



# Employer Contract On the Job Training

OJT Contract #: OJT2024-11

This contract is entered between:

Suncoast Workforce Board, Inc. dba CareerSource Suncoast, a Florida Not for Profit Corporation, (hereinafter referred to as "CSS"), whose address is: 3660 N. Washington Blvd. Sarasota, FL 34234

and

Employer name: Turning Points (hereinafter referred to as "Employer"),

whose address is: 701 17th Avenue West, Bradenton, FL 34205

for the purpose of providing On-the-Job Training to the eligible participant (herein after referred to as "trainee") outlined in Section II: Trainee Information, under the Workforce Innovation and Opportunity Act (WIOA) from funding secured through the U.S. Department of Labor and the State of Florida. Signatories recognize that this Contract is contingent upon CSS continuing to receive WIOA funds. By execution of this Contract, the employer agrees that the funding provided by CSS is for the cost of training.

Both CSS and the Employer agree to comply with all terms and provisions of this Contract including and incorporating the **Employer Account Information** form (Attachment 1); **Training Plan/Job Description** form (Attachment 2); **Contract/Agreement Modification** form (Attachment 3); and **Training Plan/Job Description Modification** form (Attachment 4). All signed attachments for individual trainees effectively become an addendum to this contract.

## **I. Authority**

The contract is executed pursuant to the Workforce Innovation and Opportunity Act (WIOA) (sec 134(c)(2)(A)(xii)(VII) (CFR 20 part 680.180).

## **II. Term of Contract:** 10/15/2024 through 10/14/2025

This contract is effective 10/15/2024 through 10/14/2025, or the date last executed by both parties, whichever is later. Neither this Contract, attachments nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement. All attachments for an individual trainee must fall within the written term of this contract or Contract/Agreement Modification form.

## **III. Purpose**

Our OJT opportunity is designed to operate in accordance with the Workforce Innovation and Opportunity Act (WIOA). One of the ultimate goals of the Acts is to propel Trainees into productive, permanent, and self-sustaining employment. CSS provides people with the opportunity to achieve this goal through a "hands-on" training. OJT has been developed to provide job specific skills for people who need training to obtain and retain productive employment. A contract is made between CSS and the employer to achieve this goal.

The OJT Contract represents different partnerships. The **first** is between the employer and CSS, and the responsibilities of each are detailed in the following pages. The **second** partnership is between the employer and the trainee hired through the CSS referral process. This is usually referred to as the Employer/Trainee relationship, and as such, it is important to the success of the partnerships. The **third** partnership is between CSS and the trainee, trainee responsibilities are outlined on the **Training Plan/Job Description**. CSS will be actively following the trainee's progress through the OJT training/employment period and following up for 12 months at the conclusion of the training period.

As with any partnership, either informal or formal, both parties must fulfill their responsibilities for the contract to work well. CSS is committed both to assuring that our responsibilities are conducted and to encouraging the trainee to seek guidance from your company on what his/her responsibilities are so that those responsibilities may be achieved.

## **IV. Training Plan/Job Description**

The **Training Plan/Job Description** form is completed for an individual trainee. The form provides the specific On-the-Job training details for the individual trainee. Details include but not limited to: Hourly wage, duration of training, job skills to acquire, supervisor contact information, worksite address, trainees' responsibilities, and obligations.

## **V. CSS RESPONSIBILITIES AND RIGHTS**

### **CSS is responsible for:**

- A. Recruiting, prescreening, and referring applicants to your company for job openings connected to the CSS Local Targeted Occupations Lists.
- B. Payment to your company according to the terms of this contract for the costs associated with training. These terms are based on the actual hours the trainee spends during work-related training and/or instruction. Payment will not be made for: paid or unpaid holidays, sick leave, vacation, overtime hours, fringe benefits, work performed outside of the OJT contract or hours worked after completion of the training program.
- C. Servicing this contract: throughout the duration of your contract, a CSS representative will call and visit your company to review the trainee's progress and to be of assistance to you and your staff as needed. These visits are also intended to improve communication between CSS, your company supervisor(s), and the trainee(s). Monitor the trainee's skill progression. Answer any questions and ensure compliance with program requirements.
  1. During these visits, we will make every effort to avoid disruption in your normal, daily operation. The CSS representative will follow the procedures listed below:
    - a. Representative introduces him or herself to the person in charge and informs the supervisor of the purpose of the visit.
    - b. Reviews the time and attendance records and other program related records for CSS Trainees.
    - c. Conducts an interview with the trainee and the site supervisor.
    - d. Tours the training site, including a brief observation of the trainee at work.
    - e. Discusses any questions or concerns with the person in charge prior to leaving the training site.
  2. The CSS representative will then be responsible for following up on any questions or requests made by your company, supervisor(s), or the trainee.

