

# CAMO2COMMERCE POLICY & PROCEDURE



**TITLE:** State On-the-Job Training  
**POLICY #:** 581  
**REVISION:** NA  
**EFFECTIVE DATE:** 1-1-14  
**REVISION DATE:** NA

**APPLIES TO:** WIA NEG funded Camo 2 Commerce Program

## REVISION HISTORY

| Revision | Date | Revision Description  |
|----------|------|---|
| Original | NA   | This policy allows OJTs to be written for C2C participants with the State of Washington for non-competitive temporary jobs. This policy applies only to the C2C NEG program & will be rescinded upon completion of the program. |

## BACKGROUND:

The Workforce Investment Act of 1998 (WIA) defines On-The-Job Training (OJT) at WIA Sec.101 (31). WIA allows for the provision of OJT for an unemployed or a currently employed individual when eligibility and other criteria are met. An OJT may take place with an employer in the public, private non-profit, or private for-profit sector.

The rationale for temporary OJTs with the State includes data showing that temporary employment with the State is likely to lead to a permanent job. To meet the intent of OJT while addressing the current employment trends of the State of Washington, PacMtn has entered into a Memorandum of Understanding with the State to provide OJT for non-competitive temporary jobs specifically for participants in the Camo 2 Commerce (C2C) program. A copy of the MOU with the State will be provided upon request to interested parties.

Additionally, the Governor signed Executive Order 13-01 requiring state agencies to create bridge opportunities aimed at hiring and retaining qualified veteran talent within state agencies. This also requires state agencies to increase the representation of veterans within the employee population.

Standard OJTs for permanent positions continue to be an option for C2C participants; however, C2C participants may choose to accept OJT for non-competitive temporary positions with the State of Washington. See PacMtn Policy #582 – Standard On-the-Job Training for the C2C program.

## POLICY:

On-the-Job Training may be provided to participants in the C2C program for non-competitive temporary jobs with the State of Washington. OJT for the C2C program must adhere to the requirements, restrictions and procedures outlined in this policy.

## REQUIREMENTS AND RESTRICTIONS FOR OJT:

1. Appropriateness of OJT

- OJT is a viable training option for individuals who prefer hands-on training instead of learning in a traditional classroom setting, or for those who have completed classroom training and need additional hands-on training to meet an employer's needs and/or requirements.
  - OJT should be for full-time employment (32+ hours per week). Part-time OJT can be provided when it is the participant's choice, the participant will be self-sufficient with the part-time income, and it can be justified that part-time employment is appropriate for the participant (example: individuals with a disability who would benefit from part-time employment versus full-time employment).
  - OJT may be sequenced with other WIA program services.
  - A comprehensive assessment must be completed for the C2C participant before he or she begins an OJT. An assessment can be waived if it is in the best interest of the participant in cases where they have already taken an assessment(s) or completed a thorough career exploration, and there is sufficient justification for the type and length of OJT training as documented in the participant case file.
2. OJT for Employed and Unemployed Participants (Sec 663.705)  
WIA allows On-the-Job Training for enrolled participants who are either employed or unemployed. In the case of the C2C program all transitioning military members who have not yet separated from active military duty are considered to be unemployed because they are part of a "substantial layoff" and were given notice that their job will end.
3. OJT Requirements for Employed Participants [20 CFR 663.705]  
WIA allows participants who are employed to participate in OJT with some stipulations. For the C2C program this would apply to military service members who have left military service and obtained a job that does not provide a self-sufficient wage/income. They may be considered for OJT either with the same or a new employer. OJT contracts for employed participants may only be written when all three of the following apply:
- a. The employed participant is currently earning less than 80% of their gross wage/income at the time of dislocation [PacMtn Policy #505 Rev. 1]; and  
**Note:** To calculate the income at the time of dislocation, use the military wages and include all allowances that are in addition to base pay such as for housing and hazard pay. The participant may document this with a self-certification or a check stub.
  - b. The OJT will provide training for the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or other appropriate purposes; and
  - c. The OJT position will provide an increase in wage, hours and/or benefits that will make the participant self-sufficient.
4. Reverse Referrals  
When an employer refers one of their employees to a WIA program for On-the-Job Training, an OJT contract cannot be written until all of the program enrollment requirements are met.

