



## Work Based Learning (Adult Internship) Policy

**Reference:** WIA outlines intensive services in section 134(d)(3)(c) and Title 20 Code of Regulations (CFR) Section 662.200. 20 CFR Section 662.200 clarifies that work experience and internships are an allowable intensive service for adults and dislocated workers.

P.L. 105-220 134(d)(c).  
Title 20 Code of Federal Regulations Section 662.200.

Fact Sheet #13: Employment Relationship under the Fair Labor Standards Act. United States Department of Labor, Employment Standards Administration, Wage and Hour Division.

School-to-Work: elaws – Fair Labor Standards Act Advisor. U.S. Department of Labor. State Policy.

**Purpose:** To establish local policy on administering work based learning activities as an intensive service to eligible adult and Dislocated Worker customers. The West Piedmont Workforce Development Board defines the difference between a work experience and internship training as follows:

- Customers needing a work experience training program will be provided with opportunities for vocational interest and soft skill development. It will be designed for the customer to acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment.
- Customers needing an internship training program will be provided with opportunities to learn a specific skill(s) related to occupations in demand. It will be designed for the customer to learn the new skill(s) needed to obtain a job and enhance the long-term employability of the customer.

The West Piedmont Workforce Development Board approves the local One-Stop Service Providers to offer and provide work based learning activities in the form of work experiences or internships to eligible adult and dislocated worker customers. Any customer receiving this service will receive an incentive comparable to minimum wage and will train for no more than 360 hours or 9 weeks. Customers will not be able to train over 40 hours a week. The customers participating in this activity are not employees of the program operator or work site. Therefore, no withholdings will be held from the customer's incentive to participate in this

service.

Roles and responsibilities of the program operator, customer, and work site are spelled out in the participant and work site manuals. Each participant and work site should receive a copy of the appropriate manual.

**Process:**

1. Determine eligibility for adult/dw program
  - a. Determine need for program and services
2. Once eligibility is determined, customer will need to be assessed academically and a career/skill assessment
  - a. Determination by case manager customer needs a work based learning service
  - b. Individual Employment Plan should be completed with the customer. The plan should reflect customer is in need of a work based learning/intensive service. Plan should also outline the specific course of the short-term process and indicate how this activity is going to help the customer move from training to employment.
  - c. Plan should show the customer has no skills or mismatch of skills and the customer will be learning a new skill and experience for work based learning service.
  - d. File should contain Labor Market Information on the occupation the customer has left or had previous experience in and show the decline in the industry and contain Labor Market Information on the occupation the customer is being referred too for work based learning.
3. Once the determination of need for this intensive service has been established, the case manager will consult with the Business Service Representative to check the availability of work sites for the customer.
4. Once the worksite has been established, all proper paperwork must be completed for the customer and employer. The customer must receive a copy of the participant manual and the worksite must receive a copy of the worksite manual and complete a worksite agreement.

Immediately following:

1. Worksite Manual
2. Work Based Learning Participant Manual
3. Worksite Agreement

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Approval Signature:



Revision Date: June, 2017

## **WORK BASED LEARNING WORKSITE MANUAL**

## I. PROGRAM OVERVIEW

The West Piedmont Workforce Development Board welcomes you to be a partner in our work based learning program.

Work Based Learning program is a federally funded program operating under the Workforce Investment Act of 1998 funded by the U.S. Department of Labor and funded locally by the West Piedmont Workforce Development Board.

### Objectives of Work Based Learning

1. Enhance the long-term employability of adults.
2. Expose adult participants to work and the requirements for successful job retention.
3. To help eligible adults earn money while they learn job skills.
4. To teach good work habits through job experience.

## II. PARTICIPANT'S PAY/BENEFITS

### A. Pay

All participants are paid the federal minimum wage rate. The WIA Program Operator is responsible for paying participants for all hours trained. There is a **maximum of 40 hours per week**. This does not include any overtime. Total hours of the assignment at

your site will be predetermined in your Worksite Agreement drawn up by the Case Manager.

B. Benefits

Participants are participating in a work based learning service through the program operator; and, therefore, receive no holiday, sick, annual, or personal leave pay.

C. Paperwork

Paperwork for the program has been kept to a minimum. Aside from a Participant Evaluation form, which you will fill out on each participant, your primary responsibility in this regard will be completion of the timesheets. Emphasis on accurate completion of timesheets derives from the fact that the work based learning program is federally-funded and, as such, is subject to audit by several agencies, ranging from the federal level to the local level, as well as audit by independent CPA firms. An audit exception at any level may result in the Program Operator repaying funds to the U.S. Department of Labor. For example, if a participant used white-out to make corrections on a timesheet, this may result in an audit exception requiring the WIA Program Operator to be responsible for reimbursement of the costs involved. Please look at the enclosed SAMPLE TIMESHEET carefully and follow these guidelines when filling out timesheets:

1. Either the worksite supervisor or the participant may fill in the timesheets. This is up to the worksite. Having the supervisor fill in the timesheets saves time, while having the participant do them encourages responsibility and accuracy.
2. Timesheets must be completed in ink. Times should be recorded as they occur. For instance, when a participant starts to work, that time should be recorded;

likewise, when he or she breaks for lunch, that time should be recorded; and so forth.

3. At all cost, please avoid either filling in times ahead or allowing time to go by before filling in times on the timesheet. Either of these practices could result in a participant losing a job.
4. Corrections on timesheets should not be made by erasure or white-out. Instead, cross out the incorrect figure and write a correct one. Then, put your initials and the date next to the correction. In the column for comments, explain the error, initial, and date that.
5. Both the participant and worksite supervisor will need to sign the timesheet before the Case Manager picks it up. The Case Manager will inform you when timesheets will be picked up.

### **III. ROLE AND RESPONSIBILITIES OF THE WIA PROGRAM OPERATOR**

#### **A. Overview**

A Case Manager interviews all eligible adult. Selections are based on such factors as the need, interest, abilities and experience of the participant, the needs and desires of the worksite, availability of transportation, location of the worksite, etc.

#### **B. Other Responsibilities**

##### **1. Basic Job Readiness Instruction**

The WIA Program Operator will provide participants with Basic Job Readiness

Instruction to aid in their participation.

2. Monitoring of Participant Progress

The Case Manager assigned to your worksite will monitor participant progress. The Case Manager will make at least bi-monthly worksite visits, referral to appropriate sources of assistance, check and collect timesheets, monitor worksites, and solve participant problems, such as poor work performance, insubordinate behavior, participant terminations, Workmen's Compensation claims, etc.

Your Case Manager is available if you have any problems with your assigned participants. Do not hesitate to call should problems arise.

**IV. ROLE AND RESPONSIBILITIES OF YOUR AGENCY**

A. Generally

As a supervisor, you are in day-to-day control of your trainee. You provide the training for the participant and, as a day-to-day supervisor; you play a large role in the success of the program. We have tried to structure the program to give the supervisors as full a role as possible in training participants in the same manner as your regular employees. Limitations, which apply, would include program guidelines, such as the pay rate per hour and hours trained per week; legal limits, or other limits set out in your Worksite Agreement.

B. The Worksite Agreement

This document spells out the precise nature of the arrangement between the WIA Program Operator and your agency for the protection of all parties involved. Among other things, you have agreed to the following:

1. Provision of meaningful work

Work based learning will provide on-site private sector exposure to work and the requirements for successful job retention.

2. Adequacy of supervision

Provide adequate supervision of participants including orientation to their job, task assignment, instruction, evaluation of performance, and notification of the Case Manager of any significant problems you encounter.

3. Maintenance of timesheets

Maintain timesheets on a daily basis to accurately reflect time worked by participants.

4. Sectarian activities

Insure that your worksite will not engage in any religious activity involving participants.

5. Maintenance of effort



Your worksite will not violate federal maintenance of effort guidelines. In other words, program participants cannot replace permanent workers nor can their use prevent the normal hiring of permanent workers.