## **VI. EMPLOYER'S RESPONSIBILITY**

### **Your company agrees to assume responsibility for the following:**

- A. Hiring New Trainees– any new trainee you hire will be a full-time (more than 30 hours per week) employee of your company and on your payroll (not being paid as a 1099), and as such, your company is responsible for all actions of the Trainee while on the job. As the employer, your company shall make the hiring decision(s) from among those individuals who have been pre-screened and referred by CSS. No new OJT trainee shall begin training prior to the execution of a contract and its attachments: **Training Plan/Job Description** form and/or **Contract/Agreement Modification** form.
- B. Registered Apprentices/Employed Workers- Apprentices and Employed workers approved for OJT, must be provided training related to the introduction of new technologies, new production or, new service procedures, upgrading them to a new job that requires additional skills leading to a higher wage rate than the trainees current position.
- C. Reverse Referral - referrals of job applicants from your company to CSS may be made so long as the individual(s) referred have not already been hired or preselected for employment, which includes a written letter offering employment. Hired or preselected applicants cannot be trained under an OJT Contract. Applicants cannot be a previous employee with the company or previously a contractor for the company.
- D. The Employer is expected to retain participant(s) after the contract period unless the participant(s) work performance is shown to be unacceptable. There is an expectation of 60%, or better, rate of participants continuing in long-term employment as regular employees (minimum of six months). If this success rate is not met there will be an ineligible period of six months.
- E. Workers Compensation – WIOA regulations state that to the extent that a state workers' compensation law applies, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the state in similar employment for all trainees hired under this Contract. Per the Florida Division of Workers' Compensation. <http://www.myfloridacfo.com/wc/employer/coverage.html>

**Workers' Compensation Coverage Requirements for Employers**  
**Chapter 440, F.S., establishes workers' compensation coverage requirements for employers.**

1. Construction Industry: An employer in the construction industry who employs one or more part or full-time employees must obtain workers' compensation coverage. Sole proprietors, partners, and corporate officers are considered employees. In the construction industry only, members of a limited liability company are considered corporate officers. Corporate officers may elect to exempt themselves from the coverage requirements of Chapter 440, F.S.
  2. A construction industry contractor, who sub-contracts all or part of their work, must obtain proof of workers' compensation coverage or a Certificate of Election to be Exempt from all sub-contractors, prior to work being done. If the sub-contractor is not covered or exempt, for purposes of workers' compensation coverage, the sub-contractor's employees shall become the employees of the contractor. The contractor will be responsible to pay any workers' compensation benefits to the sub-contractor and its employees.
  3. Non-Construction Industry: An employer in the non-construction industry, who employs four or more part or full-time employees, must obtain workers' compensation coverage. Corporate officers are considered employees, unless they elect to exempt themselves from the coverage requirements of Chapter 440, F.S. Sole proprietors and partners in the non-construction industry are not considered to be employees unless they elect to be employees. The Notice of Election of Coverage, form DWC 251, must be submitted to the Division. Once approved the individual is considered an employee until a Revocation of Election of Coverage, form DWC 251-R is filed with, and accepted by the Division.
  4. Agricultural Industry: Agricultural employers with five or more regular employees and/or twelve (12) or more seasonal employees, who work for more than 30 days, must obtain workers' compensation coverage for those employees.
  5. Out-of-State Employers: Any construction industry employer having one or more part- or full-time employees performing work in Florida is required to obtain a Florida policy through a Florida-licensed insurance company. The company must use the Florida job classification codes, approved manual insurance premium rates, rules, and manuals prior to beginning work in Florida. If the construction industry employer has an out-of-state policy, the insurance company must be licensed in Florida, and Florida must be listed in Section 3A of the policy.
- E. Wages - your company is responsible for paying the trainee the same wage (including periodic or merit increases) as your other employees in the same or similar jobs. The starting hourly wage must not be less than the Federal minimum wage or the prevailing wage rate for the occupation. The trainee's wage is outlined in the **Training Plan/Job Description** form completed for the individual trainee.
- F. Benefits - your company is responsible for providing benefits and working conditions at the same level, of the same type and to the same extent as your other employees working a similar length of time and doing the same type of work.
- G. Training - your company accepts the full responsibility to provide the training described in the contract attachment, **Training Plan/Job Description** for the individual trainee. This training must be provided in an environment conducive to learning and must be adequate to obtain the skills required for the job.
- H. Supervision - to ensure adequate supervision and productive work through the training period, CSS requires that no more than five (5) OJT Trainees shall be assigned to one supervisor at any given time.
- I. Employee Evaluation - a short performance evaluation of the trainee's progress must be completed by your company. This evaluation must be completed and submitted to CSS monthly.
- J. Time and Attendance - to account for time spent in training and support the invoices billed to CSS, your company must track time and attendance throughout the training period and submit copies of timecards and/or pay stubs to substantiate hours worked with the On-the-Job Training Invoice.
- K. Disciplinary Action - if there are recurring problems with the trainee not meeting your expectations, please call us immediately. We will do whatever we can to help you resolve the problems. We would recommend, however, that CSS be contacted only after the supervisor and trainee have tried to resolve the problem and all other corrective actions have failed. Even though we encourage you to contact us, disciplinary action remains at your company's total discretion.
- L. Invoices - your company is responsible for prompt completion and submission of accurate invoices in accordance with the terms and format contained in this contract and repayment to CSS for any/all disallowed payments due to inaccurate invoice information (such as, but not limited to, hours reported as worked but not worked). The Employer