5. Duration of and Rationale for OJT Training

WIA does not put a time limit on OJT [101(31) (c)]. PacMtn has established a limit of six (6) months or 1040 hours (which ever comes first) as the maximum for OJT. It is not the intent of this policy to provide the maximum time limit for each OJT written. The length of the training should take into consideration availability of funding, the amount of time required for a participant to become proficient in the occupation for which training is being provided (skill requirements of the occupation, the academic and/or occupational skill level of the participant, and prior work experience). The rationale for the training duration may also take into account: a) a participant's disability including the need for accommodations; and, b) the program's available funding. [20 CFR 663.700(c)]

Although the occupation of the OJT training should be in a demand occupation, in cases where the state has temporary non-competitive position that shows as balanced or in decline on the demand/decline list, a waiver may be approved. (See #9 – Waivers, in this policy)

The justification/rationale for the OJT training, including duration must be entered into the participant's case notes or Service Plan in SKIES.

6. OJT Outside of the Pacific Mountain Workforce Development Area

PacMtn is subcontracting with the Thurston County Chamber and also WorkForce Central in Pierce County. OJT contracts may be written with State agencies in PacMtn and other WDAs. An OJT may be provided in another area when a participant must relocate or commute in order to obtain employment. However, the C2C program subcontractors could place limitations on what is reasonable for setting up and monitoring an out of area OJT. If an OJT will be located in another Washington State workforce development area, that WDA's administrative office should be contacted as a courtesy.

7. Occupations for which OJT Contracts Should Not be Written

- a. Jobs that are entry-level and require minimal training. An employer would typically be able to train an employee in the first few days or weeks on the job
- b. Jobs that pay the minimum wage or pay on commission or piecework.

8. Organized Labor Comment/Concurrence (WIA Section 181 and PacMtn Policy # 330)

The unions that represent state employees were notified in a letter from the State of Washington Office of Financial Management Labor Relations Division dated September 10, 2013 of the State's intent to enter into an MOU with PacMtn to provide OJT contracts for transitioning military members and veterans who are enrolled in the Camo 2 Commerce program. The letter explained that the OJTs would only be for non-competitive temporary jobs. In the letter, the unions were given the opportunity to comment. No comments have been received. The MOU became effective on December 18, 2013. This meets the requirements at WIA Section 181 and PacMtn Policy #330 regarding securing labor organizations' concurrence or consultation for OJT activities.

9. Waivers

Waivers may be granted on an individual basis for the following reasons. The waiver must be signed before the start date of the OJT and must be filed in the participant case file to document the approval.

- a. The job starts out at minimum wage. This should not be the case with State temporary non-competitive positions. However, if the participant requests to be placed in such an OJT, the waiver should explain how the participant will be able to be self sufficient and/or how they think the job is otherwise appropriate for them, including how it may assist them in obtaining additional/continuing employment with the State either in temporary or permanent positions.
- b. The maximum length of time for OJT is 6 months (or 1040 hours). A waiver may be granted on a case-by-case basis where there is documentation to substantiate the participant's need for additional training that will require training beyond these limits.
- c. If the occupation of the OJT shows as balanced or in decline on the Demand/Decline List, a waiver may be submitted. The waiver must provide a justification explaining how the OJT will prepare the participant for continued employment with the State or other jobs that are in demand.

A waiver may be submitted on a standard waiver form or in a memo or letter format that is sent to the PacMtn Director of Workforce Programs for approval. It is preferred that the waiver request be made electronically.

