

## PAID WORK-BASED LEARNING TRAINING AGREEMENT

Coordinator Email
Coordinator Phone

Cell

STUDENT/LEARNER INFORMATION				Home School	
Name				School Coordinator	Home Phone
Address				Grade	Emergency Phone
City		State	Zip	Age	Date of Birth
EMPLOYER INFORMATION					
Name of Firm				Supervisor	Title
Address				Phone	Cell Phone
City		State	Zip	Email	
EMPLOYMENT INFORMATION				Type of Work-Based Learning	
Job Title				Date Agreement Begins	
Hours to be Worked				Date Agreement Ends	
<u>Earliest</u>	Latest			Starting Wages	
Mon _	to		Maximum Hours to Work	Workers Compensation	
Tues	to	Maxim		Carrier	
Wed Thur	to to		per Week	Policy #	
Fri	to			General Liability	
Sat	to			Carrier	
Sun	to			Policy #	
Training Duties (See Training Plan)					

## SCHOOL'S RESPONSIBILITIES

- 1. provide student with high school credit toward graduation for successful completion of the work-based learning program.
- 2. assign a certificated coordinator as the liaison for all parties of the agreement.
- 3. determine that work hours did not generate more than one-half of student's FTE.
- 4. complete documents necessary to support the student's educational plan.

## EMPLOYER'S RESPONSIBILITIES:

- 1. provide a work schedule which meets minimum requirements for credit.
- 2. complete an evaluation for each marking period.
- 3. verify and sign student time sheets.
- 4. not terminate the student without consultation with the coordinator.
- 5. give the student the necessary safety instructions by a supervisor before attempting any task.
- 6. provide direct supervision.

Parent/Guardian Signature

- 7. provide workers' compensation and general liability insurance.
- 8. conform to all federal, state, and local laws and regulations.

## STUDENT'S RESPONSIBILITIES:

Teacher/Coordinator Signature

- 1. follow the policies and procedures of the employer, the school and the work-based learning program.
- complete assignments of the employer and the coordinator (including training agreement, time sheets, etc.).
- 3. not quit the training program without the approval of the coordinator.
- 4. perform all duties and tasks in a safe and orderly manner.
- 5. report injuries to supervisor immediately and to coordinator as soon as possible.
- 6. report any training agreement change/s to the coordinator.
- 7. work a minimum of hours per week to become eligible for credit (if under 18, not exceeding a total of 24 hours of work per week when school is in session and 48 hours of work per week when school is not in session).

Date

- 8. contact the coordinator with any placement-related concerns.
- 9. keep all business information of the organization confidential.

The signature of the employer listed below certifies that the placement of the student will conform to all federal, state, and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

We, the undersigned, agree to the conditions in this agreement and the attached training plan:

Student-Learner Signature

Date

Employer Signature

Date

Date

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents - Tom Zahrt, Mindy Miller & Dr. Jennifer Sells. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.