

Southwest Arkansas Planning and Development District, Inc  
Department of Workforce Development  
Training Site Agreement  
Work Experience Program

Summer Employment       Work Experience

**Training Site Information**

Name of Training Site: Southwest Arkansas Planning and Development District

Type of Business: Nonprofit

Street Address: 104 Harvey Couch Blvd.

Mailing Address: 104 Harvey Couch Blvd.

City: Magnolia      State: AR      Zip: 71753      County: Columbia

Phone Number: 870-234-4030      Fax Number: 870-234-0135

Immediate Supervisor: Latoyia Williams, Annette Hughey

Alternate Supervisor(s): Rasheiya Block, Donna Harper, Blake Harrell

Days of Operation: Monday through Friday

Hours of Operation: Mon. to Fri. 8:00 A.M. to 5:00 P.M.

Type of Training: Clerical

**Training Site Certification**

I certify that I have read, understand, and have received a copy of the Training Site Agreement. I agree, as a requirement of the Work Experience Program, that our Training Site will provide adequate supervision, training on basic work skills, practice all safety measures, and maintain accurate time records. I understand that any persons authorized to sign time sheets **MUST** sign the Training Site Agreement. If any changes need to be made, I must contact a WIOA staff member immediately. I understand that any time sheets that contain signatures not listed on the Training Site Agreement will be sent back to me. I understand that if the participant works more than the authorized hours I will be responsible for paying their additional wages. I understand that if the participant works over 40 hours a week, I will be responsible for compensation at the standard overtime pay of time and a half. I understand that it is the responsibility of the Training Site to prepare the Work Experience participant for unsubsidized employment.

**AUTHORIZED SIGNATURES**

Annette Hughey

Rasheiya Block

Donna Harper

Latoyia Williams  
Supervisor Signature

Rasheiya Block  
WIOA Staff Signature

Blake Harrell

Program Manager  
Title

Career Planner  
Title

9-9-2020  
Date

9-9-2020  
Date

## WIOA TRAINING SITE AGREEMENT

This agreement sets forth the responsibilities of Southwest Arkansas Planning and Development District, Inc., and the Training Site. The Training Site understands that the Training Site Agreement may be terminated and the participant removed at any time. Failure of the Training Site to submit timesheets in a timely manner or repeated problems will result in termination of the Training Site.

### SWAPDD, Inc. RESPONSIBILITIES

1. Ensure compliance with Federal and State regulations.
2. Determine if Training Site supervision is adequate.
3. Ensure that the participant is paid in a timely manner.
4. Assist the participant with personal problems or training related problems (i.e. excessive absences, tardiness, poor performance, etc.)
5. Resolve disciplinary and grievance problems.
6. Monitor Training Sites to determine the participant's training progress, relationships with supervisors/co-workers, and child labor laws.
7. Provide Workman's Comp coverage and process claims.
8. **NOT** responsible for:
  - a. damages done by the participant to or at the Training Site,
  - b. wages exceeding the agreed upon hours per week, holiday pay, vacation pay, or sick pay
  - c. providing bonding insurance,
  - d. theft of Training Site monies and/or properties.

### TRAINING SITE RESPONSIBILITIES

1. Ensure that the participant is not related to the contractor or direct supervisor. (For this, "related" means wife, husband, son, daughter, mother, father, brother, sister, aunt, uncle, niece, nephew, in-law, stepparent, or stepchild.)
2. Ensure that this Training Site Agreement does not result in the displacement of already employed workers and/or impair existing contracts.
3. Ensure that the participant is free of any direct or indirect discrimination based on race, color, national origin, age, gender, religion, disability, political affiliation or belief, or citizenship.
4. Ensure compliance with Federal and State Regulations, including Child Labor Laws; making sure that the training conditions are safe and that the participant is aware of all safety rules and regulations.
5. Ensure that the participant is not involved in any lobbying activities, political activities or sectarian related activities during training hours. This includes the construction, operation, or maintenance of any part of any facility that is used or to be used primarily for sectarian instruction or as a place for religious worship.
6. Ensure that the Training Site meets the drug-free workplace requirements of 29 CFR part 98.
7. Ensure that the participant will receive training that will prepare him/her for unsubsidized employment.
8. Provide sufficient training to occupy the participant during training hours and provide the necessary materials and equipment.
9. Provide qualified supervisors who check the participant's progress at various times, and objectively evaluate the participant.
10. Discuss minor training related problems with the participant and report major problems to the WIOA Career Planner.
11. Report training related injuries to the WIOA Career Planner within 24 hours.
12. Ensure that the participant does not exceed the authorized training hours and is paid only for hours he/she was in training. Any overtime worked will be paid by the Training Site at the standard overtime pay of time and a half.
13. Ensure that any persons authorized to sign time sheets have signed the Training Site Agreement and have been approved by the WIOA Career Planner.
14. Ensure that the participant is considered for vacant positions within the Training Site for which he/she is qualified.
15. Maintain this Training Site Agreement on file at the Training Site.
16. Provide bonding insurance, if necessary, for participants to handle training site monies (i.e. bank deposits, etc.).
17. Provide insurance for participant's driving training site vehicles.
18. During the course of training, progress reports will be completed by the Training Site Supervisor on each participant at their training site. These must be completed every 30 days. Participants will also sign these progress reports.
19. All Work Experience participants must be supervised by an approved Training Site Supervisor (on the premises) at all times while at work. If this directive is violated, the participant will be removed immediately and SWAPDD will close the training site.
20. Youth must take a 30 minute lunch if they work 6 or more hours. Youth will not be paid for a lunch break.

  
Training Site Supervisor

Date

  
WIOA Staff

  
Date

April 7, 2016