#### 10. C2C Program Requirements

- a. The C2C Program shall provide participants with a comprehensive assessment. Assessment information shall be used as part of the justification for the OJT and length of training and be documented in the participant file.
- b. C2C participants must be informed that participating in non-competitive temporary OJTs with the State is a common path to eventual permanent employment with the State; participating in these OJTs is voluntary; there is no guarantee of permanent employment upon conclusion of the OJT and/or the term of the temporary position; and that applying for permanent State employment is the participant's responsibility. It is important that they are successful in acquiring the skills outlined in the OJT, learn how to utilize the WA State hiring system, and remain current on the availability of State employment opportunities. Participants are encouraged to request a letter of recommendation and additional support from the OJT supervisor for obtaining permanent State employment.
- c. The C2C Program must create a written OJT contract which provides a structured training opportunity in which to gain the knowledge and competencies required by the employer [20 CFR 663.700(b)(c)] The OJT Employer must file the original OJT Contract with signatures in the participant file along with copies of timesheets and any additional documentation that relates to the OJT. The C2C program operator shall maintain a copy of the OJT Contract, time sheets and any other documents related to the OJT in the participant file.
- d. The State OJT Employer may be reimbursed up to 50% of the OJT Employee's gross wage rate to compensate for the extraordinary costs associated with the training. The contract must be completed and signed by all parties before the OJT Employee may begin the OJT training. [20 CFR 663.700 (a)(b)(c)]. There is no requirement for the OJT Employer to document the extraordinary costs.
- e. This policy and the attached OJT Contract are only for the C2C program in providing non-competitive temporary OJTs with the State. For a Standard OJT which requires

the employer to retain the participant in permanent employment, follow PacMtn policy #581 and use the contract provided in that policy.

- f. OJT Employers must be given an orientation by the C2C staff person to ensure that they understand the contract terms, the purpose of the OJT, the best method of communicating with the program, the process of preparing and submitting timesheets, and know that they need to release a C2C OJT Employee for job interviews, etc.
- g. The provision for Business Relocation in State Policy 3645 [20CFR 667.268] does not apply to jobs with the State of Washington.
- h. Monitoring of the OJT [20 CFR 667.410]
  - i. Contact with the OJT Employer and OJT Employee ideally will occur weekly or every two weeks or when appropriate, on a monthly basis. Contact must be frequent enough to evaluate the OJT Employee's progress, document that the training is being provided as outlined in the contract, is in compliance with provisions of the contract and to ensure that reimbursements are being made in accordance with procedures.
  - ii. The best method of contact with the OJT Employer must be pre-determined and entered on the OJT contract. Methods of contact can include on-site visits, phone or email. On-site visits must be sufficient to assure that training is being provided as specified in the contract. C2C staff may use all of these methods of contact but regularly use the best method as requested by the OJT Employer.

#### 11. OJT Employer Responsibility

- a. In accordance with 29 CFR 37.20 (a) (1), the OJT Employer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the laws listed at that reference: Section 188 of WIA; Title VI of the Civil Rights Act of 1973; Section 504 of the Rehabilitation act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972. The OJT Employer also assures that they will comply with 29 CFR part 37 and all other regulations
- b. The nondiscrimination assurances at 29 CFR 37.20 (a) (1) apply to this contract. The State of WA is an Equal Opportunity Employer.
- c. An employer must expect to be financially solvent to meet the OJT contract obligations through the end of the training.
- d. The OJT position shall not displace any current employee, including partial displacement or a reduction in the hours of non-overtime work, wages, or employment benefits. [20 CFR 667.270 (a)(c)]

#### 12. OJT Employee Responsibilities

- a. Arrive to work on time each day, adhere to breaks and lunch times.
- b. Call if employer if you are unable to work due to illness, etc.
- c. Put forth your best effort each day to learn the skills required for the position.
- d. Dress appropriately.

- e. Communicate with the OJT Employer. Let him or her know if you do not understand any instruction(s).
- f. Stay in touch with the C2C staff person you work with to let them know how you are doing on the job, including any barriers you may experience that affect your ability to work. Ideally, you should contact the C2C staff weekly or when appropriate, every two weeks.
- g. Do not quit the OJT without first speaking with the C2C staff.
- h. Find out how to apply for other State jobs and start applying for them before your OJT ends. It is common for individuals to continue to work for the State in temporary or project jobs until they obtain permanent State employment.
- i. Follow your OJT Employer's instructions to track your work time. The State OJT employer must submit a timesheet to the C2C program each month, on time, with yours and your OJT supervisor's signature. The OJT Employer may indicate your progress on the time sheet. If you have questions about the progress noted ask your OJT supervisor.
- j. Ask your OJT supervisor if they can give you a positive letter of recommendation. Ask them for advice about continuing work with the State.
- k. If you schedule a job interview during OJT work hours, first submit a request to your OJT supervisor (if possible), giving as much notice as possible.