must submit payroll records and time sheet/hours worked information for reimbursement at least two days prior to scheduled monthly site visit. Reimbursement rates are noted on the **Training Plan/Job Description** for each individual trainee. Invoice will be created by CSS and reviewed and signed by both CSS and the Employer during the scheduled visit.

1. Your company is also responsible for assigning the person who has the administrative capability to properly prepare and maintain these invoices. Only those persons whose names appear as authorized signatures on your account information form can sign an invoice. Unauthorized signatures will prevent processing and may result in delay of payment.
  2. If the trainee is terminated from your company during the training period, a final invoice must be submitted to CSS within thirty (30) calendar days of the termination. This invoice should request payment for any unpaid training and provide a final trainee evaluation.
  3. At the completion of the training period, your company is responsible for submitting the final invoice along with the signed On-the-Job Training Plan form indicating what training has been completed.
- M. Continued Employment - since the purpose of this program is to train people for permanent employment, we expect that the trainee will continue to work for your company after the training period. Future OJT contracts with CSS will depend upon your company's retention of trainees for a minimum of six (6) months after the training period.
- N. Record Requirements and Retention - your company shall establish and maintain an auditable financial system in accordance with recognized accounting practices. All program records and other training related documents must be retained and made available for review purposes for a period of three (3) years after the program termination date. In the event any litigation or audit is begun, or a claim is initiated related to the program participation prior to the expiration of the three (3) year retention period, records pertaining to the litigation, audit, or claim, etc., shall be retained until litigation, audit finding, claim, etc., has been fully resolved.

These records include but are not limited to copies of this contract included documents referred to in this contract, all invoices, personnel files, earning records, W-4 forms, and canceled payroll checks, etc. Payroll records should indicate trainee's name, Social Security number, payroll period, hours worked, hourly rate, gross amount paid, deductions, net amount paid and payroll check number. If your company does not normally maintain this information, please let your representative know.

## **VII. General Provisions**

**CSS, or any Federal, State, or local agency to which CSS has responsibility and accountability of funds provided under the contract, shall:**

- A. Have access to and the right to examine the books, records and files of your company specifically pertaining to your trainee and to the extent necessary to determine compliance with the terms and conditions of the Contract.
- B. Have the right to visit any site, interview any trainee or observe any action covered by this Contract.
- C. Have the right to produce and require adherence to standards, forms, instructions, and procedures for record keeping and reporting by your company as required by the State or CSS and, where necessary, modify same.
- D. Reserve the right to refuse payment for which a billing is submitted to CSS more than sixty (60) days after the billing could first have been presented for payment under the terms of this Contract.
- E. Have the right to follow up on a trainee's progress for 12 months after the end of the training period.
- F. Be the sole judge of conditions governing this contract.

