



CUYAHOGA VALLEY CAREER CENTER STUDENT EMPLOYMENT TRAINING PLAN & AGREEMENT

Please Check: Summer Internship Apprenticeship Paid Internship Early Placement

PLEASE PRINT ALL INFORMATION

STUDENT LEARNER FIRST NAME _____ STUDENT LEARNER LAST NAME _____ PROGRAM _____ ASSOC. SCHOOL _____

JOB TITLE _____ HOURLY WAGE \$ _____ WORK START DATE _____

COMPANY NAME _____ COMPANY PHONE _____

COMPANY ADDRESS _____ CITY _____ ZIP _____

SUPERVISOR'S FIRST NAME _____ SUPERVISOR'S LAST NAME _____ SUPERVISOR'S JOB TITLE _____

SUPERVISOR'S E-MAIL ADDRESS _____ COMPANY WEBSITE ADDRESS _____

CVCC INSTRUCTOR TO COMPLETE THIS SECTION:

THE ABOVE NAMED STUDENT LEARNER HAS BEEN INTRODUCED TO AND HAS DEMONSTRATED A MARKETABLE SKILL** IN THE FOLLOWING AREAS OF INSTRUCTION:

***THE ABOVE AREAS CONSTITUTE THE SKILLS OF THE STUDENT LEARNER AS OBSERVED BY THE INSTRUCTOR UP TO THIS POINT IN HIS/HER TRAINING. ADDITIONAL TRAINING AND/OR SUPERVISION BY THE EMPLOYER WILL BE NECESSARY AS THE STUDENT LEARNER ENCOUNTERS MORE ADVANCED AND/OR SPECIALIZED TASKS ON THE JOB.*

SUPERVISOR TO COMPLETE THIS SECTION:

THE FOLLOWING IS A LIST OF ON-THE-JOB RESPONSIBILITIES AGREED UPON BY THE STUDENT LEARNER, INSTRUCTOR, AND THE COOPERATIVE LEARNING SITE SUPERVISOR. THESE RESPONSIBILITIES WILL BE INCLUDED AS PART OF THE TRAINING AND WORK EXPERIENCE IN THE TRAINING PROGRAM, IN COMPLIANCE WITH THE REGULATIONS OF THE OHIO STATE DEPARTMENT OF CAREER AND TECHNICAL EDUCATION. (A SEPARATE JOB DESCRIPTION MAY BE ATTACHED)

JOB DUTIES AND/OR AREAS OF RESPONSIBILITY FOR STUDENT LEARNER	HOW OFTEN PERFORMED (DAILY, WEEKLY, ETC.)
1.	
2.	
3.	
4.	
5. ON-THE-JOB SAFETY PROCEDURES	DAILY

STUDENT LEARNER _____ DATE _____

PARENT or GUARDIAN _____ DATE _____

ASSOCIATE SCHOOL COUNSELOR _____ DATE _____
(SIGNATURE INDICATES THAT THE STUDENT LEARNER IS PASSING COURSEWORK REQUIRED FOR GRADUATION AND IS ON TRACK TO MEET OHIO GRADUATION REQUIREMENTS)

CAREER & COMMUNITY RESOURCES SPECIALIST _____ DATE _____

EMPLOYER / SUPERVISOR _____ DATE _____


CVCC PRINCIPAL OR ASSISTANT PRINCIPAL _____ DATE _____

CVCC INSTRUCTOR _____ DATE _____
(SIGNATURE INDICATES THAT THE STUDENT LEARNER HAS MET ELIGIBILITY CRITERIA)

CVCC ACADEMIC INSTRUCTOR AS REQUIRED _____ DATE _____
(SIGNATURE INDICATES THAT THE STUDENT LEARNER HAS MET ELIGIBILITY CRITERIA)

PLEASE READ BOTH SIDES OF THIS DOCUMENT CAREFULLY.

