



Enter Month, XX, XXXX

Enter Full Name

Enter Address

Enter City, State, and Zip Code

Dear, [Ms./Mr. Surname]:

Welcome to Oracles of Truth Academy! We are excited to offer you a **Contingent Worker Trainee** position. This is a temporary, part-time, and probationary apprenticeship training position. The length of your probationary period shall be 180 days with two evaluation sessions completed at 90-day intervals. You will be expected to complete all required training, internship assignments, externship work experiences, and pass required performance evaluations before any additional job placement services shall be offered to you with one or more employers in our Business Infused Network.

Your stipend rate shall be \$13.00 per hour. After completion of your probationary period, you shall be eligible for job placement services leading to full-time employment and possible pay rate ranging from \$15.50 to \$18.50 per hour or more depending upon job placement services and opportunities you receive.

#### Onboarding Activities and Training

Your official **Contingent Worker Trainee Onboarding Packet** has been prepared and your job shadowing, and vocation training experience can begin once you have completed signing all required onboarding documents, which include:

- WPC Plan
- WPC Participation Agreement
- At-Will Contingent Worker Trainee Offer Letter
- Contingent Worker Trainee Handbook
- Contingent Worker Trainee Non-disclosure and Confidentiality Agreement
- Contingent Worker Trainee Attestation Agreement
- Non-disclosure and Confidentiality Intellectual Property and Attestation Agreement
- IRS W9-Form
- Letter of Intent for Future Employment

DocuSign Links for each of the above documents will be emailed to you to give you an opportunity to review and sign your onboarding documents. You must also provide a copy of your **Social Security Card** and **State Issued ID Card** or **Driver's License**, if you have not already submitted these documents.

You must also complete onboarding training to ensure you understand your responsibilities under Federal Law to protect yours and others personal information and how to report your

monthly work schedule and submit billing documents (e.g., timesheets and invoice to receive your stipend pay). This training shall include:

- Login and Access Credentials
- Access to Financial Tools
- WPC Orientation
- HIPAA Compliance Training
- FERPA Compliance Training
- Billing Policy and Documentation Training

#### Required Job Readiness Training with OT Academy

You shall be scheduled to complete onboarding training and online video training for Terra Superfoods, which include:

- Terra Superfoods Training (<https://olc.oraclesoftruth.org>)
- Career Preparation Training (<https://drshinshuri.com>)

*Note: A laptop computer is required to complete required training cited above, internship assignments, and externship work experiences with the employer, and to prepare you for job placement upon successful completion of the program. Access credentials to login to Oracle Learning Community shall be sent separately. Look for your access credentials in the next few days along with a training schedule with dates and times shall be sent in a separate email.*

You must obtain your **Food Handlers Card within 30-days** of starting your apprenticeship training and work study experience with Terra Superfoods. You are eligible to receive reimbursement of the fees associated with getting certified and obtaining the actual card.

#### Required Terra Superfoods Onsite Training and Apprenticeship Work Schedule

Terra Superfoods is located at: 570 Munras, Monterey, CA 93940. You must report for work-study job readiness training with Jade Vucina (the owner) on **[Day, Month XX, XXXX at XX:XX am or pm]**. Her direct number is **(XXX) XXX-XXXX**. Your starting work schedule shall be **[Week Day – Week Day]** from **[XX:XX am or pm to XX:XX am or pm]**. The company has two work shifts.

#### Front of House (FOH)

Shift	Start	End	Position
1	7:00AM	11:00AM	Marketing Specialist
2	9:00AM	5:30PM	Marketing Specialist
3	9:30AM	1:30PM	Marketing Specialist
4	11:00AM	3:00PM	Marketing Specialist
5	1:30PM	5:30PM	Marketing Specialist

Back of House (BOH)

Shift	Start	End	Position
1	6:30AM	3:00PM	Chef/Cook/Barista
2	7:00AM	11:00AM	Chef/Cook/Barista
3	9:30AM	1:30PM	Chef/Cook/Barista
4	11:00AM	3:00PM	Chef/Cook/Barista

Work schedules are set at the beginning of each month for the entire month. Should you have a need to change your work schedule, you must submit a Work Schedule Change Request at least 14-days in advance unless it is for an urgent reason (e.g., medical necessity or other emergency that may be personal or family related).

Sincerely,



Dr. Tammé Shinshuri  
Executive Director

Oracles of Truth Academy is an at-will employer. This means that you and OT Academy are both free to terminate the relationship at any time with or without cause. This at-will work-study relationship can only be changed through a written agreement signed by the CEO, President, Executive Director, or CFO.

Please sign and return this letter to acknowledge your acceptance of this offer, and its terms and conditions including acknowledgement that you received a copy of our Contingent Worker Trainee Handbook. This offer is valid for five business days beginning [Month, XX, XXXX].

\_\_\_\_\_  
[Contingent Worker Trainee Full Name]

\_\_\_\_\_  
Date