



**On-the-Job Training Agreement**

This On-the-Job Training (OJT) Agreement is between \_\_\_\_\_ (Employer) and Greenville County Workforce Development (hereinafter referred to as Workforce Development). Funding is made available through the Greenville County Workforce Investment Board (WIB) to assist businesses in training and retaining a skilled, productive workforce.

This agreement is effective on \_\_\_\_\_ and shall remain in effect through June 30, 2010, or until all Training Plans initiated prior to June 30, 2010 are completed.

The Employer will be paid up to \$5,000 per Trainee or 50% of each Trainee’s gross earnings during the Training Period, whichever is less. One-half of the total payment will be paid when training is completed if the Trainee is still employed and expected to work at least thirty (30) hours per week. The remainder of the payment will be made at the end of an additional Retention Period of three months. Workforce Development must approve all Trainees and the Training Plans prior to the beginning of the training period. Payments may be requested on the day Training is completed and when the Retention Period is completed. Payments must be requested within thirty (30) calendar days after the end of the Training or Retention Period, using the OJT Invoice form. Late invoice submission may void payment rights. Workforce Development staff will help prepare invoices.

OJT rules are on the reverse side of this agreement and are included by reference. The OJT Checklist and any Training Plans are also included in this agreement by reference. This agreement may be modified, in writing, at any time.

Material deviations from this agreement, Training Plans or OJT rules may void the right to reimbursement or require repayment by the Employer of funds previously received from Workforce Development.

The Employer and Workforce Development agree to all terms in this OJT agreement by signing below.

<b>FOR THE EMPLOYER</b>		<b>FOR WORKFORCE DEVELOPMENT</b>	
Company Name:		Name: Greenville County Workforce Development	
Address:		Address: 301 University Ridge, Suite 1500, Greenville, SC 29601	
Authorized Signature:	Date:	Authorized Signature:	Date:
Printed Name and Title:		Printed Name and Title: Rachael C. Angel, Asst. WIA Administrator	
Contact Person Name:	Telephone Number:	Contact Person Name: Denise Durham	Telephone Number: 467-3607
Contact Person Email Address:		Contact Person Email Address: Dedurham@greenvillecounty.org	