



**ALBANY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION**

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**Work Based Learning: Memorandum of Agreement: Organizational**

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This establishes an agreement between Albany High School and the following Employer:

\_\_\_\_\_ located at: \_\_\_\_\_  
(Name of Business/Organization) (Street Address of Business/Organization)  
\_\_\_\_\_ relating to work based learning programs and ensuing experiences for  
(City, State, and Zip Code of Business/Organization)

students from various Career and Technical Education pathways.

**This Memorandum of Agreement will be in effect from \_\_\_\_\_ to \_\_\_\_\_.**  
(not to exceed five years)

The following are general expectations and requirements that are agreed upon by the undersigned.

1. The work based learning program and ensuing experience(s) will comply fully with ALL applicable New York State and federal labor laws, including workers compensation laws and those specific to prohibited occupations, as well as with New York State Education Department laws and regulations (see reverse side);
2. The Employer and a certified Coordinator of Work Based Learning Programs for Career Development (Work Based Learning Coordinator) will supervise all Career and Technical Education work based learning programs and ensuing experiences;
3. A separate document will be executed for each student placement which will identify the type of work based learning program and only require the signatures of the Employer's local authorized agent, the Work Based Learning Coordinator, student and student's parent/guardian;
4. The student will be evaluated during the program and must maintain satisfactory standards of performance to continue in the experience (see reverse side);
5. After appropriate discussion, any party may elect to discontinue this agreement at any time. The parties/signatories hereby agree that good communication and understanding between them is vital if the objectives of this work based learning program and ensuing experience(s) are to be met and that joint conferences between the student, Employer, parent/guardian, instructor, and others may be scheduled from time to time in order to discuss:
  - The student's progress
  - Any misunderstandings
  - The reason for termination of the Memorandum of Agreement.

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**We, as Work Based Learning Coordinator and Employer, agree to the terms and conditions as stated above to the best of our ability.**

***Work Based Learning Coordinator on behalf of Albany High School***

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Name: Joseph R. Fesel Work Based Learning Coordinator  
(Name) (Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Authorized Agent of Employer***

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Name: \_\_\_\_\_  
(Name) (Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(over)**

***THE EMPLOYER AGREES THAT IT WILL:***

1. Not permit the student to replace any paid employee (in the case of a non-paid work experience);
2. Advise the student of all company rules, regulations and policies which relate to the student;
3. Explain to the student the responsibilities and duties of his/her job;
4. Provide direct supervision by an authorized employee to the student as needed;
5. Complete an accident report form and notify Albany High School, by calling the main office at (518) 475-6200, in the event of an accident;
6. Review the student's performance with him/her on a regular basis and verify the number of hours worked, complete an evaluation of the student on forms provided by Albany High School at the end of the student's work based learning experience;
7. Inform Mr. Joseph Fesel, Work Based Learning Coordinator, when the student is absent or not performing adequately by contacting him at (518) 475-6418 or emailing him at [jfesel@albany.k12.ny.us](mailto:jfesel@albany.k12.ny.us).
8. The following specific work experience arrangements have been made and will serve as the operating procedure for this work based learning program and ensuing experience(s).
  - a. The student-learner shall be given opportunity to progress through the various phases of work listed in the student's training plan and evaluation form approved by the Work Based Learning Coordinator and the Employer.
  - b. Special safety instruction will be provided to the student trainee, by the Employer prior to assignment to work with hazardous equipment or in hazardous areas.
  - c. The employee's designated supervisor and the student's Career and Technical Education teacher shall evaluate the student during the work based learning experience;
9. If this is a paid experience, the student shall begin employment at no less than the prevailing minimum wage and will comply with all state, federal, and local labor laws;
10. This agreement may be discontinued at any time, however, the Work Based Learning Coordinator requests consultation with the Employer beforehand;
11. The Employer and school agree that the student will be accepted and assigned jobs and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender, or sexual orientation;
12. Comply fully with ALL applicable NYS and Federal labor laws, including workers compensation laws and those specific to prohibited occupations, as well as with New York State Education Department laws and regulations.

***THE STUDENT UNDERSTANDS THAT HIS/HER CONDUCT IS A REFLECTION UPON ALBANY HIGH SCHOOL AND AGREES THAT HE/SHE WILL:***

1. Provide his/her own transportation to and from the student's home, Albany High School and the Employer's place of business. Albany High School and the Employer are in no way responsible for providing the student with transportation to and/or from the Employer's place of business at any time or from any incidents or accidents which may occur while the Student is on route to or from the Employer's place of business;
2. Demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn while at the Employer's place of business;
3. Keep regular attendance as agreed upon with the Employer, excluding Employer-observed holidays, days on which the Employer's place of business is closed or other legal absences and understands that her/his attendance will be taken from his/her weekly attendance reports;
4. Keep regular attendance at Albany High School;
5. Give the Employer as much advance notice as possible if unable to report for work or to do so in a timely manner and contact Mr. Fesel, Work Based Learning Coordinator at (518) 475-6418 or [jfesel@albany.k12.ny.us](mailto:jfesel@albany.k12.ny.us);
6. Complete weekly reports as required by Albany High School;
7. Engage in only those work based learning experiences approved by the supervisor at the work-site.
8. Abide by all school rules of conduct and those of the Employer at all times. Any violation of these rules may result in the student being removed from the work assignment and work based learning program.