

**HAMILTON TOWNSHIP SCHOOLS
COOPERATIVE WORK EXPERIENCE
TRAINING AGREEMENT**

SCHOOL DISTRICT Hamilton Township

Date _____

Employer _____
Employer Name Address

Agrees to
Employ _____
Student-Learner's Name Address

For the purpose of training in Cooperative Marketing Education Program. Starting Wage: \$ _____

Student-Learner's date of birth _____ Working Papers: _____
Date Issued

Working Conditions:

1. All student-learners must be covered by Worker's Compensation Insurance.
2. The employer is aware of the educational nature of the program and agrees to observe all Federal, State, and local laws and regulations, in a manner not resulting in the exploitation of the student-learner.
3. The employer will provide direct and close supervision at the training site by a qualified supervisor. (See New Jersey Child Labor Law Abstract MW-129 and New Jersey State Department of Education T-Letter 268 on prohibited occupations.)
4. When the pupil is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work will be intermittent and for short periods of time, and under the direct supervision of a qualified and experienced person. (Attach copy of approved Training Establishment Report.)
5. Student-learners will not displace full-time workers ordinarily needed by the employer.
6. The employer will comply with all State and Federal civil rights laws.

Other Employer Responsibilities:

1. To take an active part in the training and supervision of the above named student-learner while providing on-the-job instruction in accordance with the student-learner's training plan.
2. To employ the student-learner for an average of 15 hours per week during the approved period of the program.
3. To assist in evaluating the student-learner's progress using the training plan when required.
4. The student-learner will not be discharged nor status changed without first consulting with the teacher-coordinator.
5. To pay the student-learner the prevailing wage paid similar employees, and to recognize satisfactory service throughout the year with salary increases as awarded to other employees.
6. To allow the student-learner to be absent from work, without prejudice, when school activities require the student's presence, with the understanding that notification of the need for such absence will be received from the teacher-coordinator at least one week prior to the absence.
7. To allow the student-learner to be observed on the job periodically by the teacher-coordinator.
8. In the event the student-learner's school grades fall below passing as a result of time spent on the job, weekly hours will be reduced according to the advice of the teacher-coordinator until such time as the student-learner is earning passing grades.
9. To notify the teacher-coordinator as soon as possible any time the student learner is absent without notification, or fails to stay for the scheduled time.
10. To be available for conference with the teacher-coordinator, the student-learner, or both, as necessary.
11. Once the student arrives at work, he/she is not permitted to travel (make deliveries, run errands, etc.)
12. At no time will a student be left alone at a work site with no supervision.

Nondiscrimination Guidelines

The Business/Agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R, §104.4, §106.38 (a)(b), and §100.3 (c).

This document serves as an assurance of non-discrimination with regard to the referral, assignment, and placement of students participating in our cooperative work experience program. We are committed to providing equal opportunities to all students, and we hereby affirm that:

- HTSD will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs.
- All participating employers, including their staff, agents, and representatives, are dedicated to offering equal opportunities for students referred to their establishments for work experience.
- No student will be discriminated against based on race, color, national origin, sex, disability, or any other characteristic protected by law during the referral, assignment, or placement process.
- The selection of students for work experience opportunities will be based solely on their qualifications, skills, and abilities to perform the tasks required by the position.
- All students, regardless of their background, will be provided with a fair and unbiased evaluation of their performance during the work experience period.
- Any accommodations required by students with disabilities to ensure equal participation in the work experience program will be provided in accordance with applicable laws and regulations.
- Employers will uphold the principles of diversity, inclusion, and equal opportunity within their workplaces, fostering an environment that is respectful and free from discrimination.

Major Job Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____

Signed _____
Employer

Signed _____
Teacher-Coordinator

I have read the above and fully understand my employer's responsibilities to me and _____ High School, and my responsibilities to my employer and school.

Signed _____
Student-Learner

Signed _____
Parent/Guardian

THIS AGREEMENT MAY BE TERMINATED BY THE EMPLOYER AT ANY TIME AFTER CONSULTATION WITH THE TEACHER-COORDINATOR. THE TEACHER-COORDINATOR MAY TERMINATE THIS AGREEMENT AFTER CONSULTATION WITH THE EMPLOYER.