



**Sussex Technical High School**  
**17099 County Seat Hwy.**  
**Georgetown, DE 19947**  
**302-856-0961 OFFICE/302-856-1760 FAX**



**Senior Work-Based Learning Employment Agreement 2024/2025**

**Student (Employee) Information:**

Name: \_\_\_\_\_ Program Start Date:

Address: \_\_\_\_\_ Student Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Technical Area: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Technical Teacher: \_\_\_\_\_

Parent/Guardian Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID#: \_\_\_\_\_ 18 Years Old: Yes  No  Work permit: required if paid and a minor

**STUDENT'S 2024/2025 WBL SCHEDULE (circle which applies):**

**Periods: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup> (circle all periods attending WBL)**

**Semester: 1<sup>st</sup> and/or 2<sup>nd</sup> (circle all semester(s) attending WBL)**

**NO STUDENT IS PERMITTED TO BE EMPLOYED IN A WBL EXPERIENCE UNTIL ALL MANDATORY FORMS ARE COMPLETED, RETURNED SIGNED AND APPROVED BY THE WBL COORDINATOR OF SUSSEX TECHNICAL HIGH SCHOOL.**

**Student Responsibilities:**

1. Must be in good academic standing.
2. Must abide by all regulations of the school, the district, the WBL site, and by terms stated or implied in this Agreement.
3. Must maintain all proper documentation as required by the WBL coordinator, technical teacher & employer to participate in WBL.
4. Must submit completed WBL training evaluation forms, attendance records and any/all other documentation required by your technical teacher and the WBL coordinator on or before the due date(s).
5. Must have a completed Work Permit on file at the high school office if under 18 years of age and WBL is paid.
6. Must maintain regular attendance at WBL and at school; must notify supervisor prior to any absences at WBL and student will advise, in advance, his/her technical instructor.
7. Must attend WBL on the days school is closed if required by your supervisor.
8. Must remain in WBL until released by the supervisor or the WBL coordinator.
9. Must maintain acceptable behaviors and attitudes at school and on the WBL site.
10. Must show an interest in the activities and experiences offered on the WBL site and carry out all assigned tasks to the best of his/her ability.
11. Must work at tasks willingly unless the assigned task jeopardizes their health or safety; questionable tasks should be discussed immediately with the WBL coordinator.
12. Must dress and groom in a manner that is consistent with the specific standards of the employer and on the WBL site.
13. Must secure reliable transportation to and from the WBL site.
14. Must not use your cell phone for calls or texting during work hours.
15. Must not make any post(s) or comment(s) on any social media platform sites that are libelous, defamatory, obscene, threatening, offensive, demeaning, derogatory, abusive, or off-topic about or against any person(s) or company(s) participating in the WBL program or about or against the Sussex Technical High School District or its employees.
16. Must provide the WBL Coordinator with a letter of recommendation and a WBL placement approval from your technical teacher.
17. Monitor Schoology and student's school email account daily for important information.
18. Complete WBL Schoology journals and assignments and/or remaining CTE content/certifications as determined by CTE Coordinator and CTE teacher.
19. Must give prior notification (2 weeks) to supervisor/trainer and CTE Coordinator if current WBL assignment is going to change.
20. Student Athletes must either attend school for half day (from 8:30am-11:30am or 11:30am – 3:15pm) OR participate in WBL for at least half day on a game day. Students who do not sign in by 8:30am or 11:30am OR attend WBL at least half day will be ineligible to play in the game that day based on DIAA rules and regulations and Tech's athletic policy.

**Parent/Guardian Responsibilities:**

- Will support their student by providing transportation to and from the WBL site.
- Will schedule all appointments after school and WBL; students cannot take off WBL for appointments.
- Will not call or text the students on their cell phone while they are at work; emergencies should be directed through the WBL coordinator and the employer's main office.
- Will direct issues/concerns about your student's employment to the WBL coordinator, not the employer; the coordinator is an advocate for your student and is the best resource to resolve issues: Dean Johnson - [dean.johnson@sussexvt.k12.de.us](mailto:dean.johnson@sussexvt.k12.de.us)

**Parent/Guardian/Student should be aware of the following:**

1. Should your student miss a day of WBL on a scheduled school day, he/she will be marked absent from school.
2. The student is the employee of the company; the employer does not want visits or calls from the parents, family, guardians or friends; requests for payroll checks, discussion of wages, working conditions, job duties or other issues should be addressed through the coordinator.

**Sussex Tech High School's Responsibilities:**

1. Will provide support from WBL coordinator and student's technical teacher(s).
2. Will maintain files containing necessary attendance and grade verification documentation.
3. Will ensure a student WBL experiences with hazardous occupations, as declared by the Child Labor Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act will:
  - Be incidental to the training
  - Be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
  - Be in correlation with safety training given by the school.
  - Be prepared with a schedule of organized and progressive work processes to be performed on the job.

**Parent/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**School Counselor Signature:** \_\_\_\_\_

**Career & Technical Instructor Signature:** \_\_\_\_\_

**WBL Coordinator Signature:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_

**Employer Responsibilities:**

1. Will strive to provide meaningful occupational training, supervision, and evaluation of the WBL student.
2. Will function within the legal labor and wage requirements as established by the Federal and State Labor Departments.
3. Will complete and return a completed monthly evaluation report to the school.
4. Will not discriminate because of race, color, gender, religion, age, disability, national status, national origin, genetic information, or other legally protected categories in its programs, and activities.
5. Will notify Sussex Tech if the student's WBL is terminated or if WBL student has any absenteeism from WBL.
6. Will permit the WBL coordinator to visit the student on the WBL site location(s).
7. Will be willing to talk with student's technical teacher as necessary.
8. Will not have a WBL student displace an employed worker.
9. Will ensure a student WBL experiences with hazardous occupations, as declared by the Child Labor Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act will:
  - Be incidental to the training.
  - Be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
  - Be in direct correlation with any and all safety training given by the school.
  - Be prepared with a prepared schedule of organized and progressive work processes to be performed on the job.

***We, the undersigned, agree to the conditions and statements contained in this agreement:***

**Employer Supervisor:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Employer/Supervisor Signature:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Equipment Student Operates:** \_\_\_\_\_

**Rate of Pay (if applicable):** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_