

Placement Training Agreement Responsibilities

EMPLOYER RESPONSIBILITIES

The employer must provide a minimum of 15 hours of work experience per week and will pay the trainee in conformation with the wage and hours provisions of Ohio and Federal Laws. The employer affirms that its respective referral, selection and assignment action in this employment case, conforms to Federal and State Laws prohibiting discrimination by reason of age, sex, religion, race, color, national origin, and handicapped conditions, and conforms to Employment Practices & OSHA regulations.

The employer or an appointed representative shall assist the instructor

- in working with or closely supervising the trainee's work experience
- in advancing the participant's training
- in evaluating the trainee's performance, habits and attitudes

THE EMPLOYER:

- Recognizes that a training plan is being followed and that supervision of the trainee will be needed.
- Cooperates with the career technical instructor in every reasonable way to assist in the advancement and growth of the trainee.
- Provides the trainee with the same equal treatment, consideration and benefits given other employees regarding safety, social security, wage, general working conditions, and regulations.
- Provides instruction in safety for the trainee.
- Provides a variety of work experiences that will further the student's training in his/her skill area.
- Will adhere to employer agreement relating to the school-to-apprenticeship program, if applicable.
- Shall have on file with the U. S. Department of Labor a registered apprenticeship program if the student is an apprentice.
- Contacts the trainee's parent and career technical instructor in the event an accident occurs which requires medical attention.
- Consults the instructor on any problem that arises with the trainee. Also, if an employer feels he must discharge or transfer a trainee, the instructor should be notified prior to the discharge or transfer. Being discharged is a serious matter and will be treated as such.
- Understands that student participation in skill contests, school events, and field trips are an integral part of their education and that students should be allowed to participate upon request of their instructor or the job developer.

STUDENT (TRAINEE) RESPONSIBILITIES

THE TRAINEE:

- Shall adhere to all the provisions of the Training Agreement and the Training Plan relevant to his/her Placement Type.
- Shall telephone the instructor as well as the employer when he/she is going to be absent. Student will not be permitted to work if absent from school unless approved by the job developer.
- Will be expected to maintain attendance in accordance with both school and work standards.
- Will perform all duties in a manner that will reflect credit to the school, company and the trainee. Shall abide by the rules, regulations, and policies of the employer and the school during the training period.
- Shall attend all academic and career technical related classes.
- May be subject to removal from placement and return to school if unsuccessful in maintaining passing grades in both academic and career technical subjects. Below average grades at the end of a grading period will be grounds for removal from placement.
- Shall conform to those standards of dress and appearance set up by the school and those expected by the employer.
- Should take problems on the job to the job supervisor and inform the instructor.
- Adheres to all safety regulations in performing his/her duties and informs his/her employer and career technical instructor when a safety problem or concern arises.
- Will return to school for the remainder of the year and receive an F for the grading period if he/she quits or is justly fired from the job by the employer. Future placement opportunities may be forfeited. This does not include lay-off resulting from bona-fide work force reductions.
- Will be responsible for transportation to and from work.
- Is expected to leave the school area at the end of his/her regularly scheduled day (after academic).
- If the Career Center or the trainee's affiliate school is closed due to inclement weather, the trainee is permitted to report to work only if the trainee and his/her parents agree that there are no safety concerns. In the event of unsafe conditions, the trainee must telephone the employer prior to his/her scheduled starting time.
- Will prepare and provide a weekly work report for the previous week, due each Monday to the instructor.

PARENT/GUARDIAN RESPONSIBILITIES

THE PARENT OR GUARDIAN:

- Will provide accident, liability, or other prudent insurance protection.
- Shall be responsible for the personal conduct of the trainee on the job and shall provide an appropriate means of transportation to and from the job.
- Must assume the responsibility of the trainee's whereabouts and/or actions when a trainee is released from school and is not scheduled to work.
- Assumes all responsibility for the safety of the trainee from the time he/she leaves school until his/her arrival at home.
- Encourages son/daughter to meet the responsibilities of both school and job in every way possible.
- Talks with son/daughter about his/her placement assignment on a regular basis.

SCHOOL RESPONSIBILITIES

THE SCHOOL:

- Will provide students who are sincerely interested and who can profit from early supervised placement.
- Will select students on the basis of their grades, attendance, work habits, attitude and appearance.
- Will enact such attendance and disciplinary guidelines as necessary.
- Shall coordinate in-school training with on-the-job experiences by periodic visits and/or contacts with employer at the job site.
- Will work with the employer to develop and approve the supervised job placement.
- Agrees to ensure that students meeting all eligible requirements for early placement will not be discriminated against on the basis of race, color, national origin, sex or handicap.