



# Six District Educational Compact

Cuyahoga Falls • Hudson • Kent • Stow-Munroe Falls • Tallmadge • Woodridge

## WORK-BASED LEARNING ROLES AND RESPONSIBILITIES

### ALL PARTIES AGREE THAT:

- ✓ A learning agreement consistent with the student’s career goals outlining the Work-Based Learning (WBL) details and competencies shall be developed cooperatively by the student, parent, instructor and employer/mentor and updated as needed.
- ✓ Participation requirements will vary based on the type of work-based learning experience.
- ✓ The employer will “be an equal opportunity employer and will not discriminate against the student learner on the basis of race, color, national origin, sex, or disability in hiring, assignment to work tasks, hours of employment, levels of employment, levels of responsibility, and pay.” Employment of the student learner shall be in accordance with federal, state, and local laws and regulations. Payroll practices must be in accordance with federal, state, and local regulations.
- ✓ The employer must cover the student learner with all applicable insurances.
- ✓ The student shall not be considered an “independent contractor” and shall be paid legally.
- ✓ The employer shall be able to verify the existence of a written policy prohibiting any type of workplace harassment.
- ✓ WBL hours shall be equal to no less than the number of lab hours to receive credit.

### STUDENT RESPONSIBILITIES:

- ✓ If a student misses school, he or she may not report to work that day and must notify the employer/mentor of absence.
- ✓ If a student quits or is laid off or terminated from a WBL experience, he or she must return to the Career-Technical Education program the next school day. Loss of a job and failure to return to the program may result in failure. In some cases, a new WBL experience may be obtained upon recommendation from the instructor.
- ✓ The student is responsible for all transportation to and from the site. The student and/or parent will assume all liability and responsibility. In the event the student is driving to the work site, he or she must have a valid driver’s license and proof of current insurance.
- ✓ A violation of the student code of conduct at the sending or receiving school may result in termination of the WBL experience. The employer will be informed by a school representative if this decision is necessary.

### INSTRUCTOR RESPONSIBILITIES:

- ✓ The instructor is required to visit and evaluate a **new** job site **prior** to the work-based learning experience.
- ✓ The instructor will serve as a co-evaluator and co-supervisor for the WBL experience along with the employer/business mentor and will evaluate the student’s performance in accordance with the WBL evaluation form.
- ✓ The instructor will inform employers of time off needed to participate in career-technical student organization events, mandatory school requirements (testing) or year-end senior activities.

### PARENT RESPONSIBILITIES:

- ✓ Parents will assume responsibility and liability for the personal conduct of the student while at the work site.
- ✓ Parents will assume responsibility and liability for the student learner’s transportation to and from the work site.
- ✓ Parents will recognize that participation in the work-based learning program is a **privilege** and may be terminated if conditions warrant (see student responsibilities section).

### EMPLOYER/MENTOR RESPONSIBILITIES:

- ✓ Employ the student according to the WBL Agreement Form.
- ✓ The employer/mentor will serve as a co-evaluator and co-supervisor for the WBL experience along with the instructor and will evaluate the student’s performance in accordance with the WBL evaluation form.
- ✓ Contact the student learner’s instructor if any concerns arise regarding the student learner’s performance prior to termination of his/her employment/internship.
- ✓ Provide the student learner with the same consideration given other employees regarding safety, health, general working conditions, and other conditions and regulations.

I have received and read a copy of my responsibilities and will abide by them.

_____	_____	_____	_____
Student Signature	Date	Parent Signature	Date
_____	_____	_____	_____
Instructor Signature	Date	Employer / Mentor Signature	Date

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