



MILACA PUBLIC SCHOOLS

Instilling Pride & Achieving Excellence

Work Experience: Paid Training Agreement

Darcy Balder: Teacher Coordinator of Work-Based Learning
320-982-7203

Educational Objective: To gain employability skills through Milaca's Work-Based Learning program.

Student: _____ Student's Telephone Number: _____

Current Age: _____ Birth Date: _____

Employer/Agency: _____

Site Supervisor: _____ Phone Number: _____

Dates: The work-based learning will begin on _____ and end _____

Hours: Work will be from _____ to _____ on _____ (days of week).

Wages: Hourly wages will be \$ _____ per hour. The employer will determine incremental increases.

A probationary period of _____ days from the date of initial employment will exist. Continued employment will be based on a performance review. Effective July 22, 2016, vocational rehabilitation pre-employment transition services and other requirements (detailed in WIOA, 511(397)) must be provided before a student can receive sub-minimum wage.

This agreement may be terminated for any reason during the probationary period by showing good cause by the student, school district or employer. Copies of this agreement should be distributed to the student, parent/guardian, employer and the original kept on file at the school. (Attach copy of the Individual Training Plan.)

Participants also agree to the following responsibilities in the implementation of this agreement:

Student Agrees to:

- Meet the academic and attendance requirements established by the school district and experiential learning site. • Abide by the company's policies and procedures (e.g., attendance, confidentiality, accountability, safety, rules of conduct).
- Maintain acceptable performance at school and at the experiential learning site.
- Participate in progress reviews scheduled with mentors, school personnel and/or parent/guardian; and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, activity-related evaluations, and attendance reports) between school and experiential learning site while this agreement is in effect.

Student's Signature: _____ **Date:** _____

Parent/Guardian of Student Agrees to:

- Support the student in meeting the requirements of the experiential learning opportunity.
- Participate in any progress reviews scheduled with mentors, school personnel, and students; and communicate information vital to the success and development of the student.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and experiential learning site while this agreement is in effect.

Parent/Guardian's Signature: _____ **Date:** _____

School Agrees to:

- Not exclude students from participation in the experiential learning opportunity on the basis of race, color, creed, religion, gender, national origin, age, disability, marital status, and status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Support the student in meeting the requirements of the experiential learning opportunity.
- Participate in progress reviews scheduled with mentors, student and student's parent/guardian.
- Comply with all federal, state and local regulations.
- Place students in appropriate experiential learning opportunities based on tested interests, aptitudes and abilities and provide appropriate accommodations when required.
- Provide orientation to the activities and tasks prior to placing students in a non-paid experiential learning opportunity.
- Follow the curriculum provided for the program for all related instruction.
- Assign the appropriately licensed teacher to monitor the experiential learning opportunity (includes regularly scheduled telephone/on-site contact with the student and the experiential learning opportunity site).
- Provide supervision of the student by an appropriately licensed work-based learning coordinator. Supervision cannot be outsourced to a community rehabilitation provider/agency.
- Monitor academic progress of the student to ensure high school graduation requirements are met (includes regularly scheduled telephone/on-site contact with the student and the experiential learning opportunity site).
- When needed, obtain an exemption permit from the Minnesota Department of Labor and Industry (in collaboration with the employer) for work designated as "hazardous" for employing 14- or 15-year-olds, and/or for work hours extending after 11 p.m. and before 5 a.m. on school days for 16- and 17-year-olds. The exemption permit must be obtained before the student begins work.

School Coordinator's Signature: _____ **Date:** _____

Employer/Supervisor Agrees to:

- Instruct the student in the competencies identified in the training plan provided and document the student's progress when applicable.
- Provide a work-based learning experience and supportive supervision for the length of the agreement.
- Pay at least the state minimum wage for hours worked by the student, and issue a statement of earnings to the student.
- Provide evidence of workers' compensation and general liability insurance coverage for the student for all paid hours worked.
- Conduct progress reviews, when applicable, with the student (which may include the parent/guardian and school personnel) and provide copies of those reviews to the school.
- Not exclude students from participation in the opportunity on the basis of race, color, creed, religion, gender, national origin, age, disability, marital status, and status in regard to public assistance or any other protected groups under

state, federal or local Equal Opportunity Laws.

- Protect the student from sexual harassment.
- Provide students with safety training, safe equipment, and a safe and healthful workplace that conforms to all health and safety standards of federal and state law (including the Fair Labor Standards Act, OSHA, and Child Labor). ● Properly train students before they operate any equipment.
- When needed, obtain an exemption permit from the Minnesota Department of Labor and Industry (in collaboration with work-based learning coordinator) for work designated as “hazardous” for employing 14- or 15-year-olds, and/or for work hours extending after 11 p.m. and before 5 a.m. on school days for 16- and 17-year-olds. The exemption permit must be obtained before the student begins work.

Experiential Learning Site Supervisor’s Signature:_____ **Date:** _____