



# American Recovery and Reinvestment Act County of San Bernardino Workforce Investment Board

## WORKSITE TRAINING AGREEMENT

A copy of this Agreement must be maintained at the site where the youth works. It must be available to the immediate supervisor of the youth. Worksites may be located at public, private or nonprofit facilities.

**Career Institute** 10722 Arrow Route, Suite 808, Rancho Cucamonga, CA 91730

*Name of Service Provider*

*Address*

**909-481-3947**

*Fax #*

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

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

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

**Start Date:** \_\_\_\_\_

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

**End Date:** \_\_\_\_\_

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

**Planned Work Hours:**

**Email:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

### Specific job skills to be performed

---

---

---

---

1. Provide the participant with orientation regarding worksite policies and specific job tasks as stated in the job description.
2. Provide continuous supervision and instruct the participant in matters appropriate to the assigned tasks.
3. Provide the participant with the materials, equipment and supplies necessary to perform the assigned tasks.
4. Train the participant in the job tasks approved in the job description and not reassigns the participant to unrelated jobs/tasks without advance coordinating approval.
5. Complete and submit timecards signed by the Worksite Supervisor and the Participant for hours actually worked and to do so in accordance with the frequency, time schedule and procedures agreed upon for timely payments to the participant to ensure daily time and attendance records. **Limit training so as to not exceed 40 hours per week, 8 hours per day for a maximum of 180 hours.**
6. Assure the participant is given at least a **10-minute break for every 4 hours worked.**
7. Abide by Federal and State of California Child Labor Laws.
8. The employer has not terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIA participant.
9. The job was not created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
10. Must not impair existing contracts for services or collective bargaining agreements.

**I have read this Worksite Agreement and, by my signature below, agree to perform the requirements of the WIA Youth Program as outlined above.**

\_\_\_\_\_  
*Worksite Supervisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Participant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Service Provider Signature*

\_\_\_\_\_  
*Date*