6. Safety hazards

Insure that there are no safety hazards at the worksite to which participants will be exposed and that your facility is not under citation from OSHA or the Virginia Department of Occupational Health for safety violations.

V. INVOLVEMENT OF OTHER AGENCIES

A. West Piedmont Workforce Investment Board Monitors

The monitor will cover a number of program facets. They will concentrate the thrust of the visit on three areas of concern: (1) adequacy of supervision, (2) job site safety, and (3) the participant work corresponds with worksite agreement.

B. Virginia Community College System (VCCS) Monitors

VCCS monitors are state level monitors who have the same function as Workforce Investment Board monitors. Again, job safety and worksite supervision are primary concerns of VCCS monitors.

C. DOL Monitors/Private Auditors

Although not likely, there is the possibility the U.S. Department of Labor monitors and/or private auditors may visit your worksite. The thrust of their visit would also be concentrated on adequate supervision and job safety.

## **VI. JOB SAFETY**

It is absolutely essential every step to insure the safety of work based learning participants be taken. Worksite supervisors are responsible for the safety of their participants on a day-to-day basis. We are confident that you will do everything in your power to prevent accidents.

The WIA Program Operator carries Liability Insurance on all work based learning participants.

## **VII. GRIEVANCES**

As the worksite supervisor, you will be responsible for work rules and discipline on the job. All legal exercises of your authority are supported by our agency.

We stress to participants the difference between grievances and gripes. As everyday feelings, gripes are to be worked out between the worksite supervisor and the participant. Occasionally, to assist in a particularly difficult matter, the Case Manager might become involved. If they involve no question of legality, gripes will go no further than that.

Grievances, on the other hand, are matters that, by definition, involve questions of legality. These would include: sexual harassment, discrimination, job safety, and so forth. The WIA Program Operator has a grievance procedure to handle such matters should a grievance occur. This is on file at the office of the WIA Program Operator for those who are interested.

If a grievance does occur and the Program Operator's grievance decision is unsatisfactory you can appeal the decision to the West Piedmont Workforce Investment Board. If the Workforce Investment Board's decision is still unacceptable an individual can appeal to the state level of

the Virginia Community College System. The Workforce Investment Board and the Virginia Community College System will provide copies of their grievance procedures at time of appeal.

**IX. PROGRAM INFORMATION**

From time to time during your course of participation as a work based learning worksite, you may have questions regarding the program or concerning the participants assigned to your worksite. In most cases, the Case Manager assigned to your worksite will be able to answer your questions.

**X. CONCLUSION**

We would like, at this time, to offer special thanks to you, the worksite supervisors. Every year, hundreds of participants are taught innumerable lessons about working, getting along with people, and achieving success by you and others like you. Without you, the Adult Employment Training programs would fail.

# **WORK BASED LEARNING**

## **PARTICIPANT MANUAL**

**I. INTRODUCTION**

Welcome to the West Piedmont Workforce Investment Board's Work Based Learning training program.

This manual will tell you something about the program, its rules, regulations and pay procedures, and give you some tips on staying with a job. Keep this manual for reference and write down the names, addresses, and telephone numbers of people and agencies that are important. The last page of this manual is a form you can use for this information.

**II. WHAT IS WORK BASED LEARNING AND ITSPURPOSE?**

The West Piedmont Workforce Investment Board funds the Work Experience training program with funds from the Federal Government to give you the chance to train and acquire marketable skills. The work experience is a new training concept, which involves assignments in the public or private sector. This is a short-term or part-time work assignment with a public or private organization for individuals who need assistance in becoming accustomed to basic work requirements or gain new skills in a demand driven industry sector to make them more employable. The training will not exceed 9 weeks or 360 hours. This will give you the opportunity to explore vocational interests and provides job counseling on a one-on-one basis. Training will be designed to enhance the long-term employability of individual.

**III. WORK AND JOBS**

There are many different jobs and many different businesses, which provide work. Your place of training is your worksite and these worksites may include social service agencies, community organizations, schools, government departments, private nonprofit agencies and private for profit companies. We have tried to take your interests and abilities into account in assigning you to a job. Every job is useful. Your willingness to do the job assigned and to accept supervision is an important part of the program.

