



**ALBANY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • www.ahscte.com



Work Based Learning: Memorandum of Agreement: Student Placement

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 experience for
(City, State, and Zip Code of Business/Organization)

_____ (_____) who is enrolled in the following CTE Program of Study: _____
(Student's Name) (ID #) (POS)

Type of WBL Experience: CO-OP Paid CO-OP Unpaid CEIP GEWEP WECEP Job Shadow Other

Start Date: _____ End Date: _____ Hours of Work: _____ to _____

Day(s) of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Variable

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

1. The Employer has completed a MOA for his/her organization which is on file with the WBLC and authorizes the Employer's local agent to execute this student placement document;
2. 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);
3. 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;
4. The Employer and a certified Work Based Learning Coordinator (WBLC) will supervise all Career and Technical Education work based learning programs and ensuing experiences;
5. The student will be evaluated during the program and must maintain satisfactory standards of performance to continue in the experience (see reverse side);
6. After consultation, 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:
 - a. The student's progress
 - b. Any misunderstandings
 - c. The reason for termination of the Memorandum of Agreement.

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 a final evaluation of the student on a form provided by Albany High School;
7. Inform Mr. Joseph Fesel, WBLC, 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;
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):

(over)

- 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.

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. Have and maintain a passing grade in his/her CTE Program of Study.
5. Keep regular attendance at Albany High School;
6. 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;
7. Complete weekly reports as required by Albany High School;
8. Engage in only those work based learning experiences approved by the supervisor at the work-site;
9. 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 based learning assignment and work based learning program.

We, as Student, Parent(s)/Guardian(s), Work Based Learning Coordinator, and Employer of the above student, agree to the terms and conditions as stated above to the best of our ability.

Student

Name: _____
(Please Print Name)

Signed: _____ Dated: _____

Parent/Guardian

Name: _____
(Please Print Name)

Signed: _____ Dated: _____

Work Based Learning Coordinator

Name: Joseph R. Fesel, Work Based Learning Coordinator

Signed: _____ Dated: _____

Employer's Local Agent

Name: _____
(Please Print Name and Title)

Signed: _____ Dated: _____

