



CAREER INSTITUTE

Specializing in Career, Education and Life Planning

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TRAINING SITE AGREEMENT

☐ **WIA Paid Work Experience** - # of hours _____ ☐ **WIA Unpaid Work Experience** - # of hours _____ ☐ **CYEP**

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

Training Site Name: _____

Phone: _____

Training Site Address: _____

Fax Number: _____

Training Site Supervisor: _____

Start Date: _____

Title: _____

End Date: _____

Email: _____

Max hours to be worked: 200

Specific skills to be performed

_____	_____
_____	_____
_____	_____

1. Provide the participant with orientation regarding training site policies and specific tasks as stated in the 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 tasks approved in the description and not reassign the participant to unrelated tasks without advance coordinating approval.
5. Complete and submit timecards signed by the Training Site 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 hours** as stated above.
6. Assure the participant is given at least a **10-minute break for every 4 hours worked**. After **6 hours** the participant must have a **30 minute break**.
7. Abide by Federal and State of California Child Labor Laws.
8. The Training Site has not terminated the employment of any regular, unsubsidized employee or otherwise cannot cause an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIA participant.
9. The training position is 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.
11. The participant is **NOT** eligible for unemployment benefits.

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

Training Site Supervisor Signature Date

Participant Name – PLEASE PRINT

Career Mentor Signature Date

Participant CELL Phone Number

Participant Signature Date

Participant HOME Phone Number