Your supervisor will tell you about training hours, job requirements, and how to conduct yourself on site, and will answer any questions you may have.

With Work Experience, you are allowed to train a **maximum of 40 hours per week**.

#### IV. WORK RULES

##### A. Attendance

Your supervisor will keep your time (attendance) records. These are turned in every two (2) weeks. If timesheets are not turned in on time, you will have to wait until the next pay period to be paid. Your timesheet is the basis for paying you. You must sign in on your timesheet when you arrive for work and sign out when you leave. You will be paid only for your time on the job not to exceed 40 hours per week. In case of lateness or absence, YOU MUST CALL YOUR WORK SUPERVISOR before the regular work time or as soon as possible after.

##### B. Termination

Termination from the training program will be on grounds as follows:

1. Being late or absent repeatedly.
2. Use of alcoholic beverages or drugs during working hours.
3. Breaking any workplace rules. Be sure you understand all the rules of your job so that this does not become a problem.
4. Failure to make an earnest attempt to complete your assigned duties.
5. Cheating or stealing.
6. Failure to notify your worksite in case of absence or tardiness.

7. Inappropriate behavior in training sessions or at worksites.
8. Failure to appropriately respond to instructions from worksite personnel or WIA Program Operator Staff.
9. Other actions that would warrant terminations from program activities.

## V. **YOUR RIGHTS: GRIEVANCE PROCEDURES**

As a participant of the WIA Program Operator, you have the right to use their Grievance Procedure, if you feel they are treating you unfairly or illegally.

If you have a problem, you should first talk about the problem with your worksite supervisor and/or your Case Manager. Most problems can be worked out at this level. If you and your supervisor and/or Case Manager cannot work out the problem, you may meet with the Program Operator's EEO Officer for advice on how to file a grievance.

Your Case Manager will provide you with a copy of the Grievance Procedure upon request.

If a grievance does occur and the Program Operator's grievance decision is unsatisfactory you may appeal the decision to the West Piedmont Workforce Investment Board. If the Workforce Investment Board's decision is unsatisfactory, an individual can appeal to the state level of the Virginia Community College System. The Workforce Investment Board and the Virginia Community College System will provide copies of their grievance procedures at time of appeal.

## VI. **SUPPORTIVE SERVICES**

You will receive counseling in connection with your participation in the program. Ask your work supervisor or Case Manager whom to see for help with personal problems or matters that relate to your work. Your Case Manager will have a list of agencies and people who can help

you with medical, tutoring, or other needs that may affect your work. The Case Manager will also help you contact these agencies if you wish assistance.

## VII. TIPS ON STAYING WITH YOUR JOB

Keeping a job requires more than the ability to do it well. It means dealing with difficulties such as getting to the job, boredom with the work, and problems with the other workers or your supervisor. Stay with the job and try to reduce these problems. By improving your own performance and developing good work habits, you may solve some of these problems and get more personal satisfaction.

Some points for you to consider are:

- A. Show up every day--Your job needs you just as much as you need it. If you do not show up, someone else has to do your work. This could affect the entire project. If you are really sick, call your supervisor as soon as you are sure you will be absent--do not wait until the last minute. Give your supervisor enough time to find a replacement for you.
- B. Come to work on time--If you show up late for work, you are holding up everyone else. Your supervisor must make sure that all workers show up on time. Being on time really means being early. This gives you time to talk with friends, have a cup of coffee, or do anything else you want to get in the mood to work. Being on time means starting to work on time, not what time you walk in the door. If you know you are going to be late, let your supervisor know.
- C. Find out how you are doing--If your supervisor does not meet with you regularly to evaluate your progress, you should ask him or her how you are doing at least once a week. Find out what things your supervisor thinks you do well and what things need to be done better. You will know what jobs you need to try harder on. Catch problems before they get really bad. Do not be afraid of criticism; most of the time criticism is



not an attack. It is not meant to put you down; it is meant to help you improve yourself or your work. If your supervisor says you need to do something better, ask him or her to show you how to do it better.

