

**GENESEE-LIVINGSTON-ORLEANS-WYOMING (GLOW)  
WORKFORCE DEVELOPMENT BOARD  
ON-THE-JOB TRAINING CONTRACT**

Contract # \_\_\_\_\_ New \_\_\_\_\_ Modification \_\_\_\_\_  
Participant Name: \_\_\_\_\_ County: \_\_\_\_\_  
Funding Source: Adult: \_\_\_\_\_ DLW: \_\_\_\_\_ Youth: \_\_\_\_\_ WIOA OJT: \_\_\_\_\_ NEG OJT: \_\_\_\_\_ Other: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Reimbursement \$ \_\_\_\_\_

**EMPLOYER**

**COUNTY**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ (585) \_\_\_\_\_

Telephone # \_\_\_\_\_ (585) \_\_\_\_\_

Fax # \_\_\_\_\_ (585) \_\_\_\_\_

Fax # \_\_\_\_\_ (585) \_\_\_\_\_

Contact \_\_\_\_\_

Contact \_\_\_\_\_

Federal ID# \_\_\_\_\_

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**TERMS OF CONTRACT**

**The Employer agrees:**

1. To provide On-the-Job Training for the individuals hired/upgraded under this contract in accordance with the Training Outline attached hereto and considered a part of this contract; to provide necessary periodic evaluation, along with materials, equipment, and supplies that are necessary; and shall provide regular trainee monitoring.
2. That the employer intends to retain the individual(s) in the occupation(s) trained for at or above the hourly wage rate in the agreement, subject to the employer's right to terminate the employee(s) if:
  - a. it is fully documented by the employer that the employed is unable to adequately perform his/her job duties, or
  - b. economic conditions lead to a reduction in workforce by the employer, or
  - c. the employee violates company policies.

The employer agrees to notify the Program Operator staff immediately if counseling of the OJT participant is warranted.

3. That the reimbursement provided under this contract is for the extraordinary costs associated with the training of the individual(s) hired/upgraded as a result of this program, and that the individual(s) would not have been hired/upgraded if such reimbursement had

not been provided.

4. To assure that the individual(s) hired/upgraded under the contract shall have all rights, privileges, and benefits provided to others similarly employed by the company.
  5. Not to discriminate against applicants considered for hire/upgrade under this contract, or those actually hired, because of age, race, color, creed, national origin, political affiliation, disability, gender, sexual preference, or marital status.
  6. To provide copies of payroll records in order to verify hours worked and wages paid to individual's hired/upgraded under this contract, relative to the training outline.
  7. To abide by the Terms and Conditions attached hereto and considered a part of this contract.
  8. To acknowledge that the Federal Regulations and Certifications attached hereto is considered a part of this contract.
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**The County Agrees:**

1. To assure reimbursement to the employer in accordance with the Payment Schedule if the conditions of the contract have been met. Payment will be at 50% of the trainee's wage while in training (WIOA OJT Only).
2. To provide the employer with the necessary forms/instructions for claiming reimbursement under the contract.
3. To assist the employer by providing monitoring and necessary counseling to the trainee(s).
4. To provide a copy of the Training Outline to the individual(s) hired/upgraded under this contract.
5. To provide for the cost of tools should such tools be necessary and are required of regular employees in order for them to perform their duties if allowed in the GLOW (Genesee, Livingston, Orleans, Wyoming) Individual Supportive Services Policy.
6. To provide for the cost of uniforms/footwear that a regular employee needs to perform their duties if allowed in the GLOW (Genesee, Livingston, Orleans, Wyoming) Individual Supportive Services Policy.

