

MISSOURI REHABILITATION SERVICES FOR THE BLIND  
ON THE JOB TRAINING (OJT)  
AGREEMENT

Date Begin \_\_\_\_\_ Ending Date \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

INDIVIDUAL TO BE CONTACTED \_\_\_\_\_

The employer identified herein agrees to participate in the Missouri Rehabilitation Services for the Blind on-the-job training program by providing employment and training to:

NAME OF CLIENT/TRAINEE \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

in accordance with the terms set out herein and in Attachment B, and the special provisions set out in the OJT PROVISIONS AND ASSURANCES, Attachment A, which terms and special provisions shall be considered part of this agreement.

Missouri Rehabilitation Services for the Blind represented by the Counselor for the Blind executing the agreement,

NAME OF COUNSELOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

and the employer named above mutually agree to participate in the Missouri Rehabilitation Services for the Blind on-the job training program in accordance with the terms and special provisions of this agreement.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
RSB Counselor

by \_\_\_\_\_  
AUTHORIZED SIGNATURE

by \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
TYPED NAME

DATE SIGNED \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**OJT PROVISIONS AND ASSURANCES**

The items on this form shall be considered a part of attached agreement.

The occupation in which the client/trainee will be trained: \_\_\_\_\_

**I. Concise outline of OJT**

Job tasks/Job duties:	Hours (Total estimated time per task):
A.	
B.	
C.	
D.	
E.	
F.	

**II. Goals**

Specific behavioral/work goals for client/trainee:	Timeline to achieve goal:
A.	
B.	
C.	
D.	
E.	
F.	

Counselor Review Schedule (Dates) \_\_\_\_\_

**III. Hours, Employee wages, Employer reimbursement:**

A. Total weekly work hours should be no less than \_\_\_\_\_ hours per week, and no greater than \_\_\_\_\_ hours per week (hours per week shall not exceed 40 hours per week).

B. Wages to be received by the client/trainee (check one):

\_\_\_\_ Hourly    \_\_\_\_ Weekly    \_\_\_\_ Monthly    Amount \$ \_\_\_\_\_

C. Employer's reimbursement from Missouri Rehabilitation Services for the Blind (check one):

\_\_\_\_ Hourly    \_\_\_\_ Weekly    \_\_\_\_ Monthly    Amount \$ \_\_\_\_\_

Other arrangements: \_\_\_\_\_

(Use additional page if necessary)

**OJT TERMS OF AGREEMENT**

This agreement shall be binding on the parties for a term commencing on the begin date and terminating on the ending date, which dates are indicated on page one (1). Furthermore, although continued employment of the client/trainee beyond the ending date is a desired outcome of the on-the-job training, this agreement does not require the employer to make such a commitment.

In return for entering into this agreement, Missouri Rehabilitation Services for the Blind promises:

- A. to reimburse the employer for training per the terms of the agreement.
- B. to provide consultation and support to the client/trainee and employer on a regular basis.
- C. to provide additional support or consultation on an as needed basis per the request of the client/trainee or employer.

In return for entering into this agreement, the employer promises to:

- 1. provide a meaningful on-the-job training experience, as agreed upon in the OJT Provisions and Assurances document.
- 2. provide monthly (or more frequent if needed and agreed upon) written progress reports which will state:
  - a. the training activities engaged in by the client/trainee during the report period.
  - b. the progress made by the client/trainee in each work activity; as measured by production reports or supervisory ratings or judgments.
- 3. pay wages to the client/trainee at least to the level of the applicable state or federal minimum wage but not less than the prevailing wage paid to other employees within that class and geographic area.
- 4. provide the client/trainee the same working conditions, hours worked, and employee benefits (e.g. overtime, sick leave, work breaks, etc.) as other similar employees.
- 5. shall pay the client/trainee wages for work produced when due on regularly scheduled paydays.

The employer and Missouri Rehabilitation Services for the Blind agree that the client/trainee shall be subject to the same rules and regulations that govern other employees. It is agreed that the employer retains the right to terminate the OJT agreement if the client is not making satisfactory progress, is disruptive to the work site, or if the employer-employee relationship is so poor as to make the training or work experience meaningless. However, the employer shall give Rehabilitation Services for the Blind at least five days notice prior to termination.

Additional agreements, outside of those set forth in this document, between the employer, the client/trainee, or the Rehabilitation Services for the Blind counselor will require supervisory approval from Rehabilitation Services for the Blind prior to inclusion within this agreement.

### RSB On-the Job Training Report

Employee (Trainee) Name:		
Authorization number:		
OJT Site Name:		
OJT Site Address:		
OJT Site Phone:		
OJT Supervisor	Start Date	End Date
OJT Position Title:		

Reporting period:

Hours worked this period:

(Certification for receipt of services should be attached)

Tasks/duties performed:

Progress made in each activity as measured by production reports or supervisory ratings:

Summary (Provide additional information regarding overall skills development, including soft skills):

Concerns (Note any concerns about the employee's performance here):

**Certification of Receipt for Services**

**Department of Social Services/Family Support Division/Rehabilitation Services for the Blind**

Client Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Location of Services: \_\_\_\_\_

Service Description: \_\_\_\_\_

Date of Service	Time In	Time Out	Total Hours

Total Number of Service Hours Provided for the Month \_\_\_\_\_

**I hereby certify that all services were performed as indicated above, and that all information is complete and accurate to the best of my knowledge. I understand that false or misleading information could be considered a breach of contract and may result in immediate termination of the contract.**

\_\_\_\_\_  
Signature of Contractor/Service Provider\*

\_\_\_\_\_  
Signature of Client or Authorized Representative\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*\*Signatures of the service provider and the Department client, or the client's Authorized Representative, are required. This document shall be submitted with the monthly invoice and monthly progress report before payment will be made by the Department.*