written excuse for illness/medical emergency.
 - Notify supervisor/training site in writing of school/work functions/activities I am involved in that will affect my work/training attendance.
2. I will dress appropriately and present a neat appearance.
3. I agree to cooperate and be respectful and courteous to supervisors, co-workers/classmates, instructors and all others.
4. I agree to show initiative by looking for tasks to learn/do.
5. I agree to follow instructions and demonstrate responsibility by successfully, and to the best of my ability completing in a timely manner all tasks assigned by a supervisor/instructor. I understand they are there to help me learn.
6. If necessary, consequences for any negative behavior and failure to meet my commitments will be determined by the program implementor staff and the worksite supervisor or classroom instructor.

Participant Name Signature **Date**

This agreement is contingent on the continuing availability of funding from the authorized funding authority.

Trainer / Employer Representative Signature **Date**

Team Member Name Signature **Date**