
Community Employment Experience/Work-Based Learning Agreement

Student Name: _____ **School:** _____

☐ Fall Semester ☐ Spring Semester School Year: _____

Beginning in the 2023-24 school year, Community Employment Experience/Work-Based Learning (CEE/WBL) will be accepted in Mapleton Public Schools. Mapleton Public Schools values the experience students can earn from a part-time job and believes that school guidance, combined with on-the-job training in entry or intermediate job skills, will prepare high school students to enter the workplace. Jobs approved by this agreement must be paid positions and require W-2 forms.

Student Agreement

1. I understand the Post Secondary Options Coach (PSOC) may consult with my employer about my work performance. The work site and work hours are subject to approval by the PSOC.
2. I understand I must maintain full-time student status to earn work-based credit.
3. I will be required to meet with the Post Secondary Options Coach (PSOC) on a regular basis to review my progress.
4. I understand credits received are based on total work hours accumulated during the semester (37.5 hours = .125 credits, 75 hours = .25 credits, 150 hours = .50 credits, and a maximum of 300 hours = 1.0 credits per semester). Students may not earn more than 1.0 credit per semester and *2.0 total credits. Completed paperwork must be submitted prior to work hours being accepted. Paycheck stubs/timesheets are required for verification of hours worked. The student is encouraged to keep individual records.
5. I understand that credit will be recorded as a **Pass/Fail grade**.
6. I understand business matters are confidential and must be held in the strictest confidence.
7. I realize that an evaluation of my job performance by my employer, along with other measures, may be used to determine my grade.

8. I will immediately notify the school PSOC of the following: position change, dismissal from my job, or quitting. I will be required to complete a change of employment form to be considered for retention in the program.
9. I understand that according to C.R.S. Section 80-70-103(11)(h) of the Colorado Employment Security Act, I am not eligible for unemployment compensation benefits from Mapleton Public Schools.
10. If injured on the job, I will provide written notice to my employer within four working days of the accident, according to C.R.S. Section 8-43-102(1.5), and notify the PSOC.
11. I understand that not complying with all the above is reason for *dismissal from this program, an F grade, and/or loss of credit.*
12. **I will work approximately _____ hours per semester which equates to _____ elective credits for the semester.**

Students participating in cooperative education, work-study, and job placement programs are not discriminated against by employers or prospective employers on the basis of race, color, national origin, sex, or handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, and pay. Mapleton Public Schools does not discriminate on the basis of race, color, national origin, ancestry, creed, age, religion, sex (which includes transgender and gender identity), marital status, sexual orientation, disability, or need for special education services in its programs or activities.

Parent Agreement

- I agree to contact the Post Secondary Options Coach relating to any problems pertaining to the employment site.
- I understand the School does not take liability for the work site.
- I assume responsibility for my son/daughter's transportation to and from work and assure any private vehicle will have automobile insurance as required by Colorado law. I agree to notify the Post Secondary Options Coach if there is a cancellation of the automobile insurance.

I have read and understand the agreement document and agree to the terms.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Post Secondary Options Coach: _____ Date Received: _____

*Individual exceptions may be approved for up-to 4.0 total credits