- D. Listen and ask--Be sure that you know what your duties are and how to do them right. When you are being trained or given instructions, listen very carefully and ask as many questions as you want. Do not be afraid to say, "**I don't understand.**" Be sure that you know what you are doing before you start a task.
- E. Keep busy--If you find you have run out of work to do, don't sit around waiting for somebody to tell you what to do next, look around to see what still needs to be done. If you do not see anything, ask your supervisor for some work.
- F. Do your best--Always do your best. Everyone is different. Some people can work fast and still get the job done right, which is great. If you are slower, but steady and dependable, that is also very good. Just make sure you are doing your best even if others are goofing off. You may not enjoy every part of your job. There may be some duties that you just do not like or your supervisor may ask you to do something that you really do not want to do. Some tasks are not pleasant but must be done by somebody, so do them well and get them over with.
- G. Take care of your personal appearance--Be neat and clean. Wear clothing that is right for the job. Take a bath or shower daily. Keep your hair groomed.
- H. Be friendly--Make a real effort to get along with other workers and your supervisor.
- I. Consider the future-- Whether participation in the Internship program will be your first job or one of the many; make this a positive experience, both for you and your worksite, and for the WIA Program Operator. Those of you who have worked before may have limited skills and work experience, but are building a foundation for future jobs by participating in this program. In years past, we have had many employers contact us

concerning employment-training programs. If information in your file indicates you have performed in a satisfactory manner, this will enhance your prospects for obtaining future jobs. If your file indicates that you have not performed in a satisfactory manner, that information is conveyed to the employer who inquires to us. In other words, we will give any employer an honest evaluation of your performance while employed by us, so it is to your advantage to do your best.

### **VIII. YOUR SUPERVISOR AND YOU**

Your supervisor has the job of showing you the work, which is to be done, and how to do it best in a safe way. To do this, your supervisor will tell you about your job and agency, and will demonstrate the work to be done and skills necessary to do the work well. If machinery or special equipment is used on your job, your supervisor will show you how to care for it and how to use it.

You can help in these efforts and make your job enjoyable and a good learning experience by reporting to work on time and following instructions. If you need help or more explanation about a task or job, ask questions. Your supervisor is also learning from you and can supervise better if he/she is aware of your problems. Do not run away from problems or make believe they are not there. If you have problems with your job, let your supervisor know right away so that these problems can be cleared up easily.

You may be placed in different jobs as part of your training to give you more diversified work experience and to show you new skills. Be ready to take on new tasks and challenges.

### **IX. YOUR PAY**

You will be paid every two (2) weeks. The Program Operator will go over with you their agency's policy on giving out paychecks.

## X. TIMESHEETS

In order for you to be paid on time, the Program Operator must receive an accurate, complete, signed timesheet. Timesheets that are not signed by both you and your supervisor will not be paid. Your timesheet is your responsibility! You must see that it is done correctly.

Some worksites will allow you to fill in the timesheets; at others, your supervisor will fill it in.

Please observe the following procedures when filling out the timesheet:

1. Timesheets must be filled out **in ink**. Times should be recorded as they occur. For instance, when you start to work, that time should be put in. Likewise, when you break for lunch, when you start work after lunch, and when you finish work for the day.
2. **Do not** fill in times ahead or allow several days to go by before you fill in your timesheet. Either of these practices could result in losing your job.
3. Corrections to timesheets must **not** be made by erasing or using white-out. Instead, cross out the incorrect entry and write in the correct one. Then, put your initials and the date next to the correction. In the column for comments, explain the error, initial and date that.
4. Both you and your supervisor will need to sign your timesheet before the Case Manager picks it up. Paychecks will not be prepared for unsigned timesheets! Therefore, failure to sign your timesheet could result in a delay in receiving a check.

## XI. MISCELLANEOUS INFORMATION

### A. Your Incentive

As a participant, you will receive the federal minimum wage per hour trained.

### B. Performance Evaluation

You will be reviewed in your work performance. After you have trained a few weeks, your supervisor will receive an evaluation form to fill in your performance evaluation and will allow you to review it with him or her before it is forwarded to your Case Manager. Both you and your supervisor will have a chance to sign the evaluation and make any comments you have on the evaluation.

