



GWINNETT COUNTY PUBLIC SCHOOLS WORK-BASED LEARNING PROGRAM SAFETY AND TRAINING AGREEMENT



Student Name: _____ **School:** _____
Company Name: _____ **Company Address:** _____
Work Site Supervisor: _____ **City, State, Zip:** _____
Work Phone Number: _____ **Supervisor Title:** _____
_____ **Supervisor E-MAIL:** _____

Please print this form after the top portion is completed, read it, and sign below.

The Student-Learner Agrees:

1. **To be 16 years of age and possess documentation required to work in the United States required by the employer. Social Security number will be required for payroll purposes by the employer, so student will show the teacher/coordinator his/her SS card prior to placement.**
2. To secure a Work Permit if under 16 years of age and to file a copy with the school office and the employer. Check with your school administrator in your school office for the procedure for obtaining a work permit.
3. To assume the responsibility for finding a job; the coordinator may assist with job leads but cannot promise a job to a student or demand one from an employer.
4. To provide transportation to and from work.
5. To attend school and work regularly and not go to work when absent from school unless previously discussed with the coordinator. Student may be required to sign out with the coordinator each day and if so, failure to do so will affect the student's grade.
6. To attend meetings with the coordinator, scheduled in advance, or deductions will be made to the final grade.
7. To discuss unpleasant job situations, including harassment, with the coordinator and with the supervisor--not with anyone else.
8. To represent the school and employer by showing honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment or requires disciplinary action at school due to negligence or misconduct, proved by school investigation, the student may be dropped from the program and may lose school credit.
9. To work the average number of hours required by your work-based learning program. Hours for your program are based on credit and periods enrolled. However, your employer may require you, within reason, to work more than your course credit required hours and may schedule you during school breaks and holidays. Your schedule is determined by the employer and meets all child labor standards.
10. To provide a typed two-week notice when terminating a job unless the employer gives special permission to do otherwise.
11. To make job changes only with the prior approval of the coordinator. The coordinator reserves the right to change the student's job if necessary.
12. To refrain from socializing with or telephoning friends and family while on the job. Students are not to use work time to study (unless the employer gives permission after work is complete), and may not use the company's computer for non-work related activity.
13. To be evaluated by the coordinator and the employer as needed. (Employer evaluations are done twice per semester).
14. To be aware that part-time, work-based learning students are not eligible to receive unemployment compensation.
15. To submit to the coordinator a Monthly Work Record showing total hours worked and salary earned **supported by pay stubs.**



16. To actively participate in the local chapter of the co-curricular organization supported by your work-based learning program.
17. To take part in any Employer Appreciation Activity sponsored by your work-based learning coordinator.
18. To complete promptly all necessary reports.
19. To leave campus immediately after his/her classes on campus are over and not return without approval of the coordinator.
20. To allow the release of student records regarding grades, attendance, and discipline for the purpose of employment.
21. To call the employer and coordinator by 10:00 a.m. on day of absence if absence has not been previously arranged.
22. To remain at school the entire school day if assigned to In-School Suspension (ISS).
23. To understand that if suspended from school, the hours worked after school during a suspension will not count toward the hours required for work credit.
24. To report to the coordinator during the scheduled work periods if temporarily unemployed and remain under the supervision of the coordinator or designee until the end of the regular school day.
25. That as an apprenticeship student upon high school graduation, he/she will complete an annual survey sent out by the work-based learning coordinator to document continued progress toward meeting the requirements of becoming a completer of the apprenticeship program.

The Parents/Guardians of the Student-Learner Agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquiries concerning the student-learner's training, wages, or working conditions through the coordinator rather than directly to the employer. It is imperative that any problem the student is having should be discussed with the coordinator and not the employer.
4. To understand that the student-learner must attend school and work regularly and not go to work without going to school, nor go to school without going to work unless previously discussed with the coordinator.
5. To offer assistance to the coordinator, serve as a resource person, or help in other ways that could benefit the school and the students.
6. To allow the release of student records regarding grades, attendance and discipline for the purpose of employment.
7. To assume responsibility for adequate insurance, including but not limited to, health and automobile coverage.
8. To make sure the student has transportation to and from work that does not interfere with the student getting to work when scheduled.
9. To understand, that when my child is temporarily unemployed, (s)he must report to the coordinator during the scheduled periods and that (s)he is under the supervision of the coordinator or designee until the end of the regular school day.
10. I have read the requirements for my son/daughter/ward's participation in a Gwinnett County Public School Work-based learning program. I understand the commitment to class and work, and I will support him/her in that commitment. I understand that he/she must adhere to these guidelines and complete the training outlined in the documentation to remain in the program.

The Employer Agrees:

1. To provide a variety of skilled work experiences for the student-learner that contribute to the attainment of his/her career objective.
2. To assist the student in the development of his/her training plan.
3. To employ the student-learner for at least the minimum number of hours per week.
4. To provide a progressive wage scale established by the employer if student is in a paid work-based learning category.



5. To adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay.
6. To provide instructional materials and occupational guidance for the students by providing a work-site mentor.
7. To assist in the evaluation of the student-learner.
8. To adhere to all Federal and State regulations including child labor laws, minimum wage regulations, worker's compensation insurance and work permits. Student unemployment insurance is not mandatory for part-time students.
9. **To adhere to income tax and social security withholding regulations. Students will receive a W-2 or a 1099 for taxable earnings.**
10. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the coordinator any difficulties that may arise.
11. To inform the coordinator before or immediately following the dismissal of the student-learner.
12. To adhere to all Federal and State regulations regarding the hiring and employment of apprenticeship students including non-United States citizens.
13. The student has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown and/or demonstrated to the student and that, in case of emergency, the student has been given instructions on what to do to resolve the emergency situation. The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all safety rules and regulations of the current employer.
14. The employer also certifies that he/she has received a copy of the Employer Handbook for students in Gwinnett County Public Schools Work-Based Learning Program.

The Coordinator Agrees:

1. To provide instruction on requirements for successful completion of the Work-Based Learning program.
2. To conduct supervisory visits to the student's place of employment; to telephone or conference as needed with the student, employer, or parents.
3. To render assistance with training problems of the student-learner. The coordinator has the authority to immediately remove the student from the job.
4. To assist in the evaluation of the student-learner.
5. To keep accurate records pertinent to the student and the school.
6. To relate any job leads appropriate to the skill level of the student seeking employment. Coordinator does not guarantee the student a job.

I have read, understand and agree to carry out the responsibilities delegated to me per the above.

Student Signature	Date	Parent/Guardian Signature	Date
Employer Signature	Date	Coordinator Signature	Date

For 1099 employment, please attach a copy of the Business license.

It is the policy of the Gwinnett County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to request an accommodation or modification or to make a complaint due to discrimination in any program, activity or service, contact:

The Office of Internal Resolution
437 Old Peachtree Road, NW, Suwanee, Georgia 30024