

# WORK SITE LEARNING AGREEMENT

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Career Goal \_\_\_\_\_

Work Site \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☒ Non-Paid Experience ☐ Paid Experience

**Student Responsibilities:** (Failure to comply with any of the following may result in termination from the program.)

1. Keep regular attendance at any school and on the job, notifying the employer of any anticipated absences. If the trainee is absent from school, he/she must be absent from work unless other arrangements have been made with the school coordinator.
2. Abide by all state, federal, business site, and school rules and regulations.
3. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
4. Submit verified documentation of hours at the work site to the school coordinator and complete the necessary forms for school credit purposes as required.
5. Inform the work site supervisor and school coordinator of any problems, concerns, accidents/injuries immediately.
6. Abide by the dress code of the work site.

**Parent/Guardian Responsibilities:**

1. Provide support for the student's active participation, punctuality, and personal growth in the program.
2. Assume responsibility and liability for student while traveling to and from work experience.
3. Provide transportation when necessary.
4. Assume liability for student during a non-paid work experience.

**Work/site supervisor responsibilities:**

1. Comply with federal and state and local labor and industry regulations.
2. Provide orientation that identifies safety, workers' rights and responsibilities, harassment, policies, procedures, and expectations.
3. Conform to federal, state and local laws prohibiting discrimination on the basis of race, color, national origin, sexual orientation, religion or disability.
4. Provide a safe working environment and report any student accidents and injuries.
5. Consult with the school coordinator concerning the student's learning plan.
6. Verify attendance and/or time records.
7. Maintain liability insurance.
8. Supervise students while on business premises and monitor employees who have direct contact with students.
9. Ensure student's work site learning experience will not violate any collective bargaining agreement between the business and regularly scheduled employees.
10. Provide feedback regarding performance of student's training plan.

**School Coordinator Responsibilities:**

1. Supervise student placement in an appropriate work site.
2. Secure all paperwork, including a training plan, before credit and /or grades are issued.
3. Inform students of basic work site safety and minor work laws.
4. Consult with the work site to develop a training plan, and evaluate student performance.
5. Document all accidents and injuries.
6. Ensure work site orientation has occurred.

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence. The School District and the work site do not discriminate on the basis of race, religion, national origin, age, disability, gender sexual orientation, marital or veteran status. This is a commitment made by the parties in accordance with federal, state, and local laws and regulations.

## Student

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student address and zip code \_\_\_\_\_

Student phone number \_\_\_\_\_

## Work Site Supervisor

Work Site Supervisor (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Business address and zip code \_\_\_\_\_

Business phone number \_\_\_\_\_

## Parent/Guardian

Parent/Guardian (print name) \_\_\_\_\_ Signature \_\_\_\_\_

Address and zip code \_\_\_\_\_

Phone Number \_\_\_\_\_

## School Coordinator

School Coordinator (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_

Name of School \_\_\_\_\_

Phone Number \_\_\_\_\_