



CATAWBA INDIAN NATION ON-THE-JOB TRAINING AGREEMENT

Client Number	
Trainee	

Training Site Name			
Training Site Address			
Training Site Phone Number			
Contact Person Name		Position	
Trainer Name		Position	
Work Position		DOT Code	

Hourly Wage (Show progression and dates of increase, if any)
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Period of OJT Agreement		through	
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Training purposes (Brief statement):
Description of Job

Client Number	
Trainee	

Learning Objectives: (Identify work/training dates and itemize the specific learning objectives for each period.)

1.		through	
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Trainee will learn:

2.		through	
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Trainee will learn:

3.		through	
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Trainee will learn:

Client Number	
Trainee	

TRAINEE AGREEMENT

The Trainee agrees to the following

1. He/she will participate fully in the proposed training program.
2. He/she will approach this training as a job, arriving and departing on time, presenting himself/herself appropriately for the setting, completing work assigned by the supervisor and responding to suggestions related to job performance.
3. He/she will be responsible for his/her own transportation to and from the training site. This may include the use of public transportation to meet scheduled requirements.
4. He/she will initiate contact with the CIN Vocational Coordinator at least twice monthly and inform CIN Vocational Coordinator of his/her progress or barriers to continued participation in the training program.
5. He/she will keep track of any and all records and reports of his/her progress at the training site and provide these reports to the CIN Vocational Coordinator.
6. He/she must notify the Trainer immediately of any absenteeism.
7. He/she will be required to provide a written doctor's assessment of illness or physical disability if he/she misses more than three consecutive days (or 10 days total) of the training program.
8. He/she will receive a written warning if he/she fails to uphold the outlined responsibilities. The written warning shall include the type of activity that has been considered unacceptable and will provide a summary statement of information obtained from the training site supervisor, and will specify the consequences that may result from noncooperative behavior as outlined by JP&T guidelines part C.

I have reviewed the above agreement and discussed its contents with the other involved individuals. I agree with the terms of this agreement and will execute my responsibilities described in it.

Trainee's Signature	Phone Number	Date
Economic Development Director	Phone Number	Date
Executive Committee Member	Phone Number	Date
Company OJT Representative	Phone Number	Date

Client Number	
Trainee	

EMPLOYER/TRAINING SITE AGREEMENT

The training site agrees to the following:

1. Employer agrees to employ the Trainee and develop a training plan for the OJT Trainee that includes competencies needed to be satisfactorily skilled in the OJT position.
2. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
3. Temporary paid employment beginning _____ at \$ _____ per hour and _____ 40 _____ hours per week.
4. Employer agrees that wage and labor standards will be adhered to and to pay the OJT Trainee at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs.
5. Employer must provide comprehensive general liability insurance protection to Trainee.
6. Employer shall provide worker's compensation coverage for the OJT.
7. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.
8. Employer will inform the Vocational Coordinator of any difficulties that the Trainee may have in performing work associated with the training goal, which may include attendance, physical capacity, motivation or aptitudes to perform the position on a competitive level.
9. Employer will provide adequate insurance coverage to protect against legal liability arising out of OJT activity.
10. Employer does not guarantee employment to Trainee following the specified training period and reserves the right to terminate the Trainee during the training period according to their standards, policies and practices. However, if employment for the provided goal becomes available at the training site, consideration will be given to Trainee.
11. Upon satisfactory completion of the training program the Trainee will be given a certificate of participation, letter of recommendation and first consideration for any potential employment openings that may become available for which the Trainee is now qualified.

I have reviewed the above agreement and discussed its contents with the other involved individuals. I agree with the terms of this agreement and will execute my responsibilities described in it.

Trainee's Signature	Phone Number	Date
Economic Development Director	Phone Number	Date
Executive Committee Member	Phone Number	Date
Company OJT Representative	Phone Number	Date

Client Number _____
Trainee _____

CATAWBA INDIAN NATION AGREEMENT

The Catawba Indian Nation Agrees to the following:

1. Reimburse Employer on a monthly basis in the agreed amount of \$____ not to exceed total reimbursement of

I have reviewed the above agreement and discussed its contents with the other involved individuals. I agree with the terms of this agreement and will execute my responsibilities described in it.

Trainee's Signature	Phone Number	Date
Economic Development Director	Phone Number	Date
Executive Committee Member	Phone Number	Date
Company OJT Representative	Phone Number	Date