## **VIII. Modification or Termination of Contract**

- A. Modification - CSS or your company may, with the written concurrence of the other party, alter the conditions for training outlined in the contract and/or its modifications. CSS may extend the time of the contract to assure completion of the training. All modifications to a contract and its attachments will be authorized with the **Contract/Agreement Modification** or the **Training Plan/Job Description Modification** form.
- B. Termination for Convenience - either your company or CSS may terminate this contract for convenience by giving the other party fourteen (14) days written notice prior to the effective date of the termination. An authorized agent of the terminating party must sign the termination notice. During the interim between notice of termination and date of termination, CSS will reimburse only those costs incurred pursuant to normal operations set out in this contract between the parties.

- C. Termination for Cause - your company assures and certifies that upon written notification from CSS of noncompliance with any other provisions contained herein, you will immediately take the necessary corrective action required to remain in compliance. If the conditions of non-compliance are not corrected within fourteen (14) days after receipt of written notification of such noncompliance, CSS shall have the unilateral right without liability to terminate this contract.
- D. Fail Continued Employment - CSS also has the unilateral discretion to terminate contract if the company fails to meet the required continued employment goal.
- E. Other - Immediate termination of this contract will occur if at any time the United States Government or the State of Florida cancels or fails to fund the grant through which the contract is funded. Payments will be reimbursed up to the date of cancellation and neither party will be obligated to continue or complete the program.

If the Director of CSS determines it is necessary to protect the integrity of the funds or to ensure proper operation of the program, the Director may immediately terminate or suspend financial assistance in whole or in part, but only if your company is given prompt notice and the opportunity for a subsequent hearing within thirty (30) days after such termination or suspension.

- F. De-obligation of Funds - CSS may unilaterally cancel any position(s) where only partial training time has been used or where there has been no activity during a thirty (30) calendar day period. CSS may also unilaterally de-obligate any unused monies associated with training positions.

**IX. Assurances**

- A. The Employer accedes that the funds will not be used to aid in the filling of a job opening directly or indirectly which is vacant because the former occupant is on strike or is being locked out during a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. The funds reimbursed under this contract may not be used for or to promote entertainment costs; political activities; employment on the construction, operation, or maintenance of any facility that is used or to be used for religious worship or instruction; relocation of establishment; replacing or reducing your regular workforce; contributions to retirement systems; or directly or indirectly assist, promote, or deter union organizing. These WIOA funds are only to be used in addition to funds that would otherwise be available in the absence of such funds.
- C. Your company agrees to abide by the requirements of the Workforce Innovation and Opportunity Act (WIOA), and applicable Federal and State laws, regulations, and rules, and all of CSS's policies for WIOA. Your company further assures that when applicable laws, regulations, rules, or policies are revised, it shall comply with them upon receipt of written notification or shall notify CSS within 15 days after written notification of the change that it cannot comply.
- D. The parties agree that the place of the entering of the contract is the County of Manatee or Sarasota, State of Florida, in which county and state all matters relating of the validity, construction, interpretation and enforcement of this Contract shall be determined.
- E. Your company understands and agrees that verbal communications between the parties will not be accepted in any audit determinations or other matters involving interpretations of the rules, policy directives, and regulations governing the implementation of the OJT program.
- F. Your company may not hire a person into a position (of administrative capacity, staff, or trainee) funded by WIOA under this contract if any member of that person's immediate family is:
  - 1. Employed in an administrative capacity with your company,
  - 2. Is employed as staff of CareerSource Suncoast, or
  - 3. A member of the CareerSource Suncoast.

Immediate family shall be defined as the wife, husband, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, grandchild, and cousin.

- G. Both parties agree that no trainee may be hired if the hire results in the displacement (including reduction in hours of non-overtime work, wages, and employment benefits) or infringes upon the promotional opportunity of an existing employee. No trainee may be hired when any other employee is on layoff from any substantially equivalent job. Immediate notification must be made to CSS of any changes in your company's hiring or employment practices (layoffs, hiring freezes, etc.) which occur after your contract has been executed.