**MONITORING/PAYMENT SCHEDULE**

Participant Name \_\_\_\_\_ County: \_\_\_\_\_

Job Title \_\_\_\_\_ DOT Code: \_\_\_\_\_

Schedule of Monitoring:      Monthly \_\_\_\_\_      Quarterly \_\_\_\_\_      Other \_\_\_\_\_

Schedule of Reimbursement:    Monthly \_\_\_\_\_      Quarterly \_\_\_\_\_      Other \_\_\_\_\_

A. Hourly Wage Rate                      \$ \_\_\_\_\_

B. Number of Hours Per Week            \_\_\_\_\_

C. Total Hours of Training                \_\_\_\_\_

D. Total Wages (AxC)                      \$ \_\_\_\_\_

E. Total Reimbursement (Dx50%)        \$ \_\_\_\_\_

F. Total Reimbursement                  \$ \_\_\_\_\_

**AUTHORIZATION**

The persons signing below certify by their signatures that they are authorized to represent the parties of this contract and that they have read and understand the terms, conditions, and assurances of this contract.

County \_\_\_\_\_ Employer \_\_\_\_\_

By \_\_\_\_\_ By \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**UNION CONCURRENCE**

As a representative of \_\_\_\_\_ (Union Affiliate), I am aware of the purpose and intent of this program and do not object to the hiring of the individual(s) at the hourly rate noted in this contract.

Name \_\_\_\_\_ Title \_\_\_\_\_

**G.L.O.W. WORKFORCE DEVELOPMENT AREA  
TERMS, CONDITIONS, AND STANDARD ASSURANCES FOR  
ON THE JOB TRAINING CONTRACTS**

**A. PURPOSE**

The purpose of these Assurances is to provide information relative to the legal obligations of those parties involved in WIOA activities that may not specifically be referred to in the contract.

**B. DEFINITIONS**

1. "ACT" MEANS THE Workforce Innovation Opportunity Act (Public Law 680-700) as amended or revised.
2. "WORKFORCE DEVELOPMENT BOARD" means the duly appointed body authorized under the act and certified by the State for the Local Workforce Development Area and is responsible for the administration of the Workforce Development programs within the Local Workforce Development Area.
3. "GRANT RECIPIENT" means the entity responsible for the receipt and distribution of WIOA funds within the Local Workforce Development Area.
4. "COUNTY" means the Employment and Training Office or Entity approved to provide E & T Service of \_\_\_\_\_ County who has been selected by the G.L.O.W. Workforce Development Board to administer On-the-Job Training Programs in the Local Workforce Development Area.
5. "LOCAL WORKFORCE DEVELOPMENT AREA" means the geographic boundaries of Genesee, Livingston, Orleans and Wyoming Counties.
6. "EMPLOYER" means the agency, business, or organization who has entered into this financial contract in order to provide employment and training activities to eligible persons.

**C. RECORDS AND ACCOUNTS**

The employer shall retain and make available any and all contract records including daily time records, payroll records, pay checks, proof of payment of all required state/federal withholding taxes to the County, to the Grant Recipient, State Department of Labor, the State Comptroller, the U.S. Department of Labor and the Inspector General of the United States for inspection, financial/compliance audits, transcription or reproduction at all reasonable times during the course of the grant and for the period set forth as follows:

1. For a period of six years after the submission of the final expenditure report by the employer and any required audit or if the agreement is terminated during the course of the grant, for a period of six years from the date of the final settlement agreement or any required audit.
2. For a period beyond six years if audit findings or litigation or claims arising out of the performance of the grant are not resolved within that six-year period.

The employer is authorized to substitute archived records in lieu of original records.

D. AUDIT/DEBT COLLECTION

The employer agrees that if as a result of a financial/compliance monitoring or audit there has been identified disallowed costs attributable to the employer, the employer shall return the amount to the Grant Recipient within 30 days after notice.

E. AUTHORIZATION

The employer agrees not to authorize or permit any trainee to represent the employer, including but not limited to, signing contracts, pay checks issued from WIOA funds, claim vouchers to the Grant Recipient, or other acts where said representation may involve WIOA funds.

