

# OJT SITE TRAINING AGREEMENT

\_\_\_\_\_ will permit \_\_\_\_\_  
(Training Agency) (Student)

to be employed in their business for the purpose of gaining practical knowledge and experience in the occupation of \_\_\_\_\_. The training will be provided in accordance with the following conditions:

## THE EMPLOYER AGREES TO:

1. Employ the student for an average of \_\_\_\_\_ hours per week and pay the student at the same rate as any other beginning employees in the same job.
2. Provide training of the student in accordance with the Training Plan.
3. Provide instruction in safe and correct procedures and supervise the student's work.
4. Work with the teacher/coordinator to ensure the best possible training.
5. Prohibit the student from working when classes are regularly scheduled.
6. Evaluate the student's performance on a regular basis.
7. Consult with the teacher/coordinator if dismissal or layoff is anticipated. Conferences about unsatisfactory situations should be held to avoid dismissals.
8. Permit the teacher/coordinator to regularly review the progress of the student.
9. Provide coverage for the student under the Worker's Compensation Act.
10. The employer agrees to adopt a background screening process that is consistent with SDMC guidelines at a minimum on the person(s) who will be supervising the student. The employer understands and agrees that it is subject to all applicable Federal and Florida laws and School Board policies relating to the confidentiality of student records

## THE STUDENT AGREES TO:

1. Work for the employer in order to receive training and experience.
2. Demonstrate an interest in the job and cooperate with all persons involved in training.
3. Adhere to all rules and regulations of the business and act in an ethical manner at all times.
4. Inform the employer and the teacher/coordinator in the event of illness or emergency that prevents attendance.
5. Develop knowledge and skills necessary to become an effective employee of the business.
6. Be punctual and in attendance on-the-job and at all specified meetings.
7. Maintain an accurate daily record of hours worked. This information must be submitted to the teacher/coordinator no later than the last workday of each month.

\_\_\_\_\_  
(Student Signature/Date) (Parent/Guardian Signature/Date) (Employer Signature/Date)

\_\_\_\_\_  
(Supervising Teacher's Signature) (Date)