

## Work-Based Learning Training Agreement

### Participant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address/City/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Emergency Contact name and Number: \_\_\_\_\_

Email Address (Optional): \_\_\_\_\_

### Provider Information

WIOA Provider Name: \_\_\_\_\_ WIOA Site Supervisor: \_\_\_\_\_

Address/City/Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Type of Placement (check one):  Work Experience  Internship  Transitional Job  Paid  Unpaid

### Worksite Information

Name of Business: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Address/City/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Liability Insurance Carrier: \_\_\_\_\_

Policy No.: \_\_\_\_\_

WBL Position Offered: \_\_\_\_\_ Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_

Total Number of WBL Hours: \_\_\_\_\_ Starting Wage (if paid): \_\_\_\_\_

### Service Provider Responsibilities

1. Provide an alternate staff person for the participant and worksite supervisor to report to at all times when designated career coach/job developer is not available.
2. Provide worksite and participant orientations for the worksite supervisor and participant that describes and explains the expectations of the work-based learning activity.
3. Assist the worksite supervisor and participant in filling out any and all documentation needed.
4. Negotiate the job duties, wages, timeframe and expectations of work experience opportunity.
5. Maintain regular contact with the worksite supervisor(s) and the participant, in order to provide necessary counseling and address the needs of all parties.
6. Review the completed timesheets for accuracy and consistency for all authorized hours worked.
7. Provide a payroll schedule to participant and worksite supervisor.
8. The service provider is responsible for insuring that wages and workers' compensation benefits are provided to the participant.
9. Monitor and evaluate the worksite, work activities, and performance of participant and worksite to ensure that defined activities are completed, and that applicable labor laws are followed.
10. Provide a pre and post-evaluation (and mid-term, when applicable) to determine the participant's increased level of work readiness upon completion.

11. Notify worksite supervisor and participant of any problems or circumstances that could potentially lead to an early termination of the contract. In addition, provide notification of any intent to terminate this agreement earlier than outlined in the agreement.
12. Must ensure that participants are not involved with religious sectarian instructions or political activities during work-based learning activities.
13. Evaluation and monitoring of the actual worksite will be performed by a workforce representative on at least \_\_\_\_\_ occasion(s) during the work-based learning activity. This will be performed to ensure the safety, appropriateness and performance of the worksite and participant.

## Worksite Responsibilities

1. The designated individual(s) who signs this agreement is authorized to represent the worksite.
2. Define and negotiate the work activities, work hours, timeframe and wages for the participant, based on the attached job description.
3. Provide the participant with an orientation to the rules, procedures and regulations of the worksite.
4. Provide training and demonstrations on the work activities and proper use of any equipment utilized.
5. Provide an alternate supervisor for the participant to report to at all times when the designated supervisor is not available.
6. Provide sufficient tasks (as defined within the attached job description) to occupy the participant during work hours.
7. Review and provide feedback upon request to the workforce representative on the progress and performance of the participant.
8. Provide the workforce representative access to participant to perform career counseling services when needed.
9. Assure that participants hired for the work-based learning activity will not result in the displacement of employed workers or will not result in the substitution of regular workers who would normally be hired.
10. Ensure that the participant maintains the designated work schedule, within the defined time frame. Participants are not allowed to accrue overtime, sick leave, or holiday pay.
11. Verify and sign that participant actually worked the recorded hours on the timesheet.
12. Must ensure that participant are not involved with religious sectarian instructions or political activities during work-based learning activities.
13. Provide a performance evaluation of the participant during and upon completion of the work-based learning activity, as defined within this agreement.
14. Provide the participant reasonable opportunities to improve performance and work habits prior to termination.
15. Notify workforce representative of any problems or circumstances that could potentially lead to an early termination of the agreement. In addition, provide notification of any intent to terminate this agreement earlier than outlined in the agreement.
16. Report any work accidents or injuries related to the participant to the workforce center representative.
17. Provide general liability insurance coverage for the worksite.
18. Comply with the regulations defined in the Fair Labor Standards Act, as well as any other pertinent Federal, State, and Local employment laws.
19. Adhere to all regulations relating to Anti-discrimination and equal opportunity provisions of WIOA and its regulations.

This Work-based Learning Agreement is between the worksite \_\_\_\_\_ and the WIOA provider \_\_\_\_\_. Both parties agree to the terms and conditions set forth within this agreement. To renew or extend the Work-based Learning Agreement, please contact \_\_\_\_\_.

Either party may terminate this contract at any time by giving ten (10) days advance written, signed notice of intent to terminate to the other party. In the event the WIOA Provider ends their funding relationship with Workforce Connections, this contract will be amended as of the term date to reflect a new work-based learning provider who will assume the balance of the agreement's liability.

The individual signing this contract on behalf of the worksite is the worksite's authorized agent and certifies that all the information listed above is correct.

\_\_\_\_\_  
Career Coach/Job Developer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worksite Authorizing Signature

\_\_\_\_\_  
Date