**Phase 2: Sample Memorandum of Agreement (MOA) for Workplace Education Implementation**

Note: Applicants must adapt this MOA to the specifics of the partnership. Submit the MOA on company letterhead. One ***original*** copy must be signed by all partners.

**PARTNERSHIP RESPONSIBILITIES[[1]](#footnote-1)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to support the program in the following ways.**

Name of Business representative

**Release time (optional) or stipends (optional) for worker to attend class** $

X number of workers for one-on-one assessment for up to one hour $

X workers x hourly rate = $

X numbers of workers to attend class

X workers x hourly rate = $

**Other cash match** to support XXX activities, such as $

Release time for Planning and Evaluation Teams

1 member of senior management @ hourly rate for 4 meetings (each 1½ hour) = $

1 member of middle management @ hourly rate for 7 meetings (each 1½ hour) = $

2 members of supervisory level @ hourly rate for 7 meetings (each 1½ hour) = $

2 students @ hourly rate for 7 meetings (each 1½ hour) (optional) = $

**Classroom space** for assessments, classes, PET meetings, with formula used to pro-rate cost including square footage, cost per square foot, pro-rated amount for time used by education program. $

**Note:** The cash (optional) and in-kind match share of program costs is a documented and auditable contribution

**TOTAL:** $

**Name of Education Provider: \_\_\_\_\_\_\_\_\_\_will support the program in the following ways.**

Identify a workplace education coordinator to facilitate Planning and Evaluation team meetings

Provide and supervise trained instructors to develop contextualized curriculum and teach classes

Provide required written reports to ACLS

Enter required data in web-based individualized student tracking system (LACES)

**Name of Labor Union and Local: \_\_\_\_\_\_\_will support the program in the following ways.**

PET participation - @ hourly rate for 7 meetings (each 1½ hour) $

Union staff involvement (e.g., support curriculum development)

Market the program and recruit students

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Signature of the Education Provider Date

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Signature of CEO or COO of the Business Date

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Signature of the President of the Labor Union Date

1. Partnerships are not limited to the categories in this sample. Partnerships determine the number of PET meetings needed and add other commitments as needed to the MOA. [↑](#footnote-ref-1)