

# Memorandum of Agreement



This establishes an agreement between Bedford Central School District and the Job Shadow Opportunity Site Supervisor that all points of this memorandum will be met over the course of a student's attendance in the program.

1. Appropriate general safety/health instruction specific to the student's shadowing experience will be provided to the student by the company.
2. An *on-the-job* mentor will be identified and assigned to the student for the duration of the job shadow program. This mentor will sign off on student time sheets on a weekly basis.
3. After appropriate discussion, any party may elect to discontinue this agreement at any time.
4. This program will comply with all Federal and State Labor Department and New York State Education Department laws/regulations.
5. This job shadow opportunity experience will comply fully with all United States Department of Labor's Employment Relationships Under the Fair Labor Standards Act
6. Students are not entitled to a job at the conclusion of the training period.
7. The site supervisor and the student understands that the student is not entitled to wages for the time spent in training.
8. Where appropriate, the student may split time between two or more site supervisors.
9. The student's job shadow experience will be covered under the BCSD insurance provisions.
10. The student must keep a Journal, according to the criteria developed by the ASPIRE coordinators.
11. Students are required to have 25 hours per week in their placement and attendance must adhere to the BCSD school calendar. Excused dates also include the Senior Trip. Hours for Prom preparation must be made up during the prior week.
12. Students are required to meet with in school mentors one time per week at a predetermined time.