C. Length of Work Based Learning Activity

Your work based learning activity will not exceed 360 hours or 9 weeks.

D. Job-Related Injury

If you are injured on your training site, the case manager will give you the correct procedures to follow if you are injured at your worksite.

E. Medical

Any participant with a medical problem or who is taking medication that produces drowsiness, etc., should report it to his or her supervisor. Further, any work restrictions required by a physician and furnished on a physician's form must be reported to the supervisor.

F. Disclosure of Information

When information on a participant is requested by banks or other establishments requiring employment checks, written permission is needed from the participant before the information is released.

**XII. IMPORTANT THINGS TO KNOW**

1. Name and telephone number of my worksite:
  
2. Name and telephone number of my Case Manager:
  
3. Dates of Employment: Started: \_\_\_\_\_  
Ended: \_\_\_\_\_
  
4. Hours of Work: \_\_\_\_\_ hours a week  
\_\_\_\_\_ hours per day (maximum), unless special permission granted.  
Specific days and hours of worked each day will be decided by your  
worksite supervisor and/or your Case Manager.
  
5. You will be paid \$ \_\_\_\_\_ per hour for each hour you work.
  
6. If you should lose your paycheck, you should notify your Case Manager.
  
7. You will pick up your paycheck from your Case Manager at the [Insert Career Center  
Information]

# WORKSITE AGREEMENT

A Worksite Agreement is hereby executed between

[Insert One-Stop Operator's Name]

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and

[Insert Worksite Name]

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(hereinafter referred to as the Worksite), pursuant to the Workforce Investment act of 1998.

- A. This agreement will entail only financial obligations as follows:
  - 1. It is understood that WIA Work Based Learning participants will receive allowances from the WIA Program Operator for work performed at the worksite. Worker's Compensation insurance is provided by the WIA Program Operator.
  - 2. The worksite organization is in no way financially responsible for participants.
- B. This WIA Program Operator's Case Manager will provide program orientation to all worksite supervisors prior to commencement of work activities by participants.
- C. WIA participants will be assigned to worksites contingent upon coordination and agreement between the Case Manager and the worksite on the basis of individual participant's needs and capability and the availability of sufficient, meaningful, and well-supervised work. No participant will be permitted to work, be trained, or receive services in buildings, surroundings, or other conditions which are unsanitary, hazardous, or dangerous to his or her health.
- D. Individuals responsible for the worksite operation will insure that all work assignments are adequately and competently supervised at all times. This includes, but is not limited to the following:
  - 1. Orientation of participants to the specific work station duties and safety rules.
  - 2. Assignment of participants' task(s) in relation to their ability to perform and in conjunction with the requirements of the task for which hired.
  - 3. Instruction, supervision, and evaluation of participants' performance.
  - 4. Maintaining communication with the Case Manager concerning participant progress and notifying the contractor immediately of any significant participant problems encountered.
  - 5. Removal from a worksite of a participant will be the prerogative of the worksite. Termination from the program will remain the prerogative of the Case Manager.
- E. The worksite will prepare and maintain a daily, accurate time sheet and attendance record, completed in ink, and report participant time and attendance to the Case Manager as required by the WIA Program Operator.
- F. The worksite will provide sufficient equipment and/or materials to conduct the program. Participants will be using the following equipment/tools:

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

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

- G. The worksite will comply with all applicable Federal, State and local laws.
- H. The worksite will ensure that their program is not in violation of the Maintenance of Effort Provisions.
- I. The worksite will not engage in prohibited sectarian activities.
- J. Participants are not allowed to engage in political activities during the hours in which they are being paid or employed in a position involving political activities in the office of an elected official.
- K. No participant is required to join a union as a condition for enrollment in WIA.
- L. The average number of participants to be enrolled at this worksite is \_\_\_\_\_.  
The supervisor-to-participant ratio average is \_\_\_\_\_.
- M. The average number of hours of work per week per participant is \_\_\_\_\_.  
No participant can be paid overtime with WIA funds.
- N. Listed below are the type(s) of work activity at this worksite:

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- O. The WIA Program Operator or his or her designee will have the right to visit for monitoring and evaluating the worksite participant operations at any reasonable time during normal worksite operating hours.
- P. Adherence to the rules and regulations governing the program will be the responsibility of the worksite. The Case Manager will be responsible for providing such rules and/or changes to the worksite.

