**APPENDIX B – SAMPLE HIRING AND RETENTION PLAN**

***(Name of Assisted Business)*** agrees to participate in a hiring and retention plan that is an integral part of the Loan Agreement. The company will be responsible for implementing the plan, and may request assistance by the Montana Job Service.

1. JOBS: As a result of the loan assistance provided by the EDA WP RLF Program, the company will create ***(Number)*** full-time equivalent jobs by the end of the second year of the project, and/or retain ***(Number)*** full-time equivalent jobs by the end of the second year of the project*.*

2. **OVERALL EMPLOYMENT:** The ***(*Name and description of Assisted Business)** will be located in ***(Location)*** and operations at that facility will employ a total of ***(Number)*** persons by the end of the second year of the project.

3. **HIRING PRACTICES:** The business will develop application and referral procedures, and ensure that hiring practices conform to requirements of Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1974, and the Americans with Disabilities Act.

In all of its hiring practices, the company will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The company will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that: “No persons in the U.S. may, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.”

1. **REPORTS AND RECORD KEEPING**: ***(Name of Assisted Business)*** will track the number of new jobs created, and/or the number of retained jobs*.*
2. **ACCEPTANCE:** ***(Name of Assisted Business)*** hereby agrees to abide by the hiring and retention provisions described herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Name, Business Title, i.e. President)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date

***(Name of Assisted Business)***

***(Address of Business)***

***(Phone Number of Business)***

***Example of how jobs should be listed:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB TITLE** | **# OF POS.** | **JOB DESCRIPTION** | **POS. #** | **PROJECTED WORK TIME** | FTE | **PROJ. COMPEN.** |
|  |  |  |  |  |  |  |
| 1. Toolpusher | 1 | Oil & Gas Drilling Rig | 001 | 1600 Hrs/Yr | 0.75 | $11.50/Hr |
|  |  |  |  |  |  |  |
| 2. Driller | 6 | Oil & Gas Drilling Rig | 002-007 | 1600 Hrs/Yr | 0.75 | $11.10/Hr |
|  |  |  |  |  |  |  |
| 3. Floor Hand 1 | 6 | Oil & Gas Drilling Rig | 008-013 | 1600 Hrs/Yr | 0.75 | $9.00/Hr |
|  |  |  |  |  |  |  |
| 4. Floor Hand 2 | 6 | Oil & Gas Drilling Rig | 014-019 | 1600 Hrs/Yr | 0.75 | $8.50/Hr |
|  |  |  |  |  |  |  |
| 5. Bookkeeper | 1 | Basic Accounting | 020 | 2080 Hrs/Yr | 1.0 | $7.50/Hr |
|  |  |  |  |  |  |  |
| 6. Data Entry Clerk | 1 | Computer Data Input | 021 | 2080 Hrs/Yr | 1.0 | $6.50/Hr |
|  |  |  |  |  |  |  |
| 7. Land Secretary | 1 | Oil & Gas Records | 022 | 2080 Hrs/Yr | 1.0 | $7.50/Hr |
|  |  |  |  |  |  |  |
| 8. Receptionist/Sec. | 1 | General Secretarial | 023 | 2080 Hrs/Yr | 1.0 | $6.00/Hr |
|  |  |  |  |  |  |  |
| 9. Revenue Accountant | 1 | Gas Revenue Accounting | 024 | 2080 Hrs/Yr | 1.0 | $8.50/Hr |
|  |  |  |  |  |  |  |
| 10. Skilled Labor | 2 | Assembling Air Compressors | 025-026 | 2080 Hrs/Yr | 1.0 | $8.25/Hr |
|  |  |  |  |  |  |  |
| 11. Welder | 1 | General Equipment Maintenance & Fabricator | 027 | 2080 Hrs/Yr | 1.0 | $12.00/Hr |
|  |  |  |  |  |  |  |
| 12. Truck Driver | 1 | Moving Oil Field Equipment & Driving Water Truck | 028 | 1600 Hrs/Yr | 0.75 | $8.00/Hr |
| Total FTE |  |  |  |  | 23 |  |

Positions will be paid every two weeks.

Position 001: Oil field drilling and management experience necessary.

Position 002: Oil field drilling experience preferred.

Position 003 - 019: Oil field experience preferred.

Position 020: Some accounting experience preferred.

Position 021: Computer experience necessary

Position 022: Secretarial and computer skills necessary. Knowledge of land descriptions advantageous.

Position 023: Secretarial and computer skills necessary.

Position 024: Accounting experience needed.

Position 025-026: Mechanical experience necessary.

Position 027: Two years welding experience or Technical Training necessary.

Position 028: Current commercial driver’s license and Department of Transportation physical required.