

AICA SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

HOST AGENCY / TRAINING PARTNER AGREEMENT

Memorandum of Understanding

In order to promote the growth and development of the trainee, and to provide an opportunity for significant community service the, TRAINING PARTNER will:

- Provide AICA SCSEP trainee(s) with a healthy and safe training site(s)(Does not apply to remote/virtual trainees); adequate supervision; orientation to agency policies and procedures; necessary training to perform assigned duties and fair and equitable treatment.
- Agree not to displace any current employee with a TRAINEE, nor assign a TRAINEE to perform the tasks of an employee on layoff, nor to replace a Federally funded position (other than SCSEP) with another SCSEP TRAINEE.
- Not discriminate on the basis of race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, or genetic information.
- Not use a TRAINEE in any activity that could be construed as an activity related to or involved with the maintenance, operation or construction of any facility to be used as a place for sectarian religious instruction or worship.
- Not allow TRAINEE to engage in activity of a political nature, either, local, state, national or tribal, during the trainee’s SCSEP training hours.
- Actively support a TRAINEE’s Individual Employment Plan (IEP) and to consider any TRAINEE for all job openings for which that TRAINEE qualifies on an equal basis with any other applicant.
- Assure that the direct supervisor(s) will adhere to conditions of this agreement and to all SCSEP administrative requirements as outlined in the training site agreement.
- Will provide adequate documentation of match or cost sharing of non-Federal cash and / or in-kind contributions in the form of products, space and / or services that are reasonable, allocable and allowable to SCSEP (approximately \$500 per participant annually). Exemption: Cost sharing or matching contributions are not required for Host Agencies / Training Partners who receive all or a large portion of funding from Federal sources.
- Will maintain access to a high speed internet connection with functioning email or a fax machine in a good working order to both receive and send participant time sheets from and to a designated fax number. “Good working order” means ensuring that the document output settings are correct so the fax is readable to AICA for timely processing of participant time sheets for payroll purposes. Host Agencies are however, required to have an email address so AICA can communicate updates electronically.

AMERICAN INDIAN CENTER OF ARKANSAS will:

- Provide wages, FICA and worker’s compensation coverage to each TRAINEE for the authorized number of hours per week.
- Provide supervisors with orientation and periodic update on the goals and objectives of SCSEP.
- Assign TRAINEE(s) to the Host Agency / Training Partner’s designated training site(s) for the purpose of engaging in productive community service and skills development, subject to the approval of the training site supervisor.
- Remove TRAINEE(s) from training site upon request of the Host Agency / Training Partner.
- Reserve the right, following reasonable notice, to reassign any TRAINEE(s) at any time that the re-assessment will increase the trainee’s opportunity for training or unsubsidized employment; or will otherwise serve the best interests of the trainee; or will better support the goals and objectives of American Indian Center of Arkansas’ Senior Community Service Employment Program.

This agreement will remain in effect until either the Host Agency / Training partner or AICA- SCSEP chooses to end the relationship.

This agreement is subject to the continuation of funding from the Department of Labor Division of Older Worker Program, to operate this Senior Community Service Employment Program.

The Host Agency / Training Partner certifies that it is a: [] Government _____ or, [] 501(c)(3) Organization
Please provide documentation

SCSEP NATIONAL GRANTEE:

American Indian Center of Arkansas, SCSEP
 Name of Organization
400 West Capitol, Ste. 2380 Little Rock, AR 72201
 Address City State Zip
 Telephone **501-666-9032** - Fax **501-666-5875**

 Printed Name and Title

 Signature of Authorized Certifying Official Date

HOST AGENCY / TRAINING PARTNER:

 Name of Organization

 Address, City, State, Zip

 Telephone Fax

 Printed Name and Title

 Signature of Authorized Certifying Official Date