ALL SIGNATURES MUST BE IN PLACE BEFORE THE STUDENT LEARNER WILL BE PERMITTED TO LEAVE FOR EMPLOYMENT.



YOUR SIGNATURE INDICATES AGREEMENT TO THE TERMS OF TRAINING PLAN OUTLINED ABOVE, AS WELL AS APPLICABLE TERMS OF THE AGREEMENT INDICATED ON THE REVERSE SIDE OF THIS DOCUMENT.



CUYAHOGA VALLEY CAREER CENTER

STUDENT EMPLOYMENT TRAINING PLAN & AGREEMENT

440-746-8260

PART A

ALL PARTIES AGREE THAT:

- 1a. THE TERM OF COOPERATIVE EMPLOYMENT SHALL INCLUDE A MINIMUM OF 13.5 HOURS PER WEEK FOR THE CURRENT SCHOOL YEAR IF STUDENT WORKS TRADITIONAL SCHEDULE. IF A CUSTOMIZED SCHEDULE IS IN PLACE, STUDENT MUST WORK HOURS EQUAL TO OR GREATER THEN MISSED CLASS HOURS.
- 2a. A TRAINING PLAN CONSISTENT WITH THE STUDENT LEARNERS' CAREER FOCUS, OUTLINING ON-THE-JOB TRAINING AND COMPETENCIES, SHALL BE DEVELOPED COOPERATIVELY BY THE EMPLOYER/SUPERVISOR AND INSTRUCTOR, AND WRITTEN ON THE REVERSE SIDE OF THIS DOCUMENT.
- 3a. THE STUDENT LEARNER MUST MAINTAIN PASSING GRADES IN ASSOCIATE SCHOOL CLASSES AND ALL CVCC CLASSES REQUIRED FOR GRADUATION WHILE ON EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP.
- 4a. 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.
- 5a. STUDENT LEARNER SHALL NOT BE CONSIDERED AN "INDEPENDENT CONTRACTOR". STUDENT LEARNER MUST BE A PAYROLL EMPLOYEE OF THE BUSINESS.
- 6a. PAYROLL PRACTICES MUST BE IN ACCORDANCE WITH FEDERAL, STATE, & LOCAL LAWS AND REGULATIONS; EMPLOYER MUST COVER STUDENT LEARNER WITH ALL APPLICABLE INSURANCES. CVCC RESERVES THE RIGHT TO REQUEST AND REVIEW PAYSTUBS AT ANY TME TO VERIFY HOURS AND PAY.
- 7a. THE EMPLOYER SHALL BE ABLE TO VERIFY THE EXISTENCE OF A WRITTEN POLICY PROHIBITING ANY TYPE OF WORKPLACE HARASSMENT.
- 8a. STUDENT LEARNERS UNDER AGE 18 MUST HAVE A VALID WORK PERMIT ON FILE AT THE WORKSITE; PERMITS MAY BE OBTAINED IN THE STUDENT'S ASSOCIATE SCHOOL GUIDANCE OFFICE.
- 9a. A VIOLATION OF THE STUDENT CODE OF CONDUCT AT CVCC OR THE ASSOCIATE SCHOOL MAY RESULT IN TERMINATION OF EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP AND RETURN TO CVCC PROGRAM. PARTICIPATION IN THE EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP PROGRAM IS A PRIVILEGE, AND MAY BE TERMINATED IF CONDITIONS WARRANT (SEE STUDENT LEARNER'S RESPONSIBILITIES SECTION.)