F. TERMINATION OF CONTRACT **OR FUTURE CONTRACT**

The County may terminate this contract in whole or in part at any time before the completion date, whenever it has been determined that the employer has failed to comply with the provisions of the Act, the rules and regulations, or the Terms and Conditions of the contract, an audit report, monitoring activity or legal action.

The County reserves the right to institute an administrative modification to reduce, in whole or in part, the monies provided under this contract should available monies become insufficient to continue contracted levels.

***The local program must not contract with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.***

G. COVENANT AGAINST CONTINGENT FEES/GIFTS

The employer warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage fee, contingent fee or gift.

H. DISCLAIMER OF LIABILITY

The employer shall hold the County, the Grant Recipient, their agents and employees harmless from liability of any nature, including costs and expenses, for or on account of any or all suits or damages sustained by any persons or property resulting in whole or in part, from the negligent performances or omission of any employee, agent, or representative of the Employer.

I. NEPOTISM

The employer warrants that it will abide by the Grant Recipient's policy relating to Nepotism as it relates to OJT as defined below:

Restriction: No member of the OJT employee's immediate family will directly supervise the OJT employee, nor will the trainee supervise an immediate family member. For the purpose of the contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters, or persons bearing the same relationship to the OJT employee's spouse.

J. CRIMINAL COMPLAINTS, REPORTS OF FRAUD, ABUSE AND OTHER CRIMINAL ACTIVITY

If any person or agency desires to report information and/or complaints involving fraud, abuse or criminal activity related to WIOA, they should report directly and immediately to:

DOL Office of Inspector General  
Office of Investigations  
Room S5514  
200 Constitution Ave., NW  
Washington, DC 20210

K. PARTISAN POLITICAL ACTIVITIES/UNION ACTIVITIES

The employer certifies that a trainee will not:

1. Be required to participate in political activities
2. Be coerced in any manner to be affiliated with any political party, or be solicited for monetary contributions or contributions of services for any political activity.

L. LABOR STANDARDS

The employer agrees that:

1. They shall not require a trainee to be trained or work in buildings or surroundings that are unsanitary, hazardous, or dangerous to the trainee's health or safety.
2. Worker's Compensation shall be provided.
3. OJT will take place during the employee's work hours (i.e., during the shift/hours for which the employee was hired)
4. Trainees shall be compensated at the same rate, including periodic increases, and have the same fringe benefits and working conditions at the same level and to the same extent as other employees working for a similar length of time and doing the same type of work.
5. No trainee will be employed if:
  - a. Another individual is on lay off from the same or substantially equivalent job.
  - b. The employer has terminated the employment of any regular employee or reduced work force including a partial displacement such as a reduction in the hours, wages, or employment benefits with the intention of filling a vacancy so created by hiring a trainee whose wages are subsidized under this contract.
6. The OJT Contract does not infringe in any way upon the promotional opportunities of current employees not involved in OJT
7. Funds received under this contract will not be used to assist, promote, or deter union organization.
8. The business will comply with all applicable employment-related federal, state, and local laws and regulations

9. The training activity will not impair an existing contract for services or collective bargaining agreement, and/or no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and the business
10. The business agrees to adhere to the LWDB's grievance process if a complaint arises in connection with the OJT employee and the training

M. FINANCIAL SOLVENCY

The employer certifies that as of the date of the contract, the business is financially solvent with no liens or legal actions that would impair the employer's ability to provide the training provided for under the contract.

N. TRAINEE WAGE AT HIGHEST MINIMUM WAGE

The employer agrees to provide compensation to the trainee at the highest of the federal, state, and local minimum wage, or the wage rate of similarly situated employees.

O. NON-COMPETITIVE AGREEMENTS

No employer shall require any trainee, whose training costs are subsidized in whole or in part with on-the-job training program funds, to sign any non-competitive agreement that would limit the future employment of the trainee in respect to any period of time and/or geographic limit.

P. CHANGES/MODIFICATIONS

There shall be no modification or amendment of this contract, except in writing, executed with the same formalities as this instrument. This provision includes, but is not limited to, modifications or amendments of the statement of work.

