



# Apprenticeship Contract & Statement of Understanding

<b>HIRED! Apprentice's Name</b>	
<b>MWR Partner Site</b>	

## 1. Purpose

It is the purpose of this agreement to explain the terms, conditions and rules regarding the participation of (\_\_\_\_\_) (hereafter referred to as "HIRED! Apprentice") in the HIRED! Apprenticeship Program (hereafter referred to as "the Program").

## 2. Minimum Qualifications

The HIRED! Apprentice certifies that he or she is a citizen, a national, or a legal permanent resident of the United States of America and is at least 15 years of age at the time this contract was signed.

## 3. Terms of Service

- a) The HIRED! Apprentice understands that he/she must successfully complete the required total of 180 hours for a HIRED! Apprenticeship Term to be eligible for a HIRED! Cash Award. Within a seven-day period, participants are expected to work and participate in HIRED! Workforce-Preparation and Secondary-Education Exploration Workshops for a total of fifteen (15) hours.
- b) The HIRED! Apprentice understands that in order to be eligible for an additional HIRED! Term, the HIRED! Apprentice must receive satisfactory performance reviews for his/her current term. The HIRED! Apprentice understands, however, that eligibility for subsequent terms does not guarantee selection or placement.

## 4. Rules of Conduct

- a) While acting in an apprenticeship capacity, the HIRED! Apprentice is expected to:
  - 1) Demonstrate mutual respect towards others
  - 2) Follow directions and complete assigned tasks
  - 3) Direct concerns, problems and suggestions to the appropriate official
- b) At no time, while acting in an apprenticeship capacity, may the HIRED! Apprentice:
  - 1) Engage in any activity that is illegal under local, state, federal, or host-nation law
  - 2) Engage in activities that pose a significant safety risk to others
  - 3) Engage in any activity involving proselytizing or assisting religious organizations, attempt to influence legislation or an election, aid a partisan political organization, participate in a voter-registration drive,

- fundraise for either financial campaigns or endowment drives, solicit gifts, or aid any business or organization for profit.
- c) The HIRED! Apprentice understands that the following will constitute a violation of the Program's rule of conduct:
    - 1) Unauthorized tardiness or unauthorized absence
    - 2) Repeated use of inappropriate language (i.e., profanity)
    - 3) Stealing or lying
    - 4) Engaging in activity that may physically or emotionally damage other participants of the Program or members of the community
  - d) The HIRED! Apprentice understands the following will constitute a violation of the Drug-Free Workplace Act:
    - 1) Processing or using any illegal drugs during the term of service
    - 2) Consuming alcoholic beverages either prior to or during the performance of service activities
    - 3) Being under the influence of alcohol or illegal drugs during service activities
    - 4) Failure to notify the Program of a criminal arrest or conviction occurring during the term of service
  - e) For violating the above-mentioned rules, the Program will do the following, except in cases in which during the term of service, the HIRED! Apprentice has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance.
    - 1) First offense, the HIRED! Program Coordinator will issue a verbal warning
    - 2) Second offense, the HIRED! Program Coordinator will issue a written warning and reprimand to the HIRED! Apprentice
    - 3) Third offense, the HIRED Program Coordinator will terminate the HIRED! Apprentice
  - f) The Program and the Morale, Welfare & Recreation (MWR) Placement Site reserve the right to release the HIRED! Apprentice for due cause if, in the opinion of the Program or MWR Employer, his or her conduct undermines the effectiveness of the operation of the MWR Placement Site to which he or she is assigned.
  - g) The Program and the MWR Placement Site may release the HIRED! Apprentice for due cause if, in the opinion of the MWR Employer, he or she repeatedly or periodically continues to demonstrate inappropriate behavior by engaging in a pattern of misconduct.
  - h) The HIRED! Apprentice understands that he or she will be released for due cause, without a HIRED! Cash Award regardless of hours worked, in accordance with Paragraphs b), c), d) and e) of Section 4 of this Agreement.

## **5. Release from Program Term**

The HIRED! Apprentice understands that Child, Youth & School (CYS) Services may terminate an Apprentice at any time during a HIRED! Apprenticeship Term if the Apprentice is under the investigation for a misdemeanor, felony, and/or the sale or distribution of a controlled substance. HIRED! Apprentices may also be released if work performance is deemed unsatisfactory by an MWR Placement Site, as documented by the MWR Placement Site and HIRED! Program Coordinator. HIRED! Apprentices may terminate apprenticeships at any time. Authorization to start a new

apprenticeship term at a later date will then be determined by the HIRED! Program Coordinator on a case-by-case basis.

## **6. Grievance Procedure**

In the event that informal efforts to resolve disputes are unsuccessful, the HIRED! Apprentice may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluation, or release from cause.

### **a) Alternative Dispute Resolution**

Alternative Dispute Resolution (ADR) must be selected within seven (7) days of dispute. If a HIRED! Apprentice chooses ADR as a first option, a neutral party designated by the Program will attempt to facilitate a mutually-agreeable resolution. The neutral party must not have participated in any previous decisions concerning the dispute. ADR is confidential, non-binding, and informal. No ADR proceedings may be referred to at the grievance-hearing or arbitration states. The neutral party may not participate in future proceedings.

### **b) Formal Grievance-Hearing**

A HIRED! Apprentice may request a grievance-hearing without participation in ADR, or if ADR fails to resolve the dispute. The HIRED! Apprentice should make a written request within seven (7) days of grievance for a hearing to the following four individuals: the MWR Employer, the Youth Program Director, the HIRED! Program Coordinator, and the CYS Services Coordinator. Once a request for a grievance-hearing is made, the Program should provide the HIRED! Apprentice all information used in disciplinary decisions regarding the occurrences in question.

## **7. Statement of Understanding**

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, understand that the staff members with whom my son/daughter will come in contact at the MWR Placement Site during the HIRED! Apprenticeship may not have the same background-check clearances as CYS Services staff members.

I have also been informed that the MWR Site Mentor who will work directly with my son/daughter at the MWR Placement Site has local background check clearances but may not have undergone a Childcare National Agency Check & Inquiries (CNACI).

**8. Photo Release**

*Please complete either 1) or 2) below.*

1) I, \_\_\_\_\_, hereby grant Child, Youth & School Services my permission and consent to use my name, photograph, and personal information in media coverage or publicity materials related to the Program.

2) I, \_\_\_\_\_, do not give Child, Youth & School Services my permission to use my likeness or information in any publicity materials.

---

HIRED! Apprentice's Signature

Today's Date

---

HIRED! Apprentice's Parent/Legal Guardian's Signature

Today's Date

---

HIRED! Program Coordinator's Signature

Today's Date