



Guaranteed Graduate Employer Agreement

This agreement, between MTI College (MTI) and _____ (Employer), details the terms for participating in MTI's Guaranteed Graduate Program as a result of employing _____ (Graduate's Name) on _____ (1st day of on-the-job employment).

Eligibility:

- A. The employer must be established in the greater Sacramento area with a phone book listing that includes the organization's name, address and phone number.
- B. Qualified employment includes permanent, full-time positions or contract, full-time positions no less than 6-months in duration.

Program Requirements and Limitations:

- A. Not all MTI graduates are eligible to participate in this program; only MTI graduates who have been issued an official Guaranteed Graduate Certificate are eligible. Confirmation of eligibility and acceptance by the employer must be approved prior to the graduate's first day of employment.
- B. MTI must have the Student Agreement (signed by the graduate) and the Employer Agreement (signed by authorized representatives of both MTI and the Employer) on-file on or before the graduate's first day of employment.
- C. The Employer must communicate any concerns or on-the-job challenges involving the graduate with MTI's Career Services Department, thus allowing MTI to coach the graduate on improving his/her performance.
- D. The Employer will complete a progress report for the graduate after the second week of employment and return it to MTI's Career Services Department by the end of the following week. The completed evaluation form can be emailed to Toni Lewis at tlewis@mticollege.edu or faxed to (916) 339-0314.
- E. The graduate guarantee expires 30 calendar days after the graduate's first day of employment
- F. The Employer is not eligible for refund in the event the graduate voluntarily ends his/her employment with the Employer within the first 30 calendar days.

Refund Criteria:

- A. The maximum refund of earnings for a graduate who is terminated within the first 30 calendar days of employment is \$3,000.00. Union dues, employer taxes and employee benefits are not eligible for inclusion in the refund calculation.
- B. Claim for refund must be submitted within 35 calendar days of the graduate's first day of employment.
- C. Proof of termination must be documented with copy of the graduate's EDD unemployment claim that is sent to the employer by EDD, along with payroll records documenting the employee's earnings. Note: the graduate will be required to file for unemployment in the event of termination. If the unemployment claim is unavailable, MTI may also accept the graduate's reactivation of MTI's Graduate Placement services.
- D. After all documentation from employer has been submitted, please allow MTI 30 days to approve and process refund.

Questions:

Please contact Toni Lewis, Director of Career Services at (916) 339-4376 or tlewis@mticollege.edu

The above terms of eligibility, program requirements, limitations and criteria are understood and accepted.

Employer: _____ Phone: _____

Authorized Representative (Please Print): _____

Address, City, State, Zip: _____

Signature: _____ Date: _____

MTI Authorized Representative: _____ Phone: _____

Signature: _____ Date: _____