

Student: _____ School: _____ Start Date: _____

WorkAbility 1 Program
El Dorado Union High School District
4675 Missouri Flat Rd.
Placerville, CA 95667

WORKABILITY 1 WORKSITE TRAINING AGREEMENT

Business Name / Worksite: _____

Address: _____
Street Number Street Name City State Zip

Supervisor / Contact Person: _____ Phone: (____) _____

This document constitutes a non-financial agreement between El Dorado Union High School District WorkAbility 1 Program (WA1) and Worksite: _____ a qualified business or agency, to provide work experience as an activity of the WA1 Work Experience Program.

The period performance of the agreement shall be from _____ to _____. This agreement may be modified or terminated upon written agreement of both parties.

The WorkAbility 1 Program assures that they will:

1. Provide wages.
2. Provide statutory benefit limited to Workers' Compensation. (Education Code Section 51769)
3. Ensure that participants have obtained the appropriate documents enabling them to participate in the work experience.
4. Provide orientation to both worksite supervisor(s) and participants and inform parents.
5. Work closely with the employer in order to provide the student with maximum benefit from on-the-job training.
6. Visit the student's training station and consult with the employer regarding the on-the-job training performance of the student.
7. Assist in the resolution of the student's learning or job-related problems that are affecting the on-the-job performance of the student.
8. Provide evaluation forms and discuss the training performance of the student with the employer and the student.

The Worksite Agency assures that they will:

1. Consider the student trainee a beginning worker and will provide appropriate training.
2. Clearly instruct the student as to what the duties of the job involve and any rules, policies and regulations that apply to the job or this worksite in particular.
3. Supervise or appoint a supervisor within the business to teach the student trainee the various requirements of the job, abiding by all State and Federal laws.
4. Provide a drug-free workplace that is in compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace.
5. Maintain and verify accurate attendance records and ensure hours are recorded only for time worked as agreed upon.
6. Ensure that participants have sufficient duties to occupy their time, as well as materials and/or tools to perform tasks.
7. A student is not allowed to work any day that they are not in attendance at school during scheduled school hours, i.e. absent, suspended or expelled from school.
8. Ensure that the work environment is safe and sanitary and in conformance with appropriate safety standards. The Worksite will maintain emergency information on participants, including person to notify in case of emergency, illness or other emergency. Notify WorkAbility staff and participant's parents in case of an accident or emergency.
9. Ensure that no participant of any age will operate a motor vehicle in the line of duty.
10. Comply with all labor laws and Cal-OSHA including nondiscrimination regulations, nepotism provisions, lobbying, and political activities, religious activities and all Federal and State statutes relating to employment.
11. Make auxiliary aids and services available, upon request, to individuals with disabilities.
12. Notify WorkAbility Career Guidance Technician/Job Developer if unhappy with participant's work and/or plan to terminate the participant.

Hours student will work: _____ Day(s) student will work: _____

Job Duties: _____

Student: _____

School: _____

Start Date: _____

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The purpose of this agreement and plan is to outline the responsibilities of the participant, worksite agency, parent and the EDUHSD WorkAbility 1 Program prior to training and employment.

The Participant will: (Initial next to each item to confirm it was discussed and agreement)

_____ Complete and submit appropriate documents enabling me to participate in the WorkAbility 1 Program.

_____ Call the employer promptly when unable to go to work.

_____ Give adequate notice to employer if unable to continue working at worksite. The second unexcused absence will result in termination.

_____ Notify WorkAbility Career Guidance Technician/Job Developer if unhappy with job and/or planning on leaving the job placement for any reason (quit).

_____ Complete and turn in time sheets on time.

_____ Maintain regular school attendance and passing grades in all classes. (May result in withdrawal of Work Permit and termination of job placement).

_____ I may not go to work on days that I miss school, i.e. illness, unexcused absence, suspended or expulsion. (May result in withdrawal of Work Permit and termination of job placement).

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Worksite agency further assures that neither the Agency, nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

This agreement is subject to monitoring by the EDUHSD Workability 1 Program, State of California, California Department of Education, The Department of Labor and is contingent upon the availability of funds to the WorkAbility 1 Program.

WORKABILITY 1 PROGRAM / EDUHSD

WORKSITE AGENCY

Name and Title

Agency

Signature

Name and Title

Date Signed

Signature

Student: _____

School: _____

Start Date: _____

Date Signed