Request for interpretations of the contract provisions shall be directed to the County and must be in writing. No interpretations shall be official or binding upon the County or the employer unless it is received in writing from the County.

Q. EMPLOYERS COMMITMENT AGAINST RELOCATION

The employer may not be induced or encouraged to relocate in order to take advantage of OJT, if the relocation has resulted in the loss of employment for any employee at the original location in the United States or its territories. In the event of any such loss of employment, no OJT contract may be awarded for a minimum of 120 days after the relocation. OJT may be used for company expansion if there is no displacement of the current employees.

R. CONFLICT OF INTEREST

The employer agrees that no officer, employee, or agent of the employer who will exercise any function or responsibility in connection with this contract, shall use his/her office or confidential information received through his/her employment or office, to obtain financial gain.

S. DISCLOSURE OF CONFIDENTIAL INFORMATION

The employer agrees to maintain the confidentiality of any information regarding applicants,

project trainees, or their immediate families which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Without the permission of the applicant or trainee, such information shall be divulged only as necessary for purposes related to the performance or evaluation of this contract and to persons who are responsible under this contract.

T. PAYMENT POLICY FOR TERMINATED/DROP-OUT TRAINEES

The employer shall be reimbursed for the actual hours of training provided to the trainee up to the date the trainee is terminated or voluntarily drops out of the program.

U. SECTARIAN WORKSITE PROHIBITION

No employer may require or allow an on-the-job training trainee to work on the construction, operation or maintenance of any part of a facility which is used for religious instruction or worship.

V. TERMINATION OF TRAINEE

Trainees will not be terminated without prior notice to the trainee, and without reasonable opportunity for correction or improvement of performance, including substandard or unsatisfactory progress or conduct. Situations in which OJT trainees quit voluntarily, are terminated for cause, or are released due to unforeseen changes in business conditions, will not necessarily result in termination of the employer's eligibility.

W. The employer agrees that the GLOW WDB will have unlimited rights to any copyrighted or copyrightable material, patent rights or patentable material, and rights to all data developed that is produced under this agreement.

X. EQUAL OPPORTUNITY/DISCRIMINATION/GRIEVANCE

The Subgrantee agrees that it will abide by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and The Age Discrimination Act of 1975, as amended, and shall accept all responsibilities related thereto and shall implement the necessary pro-cedures as authorized by the GLOW Workforce Investment Board relating to Affirmative Action and grievance pro-cedures. In addition, the subgrantee agrees that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, denied employment in the administration of, or in connection with any such program because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA and will comply with 29 CFR Part 37 and 29 CFR Part 32, along with Section 188 Part 65 FR at 51986.

Y. PRIORITY OF SERVICE FOR VETERANS AND THEIR ELIGIBLE SPOUSES

Priority of service means (with respect to any qualified job training or youth program) that a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program. Priority in the context of providing priority of service to veterans and other covered persons means the right to take precedence over non-covered persons in obtaining services. Taking precedence may mean; (1) the covered person receives access to the service or resource earlier in time than the non-covered person, or (2) if the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.

## FEDERAL REGULATIONS

The applicable statute, implementing regulations, federal regulations (FAR) and federal agency-specific acquisition regulations for the following items are in effect as of the date of this contract. Where applicable, these items shall be incorporated in their entirety, and employer agrees to ensure compliance applicable to the work performed or goods/services provided under this contract.

*Civil Rights Act*, for protection against acts of discrimination based on race, color, or national origin.

*Rehabilitation Act*, for employment of the handicapped.

*Davis Bacon Act*, (40 USC 276a to 276a-7) for payment of wages to laborers and mechanics.

*Walsh-Healy Public Contracts Act*, for imposition of fair humanitarian employment standards.

*Service Contract Act*, for the purpose of furnishing services.

*Contract Work Hours and Safety Standards Act*, for protection of laborers and mechanics with standards for 40-hour workweek, overtime payment, and safe working conditions.