PART B

STUDENT LEARNER RESPONSIBILITIES:

- 1b. TO REPORT TO THE CVCC TECHNICAL PROGRAM ON MONDAYS FROM 11:30-1:00 AS A MINIMUM, OR AS REQUIRED BY INSTRUCTOR. A STUDENT LEARNER WHO MISSES TWO MONDAYS MAY BE TERMINATED FROM EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP.
- 2b. ALL STUDENT LEARNERS ARE REQUIRED TO RETURN TO CVCC FOR STATE TESTING; TEST DATES VARY BY PROGRAM-CHECK WITH PROGRAM INSTRUCTOR.
- 3b. IF APPLICABLE, STUDENT LEARNER MUST REPORT TO CVCC CLASSES AS REQUIRED BY THE INSTRUCTOR(S).
- 4b. STUDENT LEARNER MUST SUBMIT A WEEKLY REPORT TO HIS/HER INSTRUCTOR ON MONDAYS, SIGNED BY HIS/HER SUPERVISOR THAT VERIFIES HOURS OF WORK AND SKILLS USED ON THE JOB.
- 5b. IF A STUDENT LEARNER MISSES ASSOCIATE SCHOOL, HE/SHE MAY NOT REPORT TO WORK THAT DAY, AND MUST NOTIFY EMPLOYER and CVCC ATTENDANCE OFFICE OF ABSENCE.
- 6b. IF A STUDENT LEARNER QUILTS AN EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP JOB, STUDENT LEARNER MUST RETURN TO THE CVCC TECHNICAL PROGRAM FOR CONTINUING INSTRUCTION BEGINNING THE NEXT SCHOOL DAY. QUITTING A JOB AND FAILURE TO RETURN TO THE PROGRAM MAY RESULT IN FAILURE OF PROGRAM. IN SOME CASES, A NEW JOB MAY BE OBTAINED, UPON RECOMMENDATION FROM THE INSTRUCTOR.
- 7b. IF A STUDENT LEARNER IS LAID OFF OR TERMINATED FROM AN EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP JOB FOR ANY REASON, STUDENT LEARNER MUST RETURN TO THE CVCC TECHNICAL PROGRAM FOR CONTINUING INSTRUCTION BEGINNING THE NEXT SCHOOL DAY. LOSS OF A JOB AND FAILURE TO RETURN TO THE PROGRAM MAY RESULT IN FAILURE OF PROGRAM. IN SOME CASES, A NEW JOB MAY BE OBTAINED, UPON RECOMMENDATION FROM THE INSTRUCTOR.
- 8b. STUDENT LEARNER IS RESPONSIBLE FOR ALL TRANSPORTATION TO AND FROM JOB SITE. STUDENT LEARNER AND/OR PARENT WILL ASSUME ALL LIABILITY AND RESPONSIBILITY.

PART C

INSTRUCTOR RESPONSIBILITIES:

- 1c. INSTRUCTORS SHALL BE REQUIRED TO VISIT & EVALUATE A **NEW** JOB SITE **PRIOR** TO EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP; ALL OTHER JOB SITES SHALL BE VISITED ONCE PER YEAR OR AS REQUIRED BY PROGRAM SUPERVISOR.
- 2c. INSTRUCTORS SHALL FILE A REQUEST FOR PROFESSIONAL MEETING FORM (ADM 30) WITH THEIR SUPERVISOR AT LEAST 5 DAYS PRIOR TO JOB SITE VISITATION. JOB SITES AND STUDENT LEARNERS TO BE VISITED MUST BE INDICATED. INSTRUCTORS WILL BE REIMBURSED FOR MILEAGE. ALL EFFORTS WILL BE MADE TO ACCOMMODATE RELEASE TIMES NEEDED; HOWEVER, RELEASE TIME IS CONTINGENT UPON LOCATING AN ADEQUATE SUBSTITUTE. EXCEPTIONS WILL BE HANDLED ON AN INDIVIDUAL BASIS.
- 3c. INSTRUCTORS SHALL BE REQUIRED TO CALL OR VISIT THE STUDENT LEARNER'S SUPERVISOR AT LEAST ONCE PER MONTH OR MORE OFTEN AS NEEDED. DOCUMENTATION SHALL BE KEPT IN STUDENT LEARNER'S CLASSROOM FILE.
- 4c. INSTRUCTORS SHALL INFORM EMPLOYERS OF TIME OFF NEEDED TO PARTICIPATE IN CAREER-TECHNICAL STUDENT ORGANIZATION ACTIVITIES.

PART D

PARENT RESPONSIBILITIES:

- 1d. ASSUME RESPONSIBILITY AND LIABILITY FOR PERSONAL CONDUCT OF THE STUDENT LEARNER WHILE AT THE JOB SITE.
- 2d. ASSUME RESPONSIBILITY AND LIABILITY FOR STUDENT LEARNER'S TRANSPORTATION TO AND FROM THE JOB SITE.
- 3d. RECOGNIZE THAT PARTICIPATION IN THE EARLY PLACEMENT / PAID INTERNSHIP / APPRENTICESHIP PROGRAM IS A PRIVILEGE, AND MAY BE TERMINATED IF CONDITIONS WARRANT (SEE STUDENT LEARNER'S RESPONSIBILITIES SECTION.)

PART E

EMPLOYER / SUPERVISOR RESPONSIBILITIES:

- 1e. EMPLOY THE STUDENT LEARNER ACCORDING TO THE TRAINING PLAN AS OUTLINED ON THE REVERSE SIDE OF THIS DOCUMENT.
- 2e. TO EVALUATE THE STUDENT LEARNER'S PERFORMANCE IN ACCORDANCE WITH CVCC INSTRUCTOR REQUIREMENTS.
- 3e. CONTACT THE STUDENT LEARNER'S INSTRUCTOR OR THE CAREER & COMMUNITY RESOURCE SPECIALIST IF ANY CONCERNS ARISE REGARDING THE STUDENT LEARNER'S PERFORMANCE AND PRIOR TO TERMINATION OF STUDENT LEARNER'S EMPLOYMENT.
- 4e. PROHIBIT THE STUDENT LEARNER FROM WORKING IF HE/SHE HAS NOT ATTENDED SCHOOL THAT DAY (EMPLOYER WILL BE NOTIFIED BY INSTRUCTOR.)
- 5e. EMPLOY THE STUDENT LEARNER FOR A MINIMUM OF 13.5 HOURS PER WEEK IF STUDENT WORKS TRADITIONAL SCHEDULE. IF A CUSTOMIZED SCHEDULE IS IN PLACE, STUDENT MUST WORK HOURS EQUAL TO OR GREATER THEN MISSED CLASS HOURS.
- 6e. RELEASE THE STUDENT LEARNER FROM WORK ON MONDAYS, AS NEEDED PER INSTRUCTOR, OR FOR STATE-MANDATED TESTING OR CVCC'S REQUIREMENTS.
- 7e. PROVIDE THE STUDENT LEARNER WITH THE SAME CONSIDERATION GIVEN OTHER EMPLOYEES REGARDING SAFETY, HEALTH, GENERAL WORKING CONDITIONS, AND OTHER CONDITIONS AND REGULATIONS.
- 8e. THE EMPLOYER WILL BE AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE AGAINST THE STUDENT LEARNER ON THE BASIS OF RACE, COLOR, ANCESTRY, 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.
- 9e. PAYROLL PRACTICES MUST BE IN ACCORDANCE WITH FEDERAL, STATE, & LOCAL LAWS AND REGULATIONS; EMPLOYER MUST COVER STUDENT LEARNER WITH ALL APPLICABLE INSURANCES mandatory by standard labor laws, WHICH INCLUDES WORKERS' COMPENSATION. CVCC RESERVES THE RIGHT TO REQUEST AND REVIEW PAYSTUBS AT ANY TME TO VERIFY.
- 10e. STUDENT LEARNER SHALL NOT BE CONSIDERED AN "INDEPENDENT CONTRACTOR". STUDENT LEARNER MUST BE A PAYROLL EMPLOYEE OF THE BUSINESS.
- 11e. THE EMPLOYER SHALL HAVE A WRITTEN POLICY PROHIBITING ANY TYPE OF WORKPLACE HARASSMENT.