

APPRENTICESHIP WORKSITE AGREEMENT

This worksite agreement is between _____ (*Community College*) _____ a Gateway Workforce Services Provider and _____ (*company/worksite*) _____, the worksite employer. The purpose of this agreement is to set forth the guidelines to provide Workforce Innovation and Opportunity Act (WIOA) eligible participants enrolled in the _____ Apprenticeship Program the opportunity to attend approved career and technical education programs and simultaneously receive an apprenticeship in their field of study.

Section I. Employer Information

Employer Name:			
Address:	City:	State:	Zip:
Contact Person:	Contact Email:	Contact Phone Number:	
Regular Functions:		Business Hours:	
Information on Apprenticeship Jobs Requested			
Job Title	Pay Rate	Number of Apprentices	Supervisor this Position
Does the Employer have an employee that currently serves or who served during the past year on the Mississippi Partnership Local Workforce Development Board? <input type="checkbox"/> Yes <input type="checkbox"/> No 			

Section II. – Roles and Responsibilities for Apprenticeship Employer

1. The Employer agrees to:
 - a. Follow legal hiring and employment practices. No apprentice shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation or belief, be discriminated against or denied employment.
 - b. Provide adequate employee orientation and safety training.
 - c. Maintain Worker’s Compensation Insurance coverage for the entirety of the Apprenticeship Program.
 - d. Provide a complete job description and worksite summary on a template provided by the Community College.
 - e. The apprenticeship on-the-job training being directly related to the apprentice’s field of study.
 - f. Pay apprentices fair compensation as determined by the competitive market but no less than \$12.00 per hour.
 - g. Design a work schedule that does not interfere with the apprentice’s class schedule, and the employer will restrict hours based on academic performance and recommendations of the Community College.
 - h. Provide a supervisor for the apprentice(s) and update the Community College as changes occur.
 - i. Submit appropriate paperwork and payroll information to the Community College in order to receive reimbursement.