#### **ATTACHMENTS:**

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Attachment A-1 - Sample OJT Contract with the State for Non-Competitive Temporary Jobs

Attachment A-2: Training Plan/Evaluation Form

WIA Program Operators may adapt the language in the sample OJT contract to their agency's specifications. No portion may be deleted but a WIA Program Operator may substitute their agency's preferred language. For example, the hold harmless clause can be modified as long as the Pacific Mountain Workforce Development Council (PacMtn) is held harmless along with the WIA Program Operator's agency. The program operator may request an MS Word version of the Contract for making changes and inserting required information. Changes must be approved by PacMtn.

#### **REFERENCES:**

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- WIA Sections and CFR numbers as noted
- PacMtn Policy #540 - Tools and Equipment
- PacMtn Policy #550 – Assessment

#### **EQUAL OPPORTUNITY:**

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PacMtn is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

**DIRECT INQUIRIES TO:**

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Program & Performance Coordinator  
1570 Irving Street SW  
Tumwater, WA 98512  
Phone: (360) 507-6980  
Fax: (360) 704-6444  
TTY: Use the State Relay Number – 711

**APPROVED BY**

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Cheryl B. Fambles, CEO



# CAMO2COMMERCE

## OJT CONTRACT FOR STATE Non-Competitive Temporary Positions

OJT Contract #:

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This OJT contract is between the **(enter your WIA organization name here)**, herein after called the WIA Program Operator and **(enter name of employer here)** hereinafter called OJT Employer. Both parties agree to the contract terms as set forth below. The contract term commences on **(enter start date here)** and terminates on **(enter end date here)**. The Contract will end upon completion of maximum hours or on the planned end date, or when participant acquires proficiency which ever comes first.

### OJT EMPLOYEE INFORMATION

A. Name:

SKIES ID:

B. See #3 on page 2-3 for employed participants. If this applies, are all three of the criteria met? \_\_\_ Yes \_\_\_NA

### TRAINING AND REIMBURSEMENT

Title of OJT Position:

Net Code:

Planned Start Date:

Planned End Date:

Maximum Hours:

Hrly Wage:

Percentage of Wage Reimbursed:

Max. Reimbursement:

- *Contract will end upon completion of Maximum Hrs or on the Planned End Date, whichever comes first.*
- *For wage increase during the term of the contract, complete the following and send to fiscal:*

Date Wage Increase is Effective:

New Hrly Wage:

New Max. Reimbursement:

### C2C PROGRAM CONTACT INFORMATION

Staff Name:

Phone:

Email:

### WA STATE AGENCY INFORMATION:

Supervisor in charge of training:

Phone:

Email:

Alternate in charge of training:

Phone:

Email:

Name of State Department/Office:

Training Address/City/Zip:

Reimbursement Mailing Address (if different):

Number of C2C OJTs Currently at this site:

Best method for Monthly Contact:



## C2C OJT FOR STATE NON-COMPETITIVE TEMPORARY POSITIONS

### TERMS AND CONDITIONS

#### TRAINING

1. The OJT Contract must be completed and signed before the OJT Employee starts the OJT job.
2. The OJT Employer shall develop a training plan for the OJT Employee that includes competencies needed to be satisfactorily skilled in the OJT position. [20 CFR 663.700(c)] These competencies will be listed on the Training Plan/Evaluation Form (Attachment A-2). The OJT Employer will complete the evaluation to document competencies gained (includes columns: Skilled Attained; Comments; Evaluation Date.)
3. The OJT Employer shall provide the training prescribed on Attachment A-2 and complete any evaluation and/or training progress forms that may be provided by the C2C Program. The OJT Employee shall be the OJT Employer's employee, shall be on the OJT Employer's payroll, shall be entitled to the same consideration and shall be governed by the same policies as other employees. The OJT Employer shall extend to the OJT Employee all of the benefits offered to all employees in non-competitive temporary positions.
4. The OJT Employer certifies that this is a non-competitive temporary State job. The OJT Employer agrees to continue employment of the OJT Employee through the end of the State temporary position based upon successful completion of the OJT Contract. The State is not further obligated to continue employment **upon termination of the temporary position**. However, the OJT Employer is asked to inform the OJT Employee about the State hiring system and give them ideas of where and how they can apply for other State jobs. The OJT Employer must release the OJT Employee from OJT work hours to go to job interviews. The OJT Employee is asked to give as much notice as possible.
5. The OJT Employer will provide an orientation to the OJT Employee that covers, at a minimum, the OJT Employer's rules, expectations, safety information and benefits.
6. A reasonable opportunity shall be provided for the OJT Employee to attain skills and to demonstrate positive work habits prior to the end of the OJT Contract. During the term of the OJT training, the OJT Employer shall contact the C2C Program prior to terminating the OJT Employee. (Except for serious infractions that require the immediate removal of the OJT Employee from the OJT Employer's place of business such as intoxication, violent behavior, etc., or as per the OJT Employer's Personnel Rules).
7. If the OJT Employer **requires other employees in this position to provide their own tools**, the OJT Employer will provide the C2C Program with a list of the required tools and/or equipment needed. Any tools and/or equipment purchased by the C2C program with WIA funding will become the property of the OJT Employee after the OJT Employee has

