Elk Grove Unified School District
Career Technical Education Program
Worksite Training Agreement

Career Technical Education Responsibilities

The EGUSD CTE program and its instructors assume the following responsibilities:

1. Have a clear understanding of the program objectives and a willingness to participate.
2. Discuss with the training site employer the intent and purpose of cooperative vocational education as it relates to the student employee and the employer.
3. Conduct quarterly written evaluations on each student performing training activities.
4. Discuss with the training site employer the intent and purpose of community classroom training as it relates to the student trainee and the employer.
5. Conduct quarterly written evaluations on each student performing training activities.
6. Conduct weekly classroom-based instruction as outlined in Title V regulations.
7. Ensure training conditions are desirable and meet the requirements of the laws and will not endanger the health, safety or welfare of the student.
8. Every three weeks, make a personal job site observation of the trainee; every visitation must include a consultation with the supervisor.
9. Hold harmless the training site employer, its officers, agents and employees from any claim for damages or loss, and any claim for wages, benefits or other compensation resulting from the acts or omissions of EGUSD, its officers, agents, employees and students with respect to the program.
10. Develop and keep on file records including: training agreements, individual site training plans, times of the on-the-job supervision observations, and on-the-job training site locations with student's training hours.
11. Will provide coverage under the EGUSD policies of the Schools Insurance Authority for Liability and Worker's Compensation Liability for medical benefits for students during the training activities.
12. Ensure that training opportunities are open to all regardless or race, color, ancestry, religion, age, sex, or handicap. If student feel they have been discriminated against, they should call the Title IX Coordinator, Mark Cerutti at (916) 686-7784.

Instructor: _____

Program: _____

Telephone Number: _____ **Date:** _____

This agreement shall remain in full force and effect as long as assigned student are performing training activities.

_____

Signature of CTE Instructor Date

Approved on:_____

Date

_____

Signature of CTE Director Date

140.0616.0060

Employer Responsibilities

The training site employer will assume the following responsibilities:

1. Have a clear understanding of the program objectives and a willingness to participate.
2. Assist in developing an individual site training plan for each student and keep a copy of the plan at the training site.
3. Provide EGUSD with a quarterly written performance evaluation. (Forms are to be furnished by CTE instructor.)
4. Provide a regularly scheduled internship for the student during the period of time for which the student is enrolled.
5. Verify and keep accurate records of each student's training hours.
6. Assign students to training activities and to training stations that will provide experiences consistent with the purposes of the training program and that adhere to the individual site training plan.
7. Instruct students regarding safety procedures, rules, regulations, and expectations in your particular business/industry.
8. Hold harmless the EGUSD, its officers, agents and employees from any damages or loss, and any claim for wages, benefits or other compensation resulting from the acts or omission of the business/industry training site employer, its officers, agents, and employees with respect to the program.
9. Ensure that training opportunities are open to all regardless of race, color, ancestry, religion, age, sex or handicap. Ensure that training opportunities comply with EGUSD, State and Federal non-discrimination policies.

Note: Student trainees are not paid for CTE training, but do earn academic credit for their participation in this activity

Company Name: _____

Address: _____

_____

City ***Zip Code***

Telephone Number: _____

_____

Signature of Training Site Employer or Designee ***Date***

Contact Person: _____

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District Superintendent.

Distribution: **White** – Instructor ♦ **Yellow** – Explore CTE Office ♦ **Pink** – Worksite