

WORK EXPERIENCE AGREEMENT

This agreement, made and entered into this _____ day of _____ 20____, by and between High Plains Educational Cooperative #611, 621 E. Oklahoma, Ulysses KS 67880, hereinafter referred to as "HPEC" and _____ hereinafter referred to as "Business".

1. PURPOSE: the purpose of this agreement is to set forth the rights and responsibilities regarding the placement of an HPEC student, (hereinafter referred to as student) with the business for the purpose
2. TERMS: This contract shall commence the _____ day of _____ 20____, and terminate the _____ day of _____ 20____.
3. LIABILITY INSURANCE: HPEC maintains a general liability policy, which covers the student under this agreement: This liability policy is intended to cover any damages incurred as a result of the negligent acts of the student. A copy of the policy shall be provided to Business upon request.
4. WORKER'S COMPENSATION: High Plains Educational Cooperative will provide Workers Compensation Insurance coverage for the student.
5. CONTACT PERSON: Should any problems arise with this placement, please contact _____ at _____ (phone number) or, the Director of High Plains Educational Cooperative, immediately at 620-356-5577, 621 E. Oklahoma, Ulysses KS 67880.

The business agrees to:

1. I assume supervisory responsibility for each student while he/she is on the worksite; assuring a substitute supervisor will be available for the times the regular supervisor is absent.
2. Be aware that all immediate worksite supervisors will receive orientation as to their duties and responsibilities to the program and student; the orientation to be provided by HPEC.
3. Provide training, which is necessary for the Student to be placed in a training-related occupation.
4. Provide a safe and health working environment and to adhere to the provisions of Child Labor Laws. (Kansas Department of Labor – <https://www.youthrules.gov/know-the-limits/index.htm>.)
5. Assure that sufficient work will be available to occupy the student during working hours; wages to be paid by HPEC.
6. Be informed that if HPEC's contract is terminated and/or funds for the program are not available, HPEC shall thereupon have the authority to terminate any or all positions with the Business by serving them written notice of the action and specifying effective date thereof.

High Plains Educational Cooperative agrees to:

1. Monitor for proper supervision.
2. Provide worksite supervisor orientation and information concerning Child Labor Laws. (Kansas Department of Labor – <https://www.youthrules.gov/know-the-limits/index.htm>.)
3. Provide participant orientation.
4. Other:

EMPLOYEE RELATIONSHIP: During the term of this agreement, the student shall be an employee of the Business.

STUDENT NAME: _____

DATE OF EMPLOYMENT: _____

DUTIES OF STUDENT which support IEP goals and/or district outcomes:

HIGH PLAINS EDUCATIONAL
COOPERATIVE #611

(BUSINESS)

BY: _____

BY: _____

Title: _____

Title: _____

Date: _____

Date: _____

An Equal Employment/Educational Opportunity Agency

The High Plains Educational Cooperative does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses, KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.