The Worksite Agreement is effective on \_\_\_\_\_ day of \_\_\_\_\_, 200 , and will remain in effect until the \_\_\_\_\_ day of \_\_\_\_\_, 200 , unless terminated sooner by written notice by either party to the other.

As Case Manager, I certify that the worksite has been checked for safety regulations and the worksite appears to meet safety standards and no apparent hazardous conditions exist.

**WORKSITE – ORGANIZATION**

I certify that the worksite has been provided a copy of this Agreement.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**WORK BASED LEARNING  
STATEMENT OF ENTITLEMENT**

A. This statement describes the terms and conditions agreed to by the participant and the contractor (training agency). The contractor will fully explain the following information and will not sign this statement until the information in Part B is completed. The participant will not sign this statement until the information in Part B is completed by the Contractor.

This statement is not a guarantee that the participant will work or train for the maximum allowable number of hours, even though the participant has not obtained unsubsidized employment or transferred to another WIA activity.

If the training agency's contract with the WIA Program Operator ends before the participant has completed the maximum allowable hours, the participant may be terminated unless the contract is continued.

If the contract is continued and the participant's enrollment is also continued, this statement can be changed in ink and changes initialed by the participant and the contractor.

B. The participant has been accepted into the contractor's Work Based Learning program and is entitled to the following, as applicable:

<b>HOURLY ALLOWANCE</b>	
Hourly ALLOWANCE	\$
Maximum Work Hour/Week	*
Not to exceed Total Hours** of	
Or Total Weeks ** of	
Training Site Start Date	
Projected Ending Date	

\* Whichever applies.

Work will be performed for the following training site (if applicable):

Name (Training Site): \_\_\_\_\_

Address (Job Site): \_\_\_\_\_

Job Title: \_\_\_\_\_

C: I certify that Parts A and B above have been fully explained to the participant.

\_\_\_\_\_  
Signature of Program Operator                      Date

I certify that I fully understand Parts A and B as explained by the contractor.

\_\_\_\_\_  
Signature of Participant                                      Date



**WORKSITE AGREEMENT ADDENDUM**

**Worksite:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Work Schedule:** \_\_\_\_\_  AM  PM To \_\_\_\_\_  AM  PM

	<u>Participant Name</u>	<u>Birth Date</u>	<u>Date Assigned</u>	<u>Date Terminated</u>	<u>Emergency Contact/ Phone</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____

**Worksite Supervisor**

I certify that I have received supervisory training/orientation, a copy of the worksite supervisor’s manual, and a copy of the original worksite agreement.

	<u>Type Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

# STATEMENT OF WORK/SPECIFIC SKILL RATING SHEET

PARTICIPANT: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

DOT/SVP CODE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

PROGRAM ACTIVITY: \_\_\_\_\_

CONTRACT NO.: \_\_\_\_\_

NUMBER OF SLOTS: \_\_\_\_\_

## JOB DESCRIPTION

**Provide an outline of this occupation as performed in your company:**

Provide an outline of training, skills to be learned, hours of training required to master each skill area, and Shade in the circles where an occupational skill attainment has been set		Outstanding Proficiency	Satisfactory Proficiency	Partial Proficiency	No Proficiency
SKILL TO BE LEARNED	Training Hours Assigned				
<b>TOTAL HOURS</b>					
Comments: Participant proficiency levels will be determined by: Training Representative <ul style="list-style-type: none"> <li>a. Observation of employer</li> <li>b. Completion of on-hands experience of task indicating satisfactory performance</li> </ul>					
TRAINING REPRESENTATIVE SIGNATURE	STAFF SIGNATURE	DATE			