**TRAINING AGREEMENT FOR**

**WORK EXPERIENCE AND CAREER EXPLORATION PROGRAM (WECEP)**

**(Use for 14-15 year olds in paid work only)**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee’s Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting Wage: $ \_\_\_\_\_\_\_\_\_\_\_\_ per hour

Teacher/Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours: Daily \_\_\_\_\_\_\_\_\_\_\_\_ Sat \_\_\_\_\_\_\_\_\_\_\_ Sun \_\_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Note: WECEP students cannot work prior to 7:00 a.m. or past 7:00 p.m. any day and cannot exceed a total of 3 hours on a scheduled school day or 8 hours on a non-school day. A total of 23 hours is the maximum a student can work in a week.**

**EVERYONE UNDERSTANDS THAT:**

1. The term of employment is for the current school year only.

2. This agreement shall not be terminated without the knowledge of all parties concerned.

3. The student must have secured a social security card and must have secured a work permit when required by the employer.

**EMPLOYER’S RESPONSIBILITIES**

* The student will be placed on the above named job for the purpose of providing work experience and career exploration and will be given work of instructional value.
* The student’s work activity will be under the close supervision of an experienced and qualified person. The work will be performed under safe and hazard-free conditions. Instruction in safety procedures will be provided.
* The employer will pay the trainee in compliance with the wage and hour provisions of the state of Ohio and Federal Laws.
* The employer must conform to all state and federal laws and regulations, including non-discrimination against any applicant or employee because of age, race, color, religion, sex, national origin or handicap in recruitment, hiring, placement and pay.
* The employer should be available to meet on a regular basis with the teacher/coordinator to discuss the student’s progress and performance at the job site. The employer will complete a formal evaluation on a quarterly basis.

**COORDINATOR’S RESPONSIBILITY**

* The teacher/coordinator should be available to meet on regular basis with the employer to discuss the student’s progress and performance at the job site. The teacher/coordinator will complete a formal evaluation on a quarterly basis.
* The teacher/coordinator will visit each student at least bi-weekly at the workstation and will develop a working relationship with the person who is responsible for the supervision of the student-trainee.
* The teacher/coordinator will meet with each student’s parent or guardian several times a year, including the two home visits, to discuss the student’s progress.
* The teacher/coordinator will assist in resolving job-station problems and has the authority to transfer or withdraw a student from that job-station.

**PARENT’S OR GUARDIAN’S RESPONSIBILITIES**

Parents or guardians agree to let the student participate in the WECEP and Career-Based Intervention Program.

We will \_\_\_\_\_\_\_, will not \_\_\_\_\_\_\_ provide transportation to and from the job site.

**STUDENT’S RESPONSIBILITIES**

I agree to follow all of the rules established by the school, the employer and the CBI coordinator.

When I am absent, I will call the school and my employer by \_\_\_\_\_\_\_\_\_\_\_ to notify them of my absence.

The student must report to all classes in order to report to the job station each day.

The student trainee will not leave the job without consent of the coordinator and without giving proper notice to the job supervisor.

The student will hold only one part-time job, their WECEP job.

**SIGNATURES**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Note: The Employer must keep this copy on file for a minimum of 3 years and made readily available for Federal and State investigators. It is suggested that the employer attach the student’s work permit to this form.