



Worksite Learning (WSL) Training Agreement

Student Name _____

Student Responsibilities (Failure to comply with any of the following may result in termination from the program)

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed and signed.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Correctly document all hours worked.
4. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
5. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
6. Keep regular attendance at school and on the job and notify the employer of any anticipated absences.
7. Understand the in-school class is a vital part of the Worksite Learning program. Failure in the class will also result in failure of the work credit.
8. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
9. Be aware that if the student is expelled, he/she will be in violation of the agreement and the agreement will be terminated.
10. Abide by the dress code of the learning/training site.

Student Signature _____ Date _____

Parent/Guardian Responsibilities (if student is under 18 years old)

1. Assume responsibility for the conduct and safety of the student from the time they leave school until reporting to work and from the time they leave the work site until returning to school or home. The Renton School District assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
2. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
3. Support this agreement during the student's participation in the work-credit program.

Parent/Guardian _____ Signature _____ Date _____
(print)

Student is 18 years of age and does not require Parent/Guardian Signature.

Employer Responsibilities

Business Name _____

Business Street Address _____ City/Zip _____

Supervisor Phone _____ Supervisor Email _____

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer _____ Signature _____ Date _____
(print)

Worksite Learning Coordinator Responsibilities

1. Contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise which may be detrimental to success on the job.
3. **Endeavor to resolve any problems that arise from the student's employment to the mutual satisfaction of all parties concerned.**

Worksite Learning Coordinator Signature _____ Date _____

Employer Responsibilities (if more than one employer)

Business Name _____

Business Street Address _____ City/Zip _____

Supervisor Phone _____ Supervisor Email _____

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer _____ Signature _____ Date _____
(print)

Employer Responsibilities (if more than two employers)

Business Name _____

Business Street Address _____ City/Zip _____

Supervisor Phone _____ Supervisor Email _____

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer _____ Signature _____ Date _____
(print)

NONDISCRIMINATION AGREEMENT FOR WORKSITE LEARNING PROGRAM

The Renton School District and the learning work site employer assures compliance with state and federal guidelines and regulations regarding nondiscrimination against any employee/student on the basis of race, color, national origin, gender, or disability in recruitment, responsibility, and pay. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited.