

**WORKBASED LEARNING SITE RESPONSIBILITIES:** Employer:

- (1) Comply with Federal and State Labor and Industry regulations, *as well as state Worksite Learning standards and school district policies.*
- (2) Provide an orientation (ie. safety policies, and procedures) and job specific training
- (3) Conform to Federal laws prohibiting discrimination on the basis of race, color, national origin, sex or disability
- (4) Provide a safe learning/working environment and report any student accidents or injuries
- (5) Consult with the coordinator concerning the student's learning plan
- (6) Verify attendance and/or time records and provide feedback regarding performance and skill attainment through completion of evaluation reports
- (7) Maintain liability insurance
- (8) Supervise students while on business premises and monitor employees who have direct contact with students

The student will in no way violate any collective bargaining agreement between the business and regularly scheduled employees

In those circumstances where all responsible parties agree that regularly scheduled unsupervised contact between a student and business employee is necessary and appropriate, the parent and worksite will assume responsibility for the safety and health of the student

To not replace an employee with a student learner

\_\_\_\_\_

Supervisor Signature

Date

**Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence.**

**SCHOOL DISTRICT REPRESENTATIVE RESPONSIBILITIES:**

- (1) Secure all paperwork, including a training plan before credit and/or grades are issued
- (2) Inform students of basic work site safety and minor work laws
- (3) Consult with WBL Site Representative to evaluate student performance as per the *student learning plan*
- (4) Make regular site visits to monitor student performance
- (5) Document all accidents and injuries
- (6) Place students in appropriate learning sites that are free from safety and health hazards
- (7) Assist the learning site supervisor in providing meaningful learning experiences for the student

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**Work Based Learning Coordinator**

**Date**