**Directions: Please make sure that you have your parent or guardian fill-out the yellow blanks.**

**CINCINNATI PUBLIC SCHOOLS**

**EMPLOYMENT PROGRAM STUDENT-PARENT AGREEMENT**

This Cincinnati Public Schools (“CPS”) Employment Program Student-Parent Agreement is entered into by and between TriHealth (“Employer”), Cincinnati Public Schools, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Student”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Parent or Guardian”).

The Cincinnati Public Schools Employment Program (“Program”) is offered to qualifying students as part of CPS’ full-time educational curriculum. The Program combines industry-related training, workforce readiness training, financial literacy education, and a paid work-based learning experience in an in-demand industry. Students participating in the program are placed with a local employer who coordinates a paid work-based learning experience in partnership with Cincinnati Public Schools. Students can earn academic credit for their participation in the Program.

CPS has certified TriHealth as a qualified “Employer” in the Program. The Employer has identified tasks and roles to be performed by students which do not replace or preclude other competitive employees or prospective employees.

CPS has identified (Student Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a candidate for participation in the Program and has recommended Student to TriHealth.

(Student’s Parent/Guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the parent and/or legal guardian of (Student Name) and has authority to grant permission for the Student to participate in the Program, and authority to agree on Student’s behalf to the terms of this Agreement.

The paid work-based learning experience as part of the Program is a PAID experience. The Employer shall receive no compensation for its efforts in providing training to Student The Student is to receive compensation for participation in the work-based learning experience at the rate of $9.00-$10.00/hr. CPS shall receive no compensation for its services in administering the Program.

The Student shall be considered an employee of the Employer or a third-*party Employer of Record* and all eligibility for coverage, Worker’s Compensation insurance, and unemployment insurance shall be agreed upon and documented in a separate MOU between the Employer/Employer of Record and CPS.

***A. EMPLOYER RESPONSIBILITIES***

1. The Employer will provide an individual to serve as a lead coordinator/supervisor, who will supervise Student’s participation in the Program, and will serve as the point of contact for Student and CPS for all matters related to the Program.
2. The Employer will offer Student a minimum of 8 hours of work experience per week.
3. The Employer will comply with all federal, state, and local laws and regulations, including child labor laws and laws prohibiting discrimination on the basis of age, race, color, gender, or national origin. This policy of non-discrimination will also apply to otherwise qualify handicapped individuals.
4. The Employer will work with the CPS Program Administrator(s) to develop a written training/learning plan for Student’s participation in the Program with the Employer. The Employer will exercise its best efforts to provide Student with on the job training according to the plan. The Employer will notify and consult with CPS Program Administrator(s) in the event that the training/learning plan requires revision or adjustment.
5. The Employer will supervise Student’s work experience and evaluate Student’s performance using the CPS provided evaluation tool. The Employer will provide regular and on-going counsel/feedback regarding Student’s progress and performance.
6. The Employer will provide basic safety training to Student.
7. The Employer will contact CPS Program Administrator(s) as soon as possible in the event of any accident or injury to Student.
8. The Employer will consult with the CPS Program Administrator(s) in the event of any problem that with Student’s performance or conduct. The Employer will notify the CPS Employment Specialist in the event of any disciplinary action against Student, and will notify the CPS Employment Specialist in advance prior to any termination of Student’s participation in the Program at the Employer.

***B STUDENT RESPONSIBILITIES***

1. Student represents that Student is legally eligible for employment within the United States and is able to fulfill the eligibility requirements of employment as outlined by the Employer.
2. Student shall conduct herself/himself in a manner that will reflect positively upon CPS, the Employer, and the Student.
3. Student agrees to uphold the policies, rules and regulations of CPS, the Program, and the Employer. Disciplinary violations by Student during the work-based learning experience at the Employer may be grounds for discipline at CPS or termination from the Program.
4. Student shall report promptly at the time and place as instructed by the Employer’s lead coordinator/supervisor.
5. In the event of any tardiness or absence, Student will contact the Employer’s lead supervisor/coordinator and the CPS Administrator(s) as soon as possible as well as other identified individuals agreed to by the Employer and CPS Employment Specialist.
6. Student will perform all CPS-Employer agreed upon tasks assigned to Student by the lead supervisor/coordinator (or other supervisor) to the best of Student’s abilities.
7. In the event of any problem or question, Student will first contact the lead coordinator/supervisor of the Employer followed by the CPS Program Administrator(s). If Student is unable to resolve any problem or question with the Employer, Student may contact the CPS Program Administrator(s).
8. Student shall report all accidents, injuries, and safety concerns to her/his lead coordinator/supervisor at the Employer and to the CPS Program Administrator(s).
9. Student’s continued participation in the Program is subject to Student’s satisfactory attendance in all classes and academic achievement. Absence from class or required school functions, or changes in academic achievement may be grounds for termination of Student’s participation in the Program.
10. Student will inform CPS Program Administrator(s) of any additional part-tine employment and/or participation in any extra-curricular activities while enrolled in the Program.

**C. *CPS RESPONSIBILITIES:***

1. CPS will provide an Employment Specialist, who will have responsibility for all aspects of the Program, and who will be available to the Employer, the Student, and the Guardian to assist or communicate as necessary.
2. CPS certifies that Student meets any and all academic eligibility requirements for the Program, and that Student’s participation in the Program is part of a full-time academic curriculum.
3. CPS will be responsible for administration of all aspects of the Program and enforcement of any Program rules or requirements.
4. CPS will be responsible for obtaining all applicable work permits establishing Student’s eligibility to participate in the Program.
5. CPS will assist with coordination and communication to students of any pre-employment processes and procedures required of the Employer.
6. CPS will provide evaluation tools for use by the Employer in documenting Student’s participation, progress, and performance in the work-based learning experience.
7. CPS will work with the Employer to develop a training/learning plan for Student while participating in the work-based learning experience.
8. The CPS Program Administrator(s) will counsel the Student about his/her progress and performance in the work-based learning experience.
9. The CPS Employment Specialist will periodically observe and evaluate the student’s on-the-job performance and verify a safe working environment.
10. The CPS Program Administrator(s) will contact Guardian as soon as possible in the event any accident or injury to Student.
11. CPS will determine the Student’s final grade, academic credit granted, and/or evaluation grade for their performance during the Program.

1. CPS will fairly enforce policies, rules and regulations of Student and Employer.
2. CPS will assist when possible in coordinating transportation solutions for Student to/from work-based learning experience at Employer location.

**D. GUARDIAN CONSENT, ACKNOWLEDGMENT AND RESPONSIBILITIES**

1. Guardian has read and understood all provisions of this Agreement and on behalf of Guardian and Student, acknowledges and agrees to the terms of this Agreement.
2. Guardian will work with CPS to ensure that Student has access to reliable transportation to and from the business location of Employer, and as necessary ensure Student has transportation when CPS and/or Employer cannot assist in providing supports for transportation.
3. Guardian acknowledges that the Employer shall not be responsible for Student’s conduct or safety during any period of transportation to or from Employer or CPS during the Program.

**E. TERMINATION**

1. Student and CPS agree that neither of them shall terminate Student’s participation in the Program except for just cause. In the event of such termination, CPS shall provide notice to the Employer as soon as possible.
2. The Employer may terminate its involvement in the Program, or Student’s participation in the Program, at any time, with or without cause, upon notice to Student and CPS.

**Student:**

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**Parent/Guardian:**

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**Cincinnati Public Schools:**

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its:

**Employer (TriHealth):**

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: