CEJA Stipend Policy and Procedure

The CEJA Workforce Programs seek to reduce economic barriers that make it difficult to participate in training by providing stipend payments for participants.

A stipend is a fixed, regular small payment made to participants. Stipends are based on attendance during all training activities associated with this program. **The stipend is not a wage**; it is intended to cover incidental costs incurred while attending the pre-apprenticeship training program.

Stipends are paid based on actual hours of attendance. Participants’ attendance will be tracked to determine stipend payments. Stipends are set at $13 per training hour and given to all participants, regardless of need. These payments are made every 1-2 weeks based on the number of instruction hours attended during the previous week(s).

Participants are not paid for hours they do not attend, but they may receive payment for make up sessions.

**The following policy template can be shared with participants.**

CEJA Program Stipend Policy

You will receive a stipend of $13 for every hour of training you attend as part of the [Climate Works Pre-apprenticeship Program or CEJA Workforce Hubs Program]. We will track your attendance every day and pay stipends every [one or two] weeks, based on your attendance.

You are expected to attend training for [number] days per week for [number] hours each day. The training will last [number] weeks for a total of [number] training hours. If you attend all of the training sessions, you can earn a total of ($) per week and ($) for the entire training program.

**Attendance**

You will need to attend at least 80% of the training sessions to complete the program. If you cannot attend, you can make up hours on a different date and receive a stipend for those hours. You will not receive a stipend for any missed training sessions that you do not make up later.

**Payment**

Stipends will be paid every [one or two] weeks via direct deposit or by check. We will record attendance every day to determine the amount you will be paid. You will receive a Stipend Payment Sheet showing the hours you have attended.