

## OJT Rules

### KEY PAYMENT DEFINITIONS

Training Completion: Training is complete when the Training Period is over and the Trainee meets the Employer's standard for each "skill to be learned" as shown in the Training Plan. OneStop staff will help with training design and scoring.

Trainee Gross Pay: These are the amounts earned by the Trainee for work performed during the training period. Pay does not include fringe benefits which are not included in the pay check.

Retention Period: Retention occurs ninety (90) days after training completion, if the Trainee is still working at least thirty (30) hours per week.

Contact your OneStop representative if a Trainee quits or gets fired. We'll work with you to find a qualified replacement and prevent a recurrence. You may also qualify for partial or full payment.

### APPLICABLE LAWS AND RULES

The Employer shall comply with all applicable Federal, State, and local laws, rules and regulations, which deal with or relate to employment, including but not limited to the Fair Labor Standards Act, as amended.

Training positions covered by this OJT agreement have not been created by relocating the business and displacing former employees within the last four (4) months.

The Employer has not been debarred, suspended, declared ineligible or voluntarily excluded from Federal contracting.

No Trainee shall be illegally discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or his or her status as a Trainee.

This OJT will not result in the displacement of employed workers nor impair existing contracts for services nor result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.

If the Employer has not established a grievance procedure regarding the terms and conditions of employment, the grievance procedure of the OneStop will be utilized. The Employer shall inform Trainees of the grievance procedure to be followed.

The Employer shall notify the OneStop in writing prior to the sale, closure or transfer of its business. Failure to notify shall void the right to payment under this OJT agreement.

### TRAINEES

-Only those persons determined eligible by the OneStop will be trained under this OJT agreement.

-No OJT Trainee may assist, promote or deter union organizing or engage in political activities during work hours.

-OJT Trainees shall not be employed in the construction, operation or maintenance of any facility which is used for religious instruction.

-No OJT Trainee will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary.

### TRAINEE WAGES AND BENEFITS

-Hourly wages paid to a Trainee shall not be less than the hourly wage specified in the Training Plan.

-Appropriate worker's compensation insurance protection will be provided to all Trainees.

-Each Trainee shall be provided pay, benefits and working conditions at the same level and to the same extent as other employees similarly employed.

### RECORDS

The Employer shall maintain, preserve and make available records to support OJT payments until seven (7) years after final payment under this OJT agreement. If any litigation, audit or claim has been initiated, the records will be maintained until a final determination has been made.

The Employer agrees that authorized representatives of the OneStop shall be given reasonable access to facilities and records.

The Employer will report OJT hires and terminations to the OneStop

### CONTRACT TERMINATION

The performance of work under this contract may be terminated by the OneStop or the Employer for good cause or convenience.