

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT



Career Visions On-The-Job Training Contract

The purpose of this contract is to provide the student-client with on-the-job work-related training

Revised 06/10

I. Student Responsibilities

As a student-client in the OJT program, I agree to:

- A. Follow the program rules and regulations established by the school and the employer.
- B. As needed, arrange for my own transportation and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. (If 18 years of age or older) Provide self with ample insurance coverage while traveling to and from school, as well as, to and from the training site.
- D. Maintain regular attendance and punctuality in school and at on-the-job training, or I will not be allowed to participate in OJT. I will not participate in OJT, on days that I am absent from school. If I have above average absences on non-workdays, my participation in OJT may be limited.
- E. Notify my Career Transition Advisor within one day if I am released from my training.
- F. Notify my work-training site and Career Transition Advisor before I am due at work if an illness or an emergency prevents me from working.
- G. Consult with my Career Transition Advisor if I should find it necessary to terminate my on-the-job training before the agreed upon date.
- H. If receiving a pay-incentive, obtain a social security card, any other required identification (and a work permit, if under 18 years of age).
- I. Participate in a minimum eight (8) week PAES evaluation in order to assess workforce readiness. This assessment will be completed before being considered for community based training.

II. Business/Training Site Responsibilities

As a training site resource in the OJT program, I agree to:

- A. Not use the student-client to replace a paid employee position.
- B. Inform the student-client and job coaching staff of rules, regulations, and duties expected of the student-client trainee.
- C. Supervise the student-client trainee, assist in improving the on-the-job training performance of the student-client, and assign the student-client to more responsible duties or positions if openings occur for which the student is qualified.
- D. Plan an appropriate variety of on-the-job training tasks/responsibilities.
- E. Abide by state and federal laws/regulations pertaining to employment and/or students on training/job sites.
- F. Confer with the school job coaching/staff regarding the student-client's training progress and/or need for additional help.
- G. Evaluate the training performance of the student-client with the school job coaching/staff through written evaluation every eight (8) weeks.
- H. Consider student-client for part time employment if economically feasible, after completion of fifty (50) subsidized work hours, and satisfactory eight (8) week worksite performance evaluation.
- I. Inform the school job coaching/staff when planning to terminate a student-client's training.

III. School District Responsibilities

The William S. Hart Union High School District, agrees to:

- A. Monitor progress of the student-client while the student-client is participating in the OJT program.
- B. Act as employer of record for the student-client while the student-client is participating in the OJT program, and is receiving a pay-incentive.
- C. Abide by state and federal laws/regulations pertaining to employment/training, and/or students.
- D. If the student-client is receiving a pay-incentive, pay the student-client _____/hr.
- E. Provide State Worker's Compensation Insurance coverage under the School District's policy for student-clients while they are at the work site.
- F. Enroll the student-client only in an approved OJT site as defined by the local School District and supported by a plan of operation approved by the California State Department of Education.
- G. Inform the student-client (and the parent/guardian if the student-client is under 18 years of age or conserved), of program rules and regulations.
- H. Monitor the student-client's training site and activities, and consult with the employer regarding the on-the-job training performance of the student-client.
- I. Assist in the resolution of the student-client's school or work training site-related problems that are affecting on-the-job training performance and the student-client.
- J. Communicate with the student-client regarding on-the-job training performance via written performance evaluation every eight (8) weeks.
- K. Provide the employer with the objectives of the student-client's OJT experience.
- L. Indemnity ("Hold Harmless") Statement

 (On-the-Job Training [O.J.T.] Site), its trustees, employees and agents from and against any physical damage to tangible property, bodily injury, sickness, death or other claims caused by the negligent acts, omissions or willful misconduct of Hart District agents, employees or students arising out of this Agreement; provided, however, that nothing contained herein shall require the Hart District

 (O.J.T. Site) for physical damage to tangible property of a party, or bodily injury, sickness, or death to a party arising out of the negligent acts, omissions, or willful misconduct of

 (O.J.T. Site), its agents or employees.

IV. Parent/Guardian Responsibilities (If student-client is under 18 years of age or conserved)

As a parent/guardian of a student-client in the OJT program, I agree to:

- A. Encourage the student-client to effectively carry out the duties and responsibilities of the program at school and at the training site.
- B. Arrange transportation for non-school hours for the student-client and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. Provide the student-client with ample insurance coverage while traveling to and from school, as well as, to and from the training site.

Student-Client's Printed Name

Student-Client's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian's Signature
(If student is under 18 years of age or conserved)

Date

Business/Training Site Name

Business/Training Site Address

Business/Training Site Representative's Printed Name

Business/Training Site Representative's Signature

Date

School District Representative's Printed Name

School District Representative's Signature

Date