Executive Orders 12549 and 12689 for procurement, debarment, and suspension actions.

Covenant Against Contingent Fees, for assurance that improper influence is not used to solicit or obtain a contract.

*Anti-Kickback Act*, for prevention and detection of possible violations in business operations/relationships.

*Energy Policy and Conservation Act*, for energy efficiency as contained in the state energy conservation plan.

*Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request*

*Buy America Act*, for the general preference use of domestic articles, materials, and supplies.

*Bayh-Dole Act*, for patents and rights to inventions.

*Americans with Disabilities Act*, for the purpose of providing public access accommodations and full action employment.

Executive Order 11246 (as amended by EO 11375), for equal employment opportunities.

*Vietnam Era Veterans Readjustment Assistance Act*, for affirmative action for special disabled Vietnam Era Vets.

*Small Business Act*, for use of labor-surplus area, small business, small disadvantaged business, and women-owned small business concerns.

*Clean Air Act and Federal Water Pollution Control Act*, for compliance with standards or requirements issued (e.g., inspection) at the facility where the work is being performed.

*Environmental Protection Agency Regulations* for compliance with applicable standards, orders, or requirements.

*Animal Welfare Act*, for the use of vertebrate animals.

*Occupational Safety and Health Act*, for assurance that work will not occur under unsanitary or hazardous conditions

*Lobbying Disclosure Act*, for the use of funds to influence certain federal contracting and financial transactions.

### **FEDERAL CERTIFICATIONS**

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

#### **A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

#### **B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

### **C. DRUG FREE WORKPLACE**

By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

### **D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) The Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I - financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

### **E. BUY AMERICAN NOTICE REQUIREMENT**

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation Opportunity Act will be American made.

### **F. SALARY AND BONUS LIMITATIONS**

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-3

133. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

**G. VETERANS' PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions.

I hereby certify that the applicant will comply with the above certifications:

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NAME OF APPLICANT GRANTEE/SUBGRANTEED

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PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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SIGNATURE DATE

# PROGRAM NARRATIVE

## A. INTRODUCTION -

## B. PROGRAM SUMMARY –

All trainees must meet eligibility requirements for the funding sources being utilized for this contract. Their eligibility must be verified and certified by \_\_\_\_\_ County prior to the start of their training. The Subcontractor **must notify** the \_\_\_\_\_ of the trainees selection **prior to the start of the upgrade training**. The Subcontractor agrees to notify the trainees that they are participants in a training program conducted by the \_\_\_\_\_. The Subcontractor also agrees to give the trainees a copy of the training outline and wage progression and maintain acceptable records of the trainee's upgraded OJT progress. The Subcontractor assures that the trainee will receive the proper equipment, materials and supervision in order to complete their job. The Subcontractor will meet periodically with the trainees to discuss their progress in the program. The Subcontractor further agrees to complete the Training Report and Voucher Back Up. This report must be submitted by **the third Friday** of the month pertaining to the method of payment, i.e., monthly, quarterly, etc.

## C. Staff

\_\_\_\_\_ will be responsible for operation of the program.

\_\_\_\_\_ will be responsible for the payroll records.

\_\_\_\_\_ **has authority to sign all OJT reimbursement vouchers**, requesting payments for wages paid to the employee.

## D. Time Table

Training may begin on the effective date of this contract. Training positions which are not filled within 30 days of this contract's approval or within 30 days of early termination of the trainee will be deleted from the contract and respective authorized cost deobligated.

TRAINING OUTLINE

JOB TITLE \_\_\_\_\_

DOT # \_\_\_\_\_

SVP \_\_\_\_\_

Initial and Date when  
Training is accomplished

\_\_\_\_\_

<u>Trainee</u>	<u>Employer</u>		<u>Percentage</u>
_____	_____	A.	_____ %
		1)	
		2)	
		3)	
_____	_____	B.	_____ %
		1)	
		2)	
		3)	
_____	_____	C.	_____ %
		1)	
		2)	
		3)	
		TOTALS	_____ 100%

Trainee Certified Competent: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Monitoring will be done at the completion of each section of training outline, but before the start of the next section of training. They will have approximately one (1) month to apply the principles learned before starting the next section of training.

