

Cooperative Education OJT TRAINING AGREEMENT

STUDENT NAME		CAREER CLUSTER	EMPLOYER (COMPANY) NAME		EMPLOYER PHONE
STUDENT ADDRESS		CITY	STATE	ZIP	EMPLOYMENT DATE
BIRTH DATE	LAST 4 SS #	STUDENT PHONE		CHILD LABOR LAW HAZARDOUS OCCUP. EXEMPTION NEEDED? ____ Yes ____ No	WORKERS' COMP. CARRIER
JOB TITLE		*MINIMUM HOURS PER WEEK	*MACHINES TO BE OPERATED	BEGINNING PAY	EMPLOYMENT SUPERVISOR NAME
RELATED CTE PROGRAM	SCHOOL	SCHOOL PHONE	The student is receiving _____ credit(s) for the on-the-job training and must work _____ hours per week for _____ weeks as agreed upon by the teacher-coordinator and employer.		
STUDENT RESPONSIBILITIES			EMPLOYER RESPONSIBILITIES		
<p>The student will provide timely documentation to the teacher-coordinator or attendance clerk if it is necessary to be absent or tardy to school on a day that the student is scheduled to work. The student is to notify the employment supervisor as soon as possible if it is necessary to be absent or tardy to work.</p> <p>Unreasonable absence from school or work shall be grounds for dismissal from the program.</p> <p>The student will complete all related safety training and pass any required safety test prior to using machinery at the work site.</p> <p>The student will abide by the regulations and policies of the employer and school.</p> <p>The student will maintain a minimum 2.0 cumulative GPA to continue in the program unless otherwise approved by the teacher-coordinator and/or school administration.</p> <p>The student will dress appropriately for the school related program, as well as the job.</p> <p>The student will support all activities related to the program.</p> <p>The student will report to the teacher-coordinator any contemplated changes in the student's work or school program and shall give proper notice to the employer before leaving the job.</p> <p>The student will lose school credit if employment is terminated because of the student's failure to meet the standards of the employer or the school.</p>			<p>The employer agrees to place the student in the work specified above for the purpose of providing occupational experience of instructional value.</p> <p>The work activity will be under the supervision of a qualified employment supervisor.</p> <p>The work will be performed under safe and hazard free conditions. Should a student be placed on a job allowing a Child Labor Law Hazardous Occupation <i>Student Learner Exemption Agreement</i>, the employer will assure the agreement is signed and allow the student to work only in those occupational areas exempted.</p> <p>The student will receive the same considerations given employees in regard to safety, health, social security, general work conditions, and other policies and procedures of the company.</p> <p>*The employer will adhere to all state and federal regulations regarding employment, workers compensations, child labor laws, and minimum wages, and will not discriminate in employment policies, educational programs, or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.</p> <p>The employer shall check attitude and ability displayed by the student enabling the teacher-coordinator to encourage, adjust, or correct any manner that will tend to improve student's performance. The employer shall assist the teacher-coordinator in developing a <i>Training Plan</i> for the student and then evaluate the student during each school grading period enabling the teacher-coordinator to issue a report card grade.</p> <p>The employer shall notify the teacher-coordinator of any violation pertaining to company policy prior to imminent termination.</p>		
SCHOOL RESPONSIBILITIES					
The teacher-coordinator shall supervise the student while in the program. The teacher-coordinator will visit the training site at least once during each grading period to check on the student's progress (or more often if required). The school shall grant credit to the student contingent upon the student's performance on this job as determined by evaluations from the employer and prompt attendance at both school and work and providing the student continues the training through completion of the school year. The teacher-coordinator will attempt to resolve any complaints through cooperative efforts of all parties involved.					
STUDENT SIGNATURE		DATE	EMPLOYER SIGNATURE		DATE
PARENT SIGNATURE		DATE	TEACHER-COORDINATOR SIGNATURE		DATE