



State of Utah
Department of Workforce Services
**ON-THE-JOB (OJT) / WORKSITE BASED TRAINING (WBT)
AGREEMENT**

This OJT/WBT Agreement specifies the services to be provided by the employer and the Utah State Office of Rehabilitation (USOR) in establishing an OJT/WBT program for:

1. Client/Trainee Information:

Client/Trainee Name: _____

Address: _____

Home Phone: _____

Alternate Phone: _____

E-mail Address: _____

2. VR Counselor Information:

Counselor Name: _____

Office Address: _____

Office Phone: _____

Fax Number: _____

Email Address: _____

3. Employer Information:

Employer Name: _____

Address: _____

Office Phone: _____

Fax Number: _____

OJT Supervisor/Trainer: _____

E-mail Address: _____

4. Start Date: _____ **End Date:** _____

5. Training and Occupational Information:

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6. Dates: _____ **Knowledge/Skills/Abilities to be Taught:**

_____	_____
_____	_____
_____	_____

7. Employer Expectations - The employer agrees to:

- A. Provide training for the client as outlined in number 5 above.
- B. Pay trainee's wages as follows: \$ _____ per Hour Month
 (NOTE: The payment amount and schedule should be at least commensurate with the prevailing wage for the position within the organization.)
- C. Pay for and provide the client with social security, worker's compensation, or other appropriate insurance coverage, and fringe benefits normally provided to other employees.
- D. Submit written training progress reports as negotiated (Form USOR-72) on the client/trainee to the VR Counselor.
- E. Submit billing to the VR Counselor at the end of each month or as needed for reimbursement for training costs. (Example: 100 hours OJT @ \$7.25 per hour = \$725.00)
- F. Hire the trainee upon successful completion of the OJT program if a position is available.

8. Utah State Office of Rehabilitation (USOR) Expectations - The USOR VR Counselor agrees to:

- A. Pay the employer/trainer a negotiated training fee as follows:

- B. When appropriate, furnish equipment, tools, and supplies that are required by the client/trainee for training and/or employment.
- C. Provide technical assistance, counseling, support, and follow-up to the employer and/or client/trainee in resolving problems that may arise during the period of training.

9. Client/Trainee Expectations - The client/trainee agrees to:

- A. Learn and understand the policies and procedures of the employer/company.
- B. Follow the training schedule (as provided in this agreement).
- C. Learn the knowledge, skills, and abilities identified in this agreement.
- D. Maintain open communication at least monthly (or as necessary) with his/her employer/trainer and VR Counselor while in the OJT program.
- E. Report immediately to the employer/trainer and VR Counselor any circumstances that might affect continued eligibility in the OJT program (e.g. illness, change of address).

This agreement may be terminated at any time by the employer/trainer, VR Counselor, and/or client/trainee.

Employer/Trainer Signature: _____ Date: _____

Client/Trainee Signature: _____ Date: _____

VR Counselor Signature: _____ Date: _____

Cc: Employer, Client, VR Counselor



Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.