County: _____	<b>GLOW-WDA          TRAINEE REPORT &amp; VOUCHER BACK-UP          FOR NEGOTIATED, FIXED-PRICE CONTRACTS</b>	1. Funding Source:	<input type="checkbox"/> Adult <input type="checkbox"/> DLW <input type="checkbox"/> Youth <input type="checkbox"/> Other
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2. SUBCONTRACTOR NAME AND ADDRESS	3. CONTRACT DATES	4. REPORT PERIOD END DATE
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5. NO. OF TRAINEES: _____	TOTAL STARTED: _____	NO. TERMED PRIOR TO COMPLETION _____
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NO. OF TRAINEES COMPLETED TO DATE: \_\_\_\_\_

6. TRAINEE NAME	7. SOCIAL SECURITY NUMBER	8. OCCUPATIONAL CODE	9. TRAINEE START DATE	10. TRAINEE END DATE	11. CUM. HRS WORKED	12. NO. HRS CLAIMED THIS INVOICE	13. TRAINEE HRLY RATE	14. (12x13)/2 TOTAL REQ.
1.								
2.								
3.								
4.								

16. VERIFY EMPLOYER'S PREVIOUS REPORT FOR MONTH OF _____ DATE VERIFIED: _____ <b>CORRECTION REQUIRED:</b> _____	15. TOTAL CLAIMED THIS INVOICE
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17. TRAINEES ENROLLED IN THIS PROGRAM ARE BEING TRAINED IN THE CONTRACTED OCCUPATIONS AT THE AGREED UPON, OR HIGHER WAGES.

_____	_____	_____
CONTRACTOR'S AUTHORIZED SIGNATURE	TITLE	DATE

18. I HAVE INSPECTED THE RECORDS OF THIS SUBCONTRACTOR AND VERIFIED THAT THE TRAINING FOR WHICH REIMBURSEMENT IS REQUIRED HAS BEEN RENDERED.

_____	_____
JOB DEVELOPER'S SIGNATURE	DATE

19.  FOR FINAL PAYMENTS ONLY - THE SUBCONTRACTOR AGREES THAT UPON PAYMENT OF THIS FINAL CLAIM, HE HAS RECEIVED ALL PAYMENTS TO WHICH HE IS ENTITLED UNDER THE ABOVE CONTRACT AND THAT HE HAS NO FURTHER CLAIM AGAINST THE INDUSTRIAL COMMISSIONER OR THE STATE OF NEW YORK UNDER SUCH CONTRACT.

_____	_____
CONTRACTOR'S AUTHORIZED REPRESENTATIVE	DATE





**OJT Evaluation Form (to be completed by Supervisor)**

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

Period Evaluated \_\_\_\_\_ Job Title \_\_\_\_\_ Pay Rate \$\_\_\_\_\_/hr

Please use the following key to complete the evaluation.

- O** – Outstanding – Performance is exceptional and is recognizable as being far superior to others.
- V** – Very Good – Results clearly exceed requirements. Performance is of high quality and consistent.
- G** – Good – Competent and dependable level of performance. Meets performance standards of the job.
- I** – Improvement Needed – Performance is deficient and improvement is necessary.
- U** – Unsatisfactory – Results are unacceptable and require immediate improvement.

\_\_\_\_\_ Attendance and Punctuality – Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Attitude \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Teamwork \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Initiative \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Appearance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Job Performance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Check here if you feel there is a need for a Program Operator staff member to meet with you and/or the trainee. Identify any work habits that need improvement.

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Trainee's Signature \_\_\_\_\_ Date \_\_\_\_\_