



Employer/Site Supervisor Training Agreement

For: _____ Start Date: _____

The Employer/Work Site Supervisor Agrees:

1. To provide appropriate work-related safety training
2. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective
3. To employ the student, the minimum required hours based on the school system's schedule type: 8-10 hours (one-hour release), 12-15 hours (two-hour release), or 18-20 hours (three-hour release) per week during the academic year. Hours are averaged over the entire semester
4. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay
5. To provide instructional materials and occupational guidance to the student
6. To evaluate the student, in consultation with the WBL Coordinator, a minimum of twice each semester
7. To adhere to all federal and state regulations including child labor laws and minimum wage regulations
8. Students employed through a Work-Based Learning program **may become eligible for unemployment compensation** if employed for four (4) consecutive quarters. If an employer employs a Work-Based Learning student beyond the last day of school for this school year, then the student should be treated as a regular employee and that student may file unemployment compensation based on current unemployment rules
9. To adhere to income tax and Social Security withholding regulations. WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099 unless the employer has provided proof to the WBL Coordinator of their status order under section 530 of the IRS Code
10. To provide time for consultation with the WBL Coordinator concerning the student and to discuss with the WBL Coordinator any difficulties that may arise
11. To inform the WBL Coordinator about any disciplinary action taken in regard to the employment of the student

I have read the above agreement and will carry out the responsibilities to the best of my ability.

Employer's Signature: _____ Date: _____