

Worksite Learning Agreement
Tri-Cities Area Educational Cooperative
Burbank~Finley~Kennewick~Kiona Benton~North Franklin~Pasco~Richland

The Student/Trainee agrees to:

Participate in this work experience under the jurisdiction of the school (school policies and rules apply) and:

- Understand dishonesty in school, at work, or in the community may be grounds for dismissal and/or result in a failing grade.
- Allow the coordinator to inform the employer as to the progress (or lack of progress) in school, or any other situation that may affect performance in this program.

Perform all school-related duties and adhere to attendance/tardy policies both at school and on the job:

- Complete the concurrent class and work experience through the end of second semester unless there is a documented medical emergency. (If a student withdraws from work experience after the school deadline to drop the class and prior to the completion of the semester, the student will receive a failing grade for work experience and could receive a failing grade for the class.)
- Maintain a passing grade in the related class and continue satisfactory progress toward graduation.
- Maintain regular attendance and give the coordinator the right to discuss attendance with the training supervisor/employer.
- Prearrange all absences with coordinators (no school = no work).

Perform all work place related duties:

- Meet or exceed standards set in conjunction with the training supervisor/employer and coordinator and follow all company rules.
- Maintain appropriate workplace appearance (proper attire, grooming, hygiene, uniform if required).
- Consult with the coordinator prior to quitting or changing jobs or changing schedules.
- Complete all required forms in a timely manner.
- Document hours of work for each semester in accordance with the process as required by the coordinator in order to receive work credit (360 hours paid work).
- Follow state and federal child labor laws and recognize that in the event the student has another job in conjunction with his/her work-experience, his/her first responsibility is with the work-based learning job.
- Report all on-the-job injuries to the training supervisor/employer and coordinator within 24 hours.

The Parent/Guardian agrees to:

- Allow for the release of student records (transcripts, attendance, and teacher recommendations) to potential training supervisors/employers as a part of the student trainee's application portfolio.
- Recognize that the student trainee has undertaken special responsibilities and make every effort to support him/her and recognize that the student may be working in a one on one situation with a supervisor, with a group, or alone.
- Communicate with the coordinator with questions or concerns regarding the student trainee work program.
- Provide transportation for the student trainee to get to and from the worksite.

The Training Supervisor/Employer agrees to comply with all requirements of a school work-experience program and:

- Recognize the educational value of the training site and guide the student trainee in performing the job tasks.
- Provide varied work experiences.
- Consult with the coordinator on any problems that arise and/or prior to releasing the student trainee from the training site.
- Inform other employees of their important role in assisting with the training of the student trainee.
- Provide the student trainee with sufficient work hours to earn school credit.
- Assure compliance with state and federal guidelines and regulations regarding non-discrimination by providing equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups.
- Provide a new employee orientation.

The Coordinator agrees to facilitate placement, follow-up, guidance and coordination between the job and school and:

- Assist with any training problems that arise on the job.
- Make periodic visits to the worksite to collaboratively evaluate the student trainee.
- Communicate with the parent/guardian on any questions or concerns that arise regarding the student trainee's program.

I understand that violation of any portion of the agreement may result in the student employee being dropped from the program with a failing grade or receive a grade reduction according to school policy.

Training Supervisor/Employer (print/signature)

Student Trainee (print/signature)

Company Name

Program Orientation Completed

Parent/Guardian (print/signature)

Phone

Email

Coordinator (print/signature)

Date Completed

School

6/2015