Department of Workforce Development State of Wisconsin

Division of Vocational Rehabilitation

**On-the-Job Training (OJT) Agreement**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

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| --- | --- | --- | --- | --- |
| Trainee/Employee Name | | | Job Title | |
| Employer Name | | | Employer Tax ID/FEIN | |
| Employer Payment/Remit to Address | | | | |
| Work Site Address (If different than Remit to Address) | | | | |
| Supervisor Name | | Supervisor Phone Number | | |
| Preferred Contact Name | | Preferred Contact Phone or Email | | |
| Start Date | End Date (not to exceed 90 calendar days) | | | Purchase Order Number |
| Payroll Hourly Wage  **$** | | | Weekly Work Schedule: | |
| Total Number of Hours for Training Period (not to exceed 90 days) | | |
| **OJT Agreement Payment**  50% of Total Costs = **$** | | | | |

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| --- | --- | --- |
| **Training Plan** | | |
| **Training Objectives** | **Provider and Method** | **How Progress Will Be Measured** |
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| *Example: Independently change and make all bedding* | *Colleague XXX provides demonstration, observation, correction and checklist* | *W/in 2 weeks of training start date can independently change and make bedding correctly with checklist only* |
| *Example: Learn to change oil independently* | *Provide Direct supervision & demonstration, on-line tutorial, observation & picture chart* | *W/in 4 weeks can change oil correctly w/only picture chart* |

**Guide:**

* Include 4-5 Training Objectives during the OJT Period.
* Training Objectives should be tasks associated with the job description the employee must accomplish during the OJT.
* If job description is not available, reference similar job tasks for the position using: <https://www.onetonline.org/>

**Note: Attach a copy of Job Description when available.**

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| **Termination of the Training Agreement:**  Each party to this agreement may terminate this agreement at any time. | |
| **Notice to the Employer:**   * Payment is made upon employer submitting 30-day Invoice and Progress Report. * This agreement does not affect in any way the employer’s responsibilities under any federal, state, or local laws pertaining to employment, unemployment insurance, or worker's compensation. * The above-named individual is considered a permanent employee as of the start date listed above. The employer agrees to maintain the employment and pay the wage and fringe in full after the training. * Work hours must be agreed upon by employer and employee and can be part-time or full-time up to 40 hours per week. * Employment of the above-named individual may be terminated at any time. * The employer is reminded of the availability of Job Center of Wisconsin (JCW) and asked to use JCW for their hiring needs (https://jobcenterofwisconsin.com). | |
| Employee Signature | Date Signed |
| Employer Signature | Date Signed |
| DVR Representative Signature | Date Signed |

DVR-16561-E (R. 07/2018)