- H. Both parties agree that no Trainee will be required to work in, be trained in, or receive services in buildings or surroundings or under working conditions which do not satisfy appropriate health and safety standards.
- I. Both parties agree that CSS is legally prohibited from paying for services rendered or other costs incurred by your company prior to the effective date and/or signing by both parties of this Contract, or its modifications. CSS's financial obligation shall be limited solely to the amount and terms of the contract.
- J. All payments made to your company under the terms of this contract shall be based upon the trainee's successful completion of both the hours of work as they are defined, and the training program identified in this Contract. CSS will be liable only for those costs incurred in the performance of allowable WIOA services and activities as described in the contract.
- K. No payment shall exceed 50% of the total wages paid to the trainee for the period being billed and throughout the duration of the training program. Furthermore, payments to your company shall not exceed the total dollar amount allocated to this contract for the training period specified.
- L. Both parties agree that should any provision of this contract be determined to be invalid or unenforceable, such determinations shall not affect any or all the other terms and provisions of this contract which shall continue in full force and effect.
- M. Both parties agree that neither party has made any statement, promise or contract or taken upon itself any engagement whatever, verbally or in writing, which would conflict with and/or modify, alter, enlarge, or invalidate any terms of this Contract.
- N. Both parties agree that existing contracts for services or collective bargaining contracts shall not be impaired as a result of this contract. If a collective bargaining contract already exist covering occupations similar to those being requested, your company will assist CSS in obtaining written concurrence from the appropriate labor organization. This concurrence shall apply to wages, benefits, length of training and any other elements of the trainee positions.
- O. Your company agrees that all administrative processes and negotiation shall be exhausted prior to seeking any form of legal remedy, to resolve any disputes that may arise from this contract. Your company shall continue to provide the training described in this contract during any dispute and shall immediately submit a written request for an informal review and consultation to CSS. The Director of CSS shall review the disputed matter and after consultation with your company, shall issue a written decision within thirty (30) days after said consultation shall have occurred. Within fifteen (15) days of receipt of CSS's written decision, your company shall notify CSS in writing of its acceptance or non-acceptance of said decision. Failure on the part of your company to notify CSS in writing within fifteen (15) days shall constitute acceptance of CSS's decision. Nothing in this paragraph shall imply or mean that your company is prevented from appealing the CSS's decision pursuant to WIOA.
- P. Your company agrees to comply with Public Law 97-300 as amended, Title VI and VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act, Title IX of the Education Amendments of 1972, and the Florida's Human Rights Act of 1977. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. and further agrees that no individual
- Q. It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. It is further agreed that the grievance and complaint procedures submitted by CSS and approved by the Florida Office of Civil Rights will be adhered to.

**X. Grievance and Hold Harmless**

It is further agreed that the grievance and complaint procedures submitted by CSS and approved by the Florida Office of Civil Rights will be adhered to.

Where available, your company's grievance and complaint procedures may be followed. If your company is unable to solve the complaint to the trainee's satisfaction, the trainee must have the opportunity to utilize CSS's procedures. Recipients shall not discharge or in any manner discriminate against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding or investigation under or related to the Act, or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Acts.

To the extent permitted by State law, your company agrees to hold harmless and, if necessary, defend and indemnify CSS and the State from all claims, liabilities, suits of any nature whatsoever arising out of, because of, or due to breach by your company, its delegates, agents, employees, or trainees hereunder; or due to any act or occurrence of omission or commission by your company related to the implementation of this contract.

IN WITNESS WHEREOF, the parties hereto execute this contract and in signing, thereby validating this contract, also certify that each possesses legal authority to contractually bind their respective organizations.

