



## Individual Training Agreement

Type of training agreement: Co-operative Work Experience \_\_\_\_\_ Internship \_\_\_\_\_ Other \_\_\_\_\_

Educational Objective: \_\_\_\_\_

Student: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Student Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Employer \_\_\_\_\_ Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

The student will start work on \_\_\_\_\_ and end \_\_\_\_\_

Work hours will be from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ (days of week)

Starting wages for the student will be \$ \_\_\_\_\_ per hour. The employer will determine increases.

A probationary period of \_\_\_\_\_ days from the initial employment will exist.

This agreement may be terminated for any reason during the probationary period by showing good cause by the student, the school district, or the employer. Effective July 22, 2016, vocational rehabilitation pre-employment transition services and other requirements (detailed in WIOA, 511(397)) must be provided before a student can receive sub-minimum wage.

All participating parties agree to enter into a work-based learning program authorized by the laws of Minnesota for the purpose of providing education, career exploration & training.

They also agree to the following responsibilities in the implementation of this agreement:

### Student Agrees To:

- Meet the academic and attendance requirements established by the School District and Employer.
- Abide by the company's policies & procedures (attendance, confidentiality, safety, rules of conduct, etc.).
- Maintain acceptable performance at school and on the job.
- Participate in progress reviews scheduled with mentors, school personnel and/or parent/guardian; and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and business while this agreement is in effect.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

### Student's Parent/Guardian Agrees To:

- Support the student in meeting the requirements of the program.
- Ensure transportation to and from the work-site is provided.
- Participate in any progress reviews scheduled with mentors, school personnel, and student; and communicate information vital to the success and development of the student.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and employer/agency while this agreement is in effect.

Date: \_\_\_\_\_ Student's Parent's Signature: \_\_\_\_\_

**School Agrees to:**

- Support the student in meeting the requirements of the program.
- Place students in appropriate work-based learning experience based on tested interests, aptitudes and abilities and provide appropriate accommodations when required.
- Provide orientation to the activities/tasks and safety training, prior to placing students at a work site.
- Follow the curriculum provided for the program for all related instruction.
- Provide supervision of the student by an appropriately licensed work-based learning coordinator. Supervision cannot be outsourced to a community rehabilitation provider/agency.
- Monitor academic progress of the student to ensure high school graduation requirements are met (includes regularly scheduled telephone/on-site contact with the student and the experiential learning opportunity site).
- Participate in progress reviews scheduled with mentors, student and student’s guardian.
- Comply with all federal, state, and local regulations.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Ensure employment is competitive and integrated, paying at least minimum wage. Ensure the student’s wage is paid by the employer, who is NOT the individual’s service provider.
- Ensure work is performed in an integrated work setting typically found in a competitive labor market.

Date: \_\_\_\_\_ School Coordinator’s Signature: \_\_\_\_\_

**Employer/Supervisor Agrees to:**

- Provide a work-based learning experience and supportive supervision for the length of this agreement.
- Instruct the student in the competencies identified in the training plan provided & document the progress
- Provide students with safety training, safe equipment, and a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (FLSA, OSHA, and MN Child Labor).
- Properly train students before they operate any equipment.
- Conduct progress reviews with the student (which may include the guardian and school personnel) and provide copies of those reviews to the school.
- Pay at least the state minimum wage for hours worked by the student.
- Provide evidence of workers’ compensation and general liability coverage for all paid hours worked.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Protect students from sexual harassment

Date: \_\_\_\_\_ Employer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Worksite Supervisor’s Signature: \_\_\_\_\_

Copies of this agreement should be distributed to the student, the guardian, the employer and the original kept on file at the school. (Attach a copy of the student’s Individual Training Plan to this agreement)