

On-the-Job Training Agreement

This agreement is made between Rehabilitation Services (RS) and _____ (the employer).

The purpose of the agreement is to provide on-the-job training and employment to _____ (the employee/client).

The employee will be training as a _____ (job title). The employer will provide training on the following specific tasks:

The employee will be employed as any other employee. The employer will withhold applicable taxes and will provide Workers' Compensation coverage.

RS agrees to pay the employer 50% of the wages during the training period as follows:

Total hourly wage: _____ RS share of hourly wage @ 50%: _____

Number of hours per week: _____

Training period from _____ (date) to _____ (date).

The employer will report progress to RS every month. Upon receipt of monthly reports, RS will authorize monthly payments. Progress reports should be submitted to:

VR Counselor's Name: _____

Address: _____

City, State, Zip: _____

If the employee performs satisfactorily, he/she will be retained as a regular employee at the end of the training period.

If the employee's performance is not satisfactory, he/she will be provided a reasonable opportunity for improvement prior to a decision to terminate employment.

My signature below indicates that I have read and agree to the content of this agreement.

Employee/Client – Print Name _____

Signature: _____ Date: _____

Employer – Print Name _____

Title: _____

Signature: _____ Date: _____

RS Counselor – Print Name _____

Signature: _____ Date: _____