

Employer/Worksite Supervisor agrees to accept the following responsibilities:

1. Provide thorough orientation to the job and worksite, as well as a meaningful, well-supervised work experience.
 2. Provide written evaluation of student performance and discuss with student. Provide time for consultation with _____ High School's School-To-Work Coordinator for evaluation of performance.
 3. Keep and complete accurate attendance and/or time records, as required.
 4. Consult with the coordinator regarding problems related to the work experience, and contact promptly before considering suspension, transfer, or termination.
 5. Fill out the State of Oregon Workers' and Employers' Report of Occupational Injury or Disease form 801 in the event of any accident, however minor, which occurs on the job.
 6. Conform to all State and Federal regulations and local policies *(See Addendum, if attached, for more detail.)
- Students in this program will be accepted and assigned work without regard to their age race, color, political affiliation, disability, national origin, marital status, political status, religion, or gender.

Date _____ **Employer Signature** _____

_____ **High School agrees to accept the following responsibilities:**

1. Conduct worksite visits/consultations as indicated by school program guidelines.
2. Provide the employer with a liaison to assist in explaining requirements, completing paperwork, resolving problems, and otherwise helping the student and supervisor maximize work performance and learning opportunities.
3. Grant appropriate credit after satisfactory performance of duties as determined by the coordinator and the employer. Coordinator will provide the district with a copy of this agreement for Workers' Compensation Insurance.

Date _____ **School-To-Work Coordinator Signature** _____

To be completed by Worksite Supervisor in conjunction with Student and School-to-Work Coordinator:

Job Title _____

Career Objective _____

Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Paid _____ Unpaid _____ Length of Lunch _____ % of Time with Direct Supervision _____

Student/Trainee agrees to accept, and Parent/guardian to support, the following responsibilities:

1. Maintain regular attendance in school and at the worksite, follow all rules concerning the program.
2. Show honesty, punctuality, a cooperative attitude, proper grooming and dress, and a willingness to learn.
3. Consult the school/program coordinator or supervising teacher, as well as the worksite supervisor, about any problems.
4. Conform to the rules and regulations of the worksite, and maintain confidentiality.
5. Complete required assignments and furnish necessary information, reports, or timesheets.
6. Arrange transportation to and from the worksite. The school/program does not supervise youths to and from a worksite. Parents are solely responsible for transportation used.
7. Complete required parent permission form when needed.

Worksite Supervisor Agrees to accept the following responsibilities:

1. Provide thorough orientation to the job and worksite, as well as a meaningful, well-supervised training/work experience.
2. Consult the school/program coordinator regarding problems related to the work experience. In the event that school/program is the employer of record, notification must be given before termination.
3. Provide written evaluation of student/trainee performance.
4. Provide time for consultation with, and on-site monitoring visits by authorized staff.
5. Maintain accurate attendance and/or time records, as required.
6. Provide adequate training and a safe work environment. Fill out the appropriate state accident reporting forms in the event of any accident, however minor, which occurs.
7. Accept students/trainees and assign work without regard to age, race, color, sexual orientation, political affiliation, disability, national origin, marital status, political status, religion, or gender.

The School/Program agrees to accept the following responsibilities:

1. Conduct worksite visits as indicated by school or program guidelines.
2. Provide worksite with a liaison to assist in explaining requirements, completing paperwork, resolving problems, and otherwise helping the student/trainee and worksite supervisor maximize work performance and learning opportunities.
3. If the school/program is employer of record, the school/program will be responsible for student/trainee's wages and workers' compensation during the terms of the agreement.
4. For non-paid experience, coordinator will provide the district with a copy of this agreement for Workers' Compensation insurance.
5. Grant appropriate credit after satisfactory performance of duties as determined by the coordinator and the worksite supervisor.