successfully completed the On-the-Job Training Plan, if the tools are needed for continued employment. In the case that the tools are not required by the OJT Employee for continued employment, the tools must be returned to the C2C program. See PacMtn Policy #540 regarding Tools and Equipment.

## **FISCAL**

8. PacMtn shall reimburse the OJT Employer on a monthly basis for a total amount not to exceed the maximum training reimbursement. The OJT contract shall end upon the completion of the Maximum Hours, Planned End Date, or when the participant acquires proficiency, whichever comes first. Reimbursable wages shall not include undocumented payments to the OJT Employee. No reimbursement shall be made for work performed outside of the term of the contract, or during periods of work stoppages, fringe benefits which include paid holidays, sick leave or vacation leave. Overtime hours in excess of 40 hours per week shall be reimbursed at the regular rate of pay. The OJT Employer must pay the overtime rate in excess of the regular rate in full.
9. All reimbursement requests submitted by the OJT Employer must be submitted by due date and shall be supported by business receipts, time and payroll records, and other records normally kept by the OJT Employer.
10. The OJT Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract. Wages must be paid by check or direct deposit. Reimbursement time sheets must be signed in ink, by both the OJT Employer and the OJT Employee and must be submitted according to the C2C Program's instructions. Inaccurate or incomplete timesheets or timesheets submitted more than thirty (30) days after the end of the training period may not be honored at the sole discretion of the C2C program. The OJT Employer must maintain copies of the timesheet(s) along with a copy of the OJT contract at the training location or in the WIA Employee's personnel file.
11. The OJT Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by PacMtn or its agent, WorkForce Cenral, the State of Washington and/or the federal government, at any time and without prior notice to the OJT Employer. However, prior notice is typically provided.
12. The OJT Employer, as a State agency, is self-insured and agrees to provide adequate insurance coverage to protect against legal liability arising out of OJT activity. The OJT Employer agrees to provide verbal or written assurance of this insurance coverage, if requested by the C2C Program.
13. The OJT Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records for three (3) years after the end of the training period, or longer if any litigation or audit is begun or any claim is instituted which involves these records. The OJT Employer shall retain the records beyond the three (3) year period until the litigation, audit findings or claim has been resolved.

## **OJT EMPLOYER ASSURANCES**

14. If the OJT is being provided to one of the OJT Employer's current employees, the OJT Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT Employee with additional wages, hours or benefits.
15. The OJT Employer certifies that they are financially solvent on the effective date of this contract and the OJT Employer's best projection is that they will remain financially able to meet contract obligations through the end of the training period.
16. The OJT Employer agrees to comply with all applicable local, State and/or federal laws and ordinances.
17. The OJT Employer assures to comply fully as required at 29 CFR 37.20 (a) (1) with nondiscrimination and equal opportunity provisions of WIA Section 188, including complaint processing and compliance reviews. The OJT Employer also assures that it shall not discriminate in its employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical disability. The nondiscrimination assurances at 29 CFR 37.20 (a) (1) apply to this contract.
18. The OJT Employer assures that they have not been debarred or suspended in regard to federal funding. (29 CFR Part 98)
19. The OJT Employer further assures that OJT funds will not be used to assist, promote or deter union organizing nor will the OJT Employer allow the OJT Employee to engage in political activities during work hours. 20 CFR 663.730
20. The OJT Employer certifies that no member of the OJT Employee's immediate family is engaged in an administrative capacity in relationship to this OJT contract, or will directly supervise the OJT Employee. For the purpose of this contract, immediate family is defined as husband and wife (including same-sex marriages), children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT Employee's spouse. 20 CFR 667.200(g)
21. The OJT Employer assures that wage and labor standards will be adhered to and to pay the OJT Employee at the same rates, including periodic increases, and benefits as trainees or employees who are similarly situated in similar jobs, and including worker's compensation coverage. Such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable State or local minimum wage law. WIA sect. 181(a) (1) (A)
22. The OJT Employer assures that the OJT Employee will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship. 29 CFR 37.6(F)
23. The OJT Employer assures that the OJT Employee has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on

opportunities of current employees. The layoff period shall be the expiration of the period required by a recall list. If no recall list of re-employment rights exists, the layoff period shall be for one year from the last layoff or until the next operating year of the department or agency, whichever occurs later. 20 CFR 667.270

### **ADDITIONAL TERMS**

24. No fees shall be charged to any OJT Employee or OJT Employer for referral or placement services relative to this OJT contract.
25. The OJT Employer shall participate in and be bound by determinations resulting from the **C2C Program Operators's** complaint and Hearing Procedure if the OJT Employee chooses to access that process. If the OJT Employee chooses to access the State established grievance procedure, where the OJT Employer's procedure applies, the OJT Employee shall have the right to request a review of the OJT Employer's grievance decision by **the C2C Program Operator.**
26. The C2C Program shall indemnify and hold harmless the OJT Employer from all claims, costs, damages, or expenses arising out of the negligence of the C2C program. Likewise, the OJT Employer shall indemnify and hold harmless the C2C program for all claims, costs and damages, or expenses arising out of the actions of the OJT Employer. In the case of negligence of both the OJT Employer and the C2C program, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party.
27. This contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that the laws of the State of Washington, both as to interpretation and performance, shall govern this contract. Any action of law, suit in equity, or judicial proceeding for the enforcement of this contract or any provision thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in county where **the C2C Program Operator is located. This will be Thurston County for PacMtn and Pierce County for WorkForce Central.**
28. The parties understand and agree that if the courts hold any part, term or provision of this contract to be illegal, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the contract had not contained the particular invalid provision. If it should appear that any provision of this contract is in conflict with any statutory provision of the State of Washington, the provision shall be deemed modified to conform to the statutory provision.
29. The parties agree that this contract is the complete expression of its terms. Any oral representations or understanding not incorporated herein are excluded.
30. Either party may terminate this contract at any time by giving ten (10) day advance written, signed notice of intent to terminate to the other party.
31. **This contract may be amended by the mutual agreement of the parties. The OJT Employer may request reimbursement for an increase in OJT Employee wage and/or a new maximum reimbursement amount.** Requests must be in writing and may be sent electronically to the C2C program (email is preferred). Such changes shall be documented on the first page of this contract by the C2C staff if approved.

33. The individual signing this contract verifies that they are the OJT Employer’s authorized agent and is authorized to sign on behalf of the OJT Employer to enter into the Contract and certifies that all the information provided by the OJT Employer is correct to the best of their knowledge.

**I agree to all of the conditions contained in this On-the-Job Training Contract:**

**C2C PROGRAM**

**STATE AGENCY**

\_\_\_\_\_  
C2C Program Staff Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Mail Address



**CAMO2COMMERCE**

**STATE NON-COMPETITIVE TEMPORARY OJT**

OJT Contract #:

OJT Employee Name: \_\_\_\_\_

Occupational Training (Job Title): \_\_\_\_\_

Employer (State Agency): \_\_\_\_\_

| TRAINING PLAN – SKILLS TO BE GAINED | EVALUATION                      |      |
|-------------------------------------|---------------------------------|------|
|                                     | Skill Gained:<br>Y = Yes N = No | Date |
|                                     |                                 |      |

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

|  |      |
|--|------|
| <b>PARTICIPANT:</b> I understand & agree to the above training plan & my responsibilities as listed in PacMtn Policy #582. |      |
| Participant Signature  | Date |