**Employer**

Kathleen Cramer

Kathleen Cramer (Oct 15, 2024 17:26 EDT)

Authorized Signature

**Kathleen Cramer, Executive Director**

Printed Name and Title

**10/15/2024**

Date

**CareerSource Suncoast**

Joshua Matlock

Joshua Matlock (Oct 15, 2024 17:36 EDT)

Authorized Signature (CSS Officer)

**Joshua Matlock, President/CEO**

Printed Name and Title

**10/15/2024**

Date



# Employer Account Information On the Job Training

EMPLOYER DETAILS			
Company Name:	Phone:		
Physical Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Federal I. D. Number (Call 850 487-1395 if not available):		NAICS Code:	
Description of Business:			
Business Classification: <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Public			
Owner(s) of Company:			
Name(1):	Name(2):		
Authorized person(s) to Sign Agreement and other Official Documents:			
Name & Title(1):	Name & Title(2):		
Contact person(s) if different:			
Name & Title(1):	Name & Title(2):		
Is employer an "Equal Opportunity Employer": <input type="checkbox"/> Yes <input type="checkbox"/> No			
Years business has been in operation locally:			

FRINGE BENEFITS
<b>Participants employed under this agreement are provided benefits at the same level and to the same extent as regular employees working a similar length of time and doing the same type of work.</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Medical Insurance; Life Insurance</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Paid Holidays; Sick Leave; Personal/Vacation Leave</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Bonus/Profit Sharing:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are personnel policies and procedural handbooks available?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Are grievance policies and procedures available?</b>

AGREEMENT PROVISIONS
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Is a collective bargaining agreement in effect covering jobs similar to those requested? If yes:</b>
Job(s):
Name of Labor Organization:
Address:
Phone Number:
Contact Person:
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Have any employees been laid off in the past 6 months, and are any eligible for recall into this position?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Has employer relocated to this area in the last 120 days; were any jobs lost? (If yes, employer does not qualify)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Displacing, replacing or reducing current workforce?</b> <small>(Includes partial displacement such as: reduction in the hours of non-overtime work; wages; employee benefits; layoffs; or a hiring freeze)</small>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Infringing upon promotional opportunities of currently employed workers?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will these funds be used for Sectarian activities?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will these funds be used for Political activities?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will these funds be used for Relocating establishment?</b>

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



AGREEMENT PROVISIONS (Continued)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Using OJT funds in lieu of funds which would otherwise be available for training?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Using OJT funds for union activities?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Using OJT funds for contributions to a retirement system?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Using OJT funds for entertainment cost?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will tools/uniforms be required?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, will the employer incur the cost?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employer have the necessary equipment and materials to provide training?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will trainee be required to work, be trained in, or receive services in buildings, surroundings or under working conditions which do not appear to satisfy Health and Safety standards?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employer forecast sufficient work to provide long-term, regular employment?
Employer past performance <input type="checkbox"/> On the Job Training <input type="checkbox"/> New employer	
_____ Number of past On the Job Training participants	
_____ Number of participants given permanent positions	
_____ % Success Ratio	

INTERNAL CONTROL AND PAYROLL SYSTEMS REVIEW					
<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semimonthly <input type="checkbox"/> Monthly	How often is payroll processed?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are payrolls based on the attendance reports?				
<input type="checkbox"/> Timecard <input type="checkbox"/> Sign in/out sheet	Other (specify):				
<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor	Time and attendance reports certified by? (check all that apply)				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all employees paid <u>only</u> by check?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all payroll records maintained at the work site?				
<b>If no</b> , please give address for audit and review:					
Describe the payroll records. Do they contain the following? (check all that apply)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Participant's name	<input type="checkbox"/> Yes <input type="checkbox"/> No	Social security number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Payroll period
<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours worked	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly rate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gross amount paid
<input type="checkbox"/> Yes <input type="checkbox"/> No	Deductions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Net amount paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Payroll check number

Supervision	
_____ Number of current employees (If 15 or more employees as of 7/26/94, ADA applies and checklist must be completed)	
_____ Number of requested participants or jobs	
_____ Number of Supervisors	_____ Number of Employees (nonsupervisory) / _____ Supervisor/Employee ratio
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there adequate supervision to provide training?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the job(s) requested at least minimum wage and full time?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the wages to be paid considered the prevailing rate for similar occupations by the employer?
Workers Compensation Policy Number:	Effective date: Agent:

**ATTESTATION:** I certify, by my signature, that I have read and acknowledge the information on this form is true and accurate.

_____	_____	_____
Authorized Company Representative Printed Name	Authorized Company Representative Signature	Date
_____	_____	_____
CSS Staff Printed Name	CSS Staff Signature	Date

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# Training Plan / Job Description On the Job Training

## To Be Completed by CareerSource Suncoast (CSS) Staff:

1. Trainee Name: \_\_\_\_\_ 2. Last Four SSN: \_\_\_\_\_
3. Trainee Phone: \_\_\_\_\_ 4. Trainee Email: \_\_\_\_\_
5. Contract #: \_\_\_\_\_ 6. Funding Source: \_\_\_\_\_
7. FEIN: \_\_\_\_\_ 8. Employer Name: \_\_\_\_\_
9. Worksite Address: \_\_\_\_\_
10. Worksite Phone: \_\_\_\_\_ 11. Worksite Email: \_\_\_\_\_
12. Supervisor's Name / Title: \_\_\_\_\_
13. Trainee's Job Title: \_\_\_\_\_
14. SOC Code: \_\_\_\_\_ 15. SVP Code: \_\_\_\_\_ 16. Reimbursement % \_\_\_\_\_
17. Training Period: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
18. Hourly Wage: \_\_\_\_\_ 19. Hours Per Week: \_\_\_\_\_ 20. Total Training Hours: \_\_\_\_\_
21. This contract initiates the contractual obligation to a total reimbursement amount not to exceed \$ \_\_\_\_\_ which shall be paid to the employer by CSS for the provision of training
22. Weekly Schedule (Indicate Begin-End time per day):
- |           |           |           |           |
|-----------|-----------|-----------|-----------|
| Sun _____ | Mon _____ | Tue _____ | Wed _____ |
| Thu _____ | Fri _____ | Sat _____ |           |
23. Job Description:

24. Are Tools / Uniforms Required?  Yes (Please identify below)  No

## Trainee Responsibilities and Obligations

- Follow all Health and Safety Standards of the employer
- Maintain monthly contact with their assigned CSS staff
- Participate in monthly evaluations to document progress in training with the employer
- Provide copies of all earned credentials to their assigned CSS staff
- Inform their assigned CSS staff of any changes of employment and provide details (company name, job title, rate of pay, etc.)
- Respond to all follow-up contacts by CSS staff and provide any employment information as requested

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**Training Plan:**

Identify both: **Training Method** - Observation, Hands On, Classroom, Computer, etc.

**Measurement Method**- Observation, Test, etc.

Job Skills to Learn	Est. Hours	Method	Measurement
Total Hours			

The following signatures acknowledge the above On the Job Training details outlined for the specified trainee.

\_\_\_\_\_  
 Trainee Printed Name                      Trainee Signature                      Date

\_\_\_\_\_  
 Employer Printed Name                      Employer Signature                      Date

\_\_\_\_\_  
 CSS Staff Printed Name                      CSS Staff Signature                      Date

Attachment 2



# Contract/Agreement Modification

Choose the type of contract that will be modified

- Internship/Work Exp.   
  On the Job Training   
  CT / IWT   
  Transitional

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contract/Agreement Number

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Modification Number

Items being modified:

Date Change                      New Begin Date: \_\_\_\_\_ New End Date: \_\_\_\_\_

CareerSource Suncoast Contribution Changed to: \$ \_\_\_\_\_

Change in the number of participants (CT / IWT) new total of participants: \_\_\_\_\_

Other Change: \_\_\_\_\_

Explanation for contract changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This modification is effective on the above date. Except as hereby modified, all terms and conditions of the original contract remain unchanged and in full force and effect.

**Worksite**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CareerSource Suncoast**

\_\_\_\_\_  
Authorized Signature (CSS Officer)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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# Training Plan/Job Description Modification

## To Be Completed by CSS Staff:

1. Client Name: \_\_\_\_\_
2. Last Four SSN: \_\_\_\_\_
3. Client Phone: \_\_\_\_\_
4. Client Email: \_\_\_\_\_
5. Agreement #: \_\_\_\_\_
6. Worksite Name: \_\_\_\_\_
7. Employee's Job Title: \_\_\_\_\_
8. Explain what modification is required:
9. Employment Period of Modification: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

These signatures below acknowledge the approved modification to the Youth Employment positions, job description and duration for the specified client under the CSS funded program.

_____ Client Printed Name	_____ Client Signature	_____ Date
_____ Worksite Staff Printed Name	_____ Worksite Staff Signature	_____ Date
_____ CSS Staff Printed Name	_____ CSS Staff Signature	_____ Date
_____ CSS CEO/COO Printed Name	_____ CSS CEO/COO Signature	_____ Date

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