



General Education Work Experience Program (GEWEP)

Memorandum of Agreement

STUDENT WORKER

Name _____
Home Address _____
Telephone _____
School _____
School Address _____

Teacher-Coordinator _____
Telephone _____

COOPERATING EMPLOYER

Name _____
Company _____
Address _____
Supervisor/Job Mentor _____
Telephone _____
Student Job Title _____
Hourly wage _____
Work schedule _____

- This program complies with all federal and state regulations/laws regarding employment of minors.
- Students are accepted into this program and otherwise treated without regard to age (except for minimum age requirements), color, religion, creed, disability, marital status, national origin, race, gender, or sexual orientation.
- The school coordinator for this program has the proper NYSED teacher certification credentials and the proper extension as a coordinator of work-based learning programs.

THE STUDENT WILL:

- Adhere to the rules set up by the school, the employer, and the coordinator
- Make a serious effort to learn his/her job, related job skills, and related career information
- To the best of his/her ability, become a conscientious and valuable employee, maintaining regular attendance and acceptable work levels
- Maintain a good school record in order to earn a high school diploma
- Furnish the coordinator with information necessary about his/her work program, complete necessary reports, and consult with the coordinator regarding problems at the work station

THE PARENT/GUARDIAN WILL:

- Grant permission for program participation by the student and encourage his/her efforts
- Accept responsibility for the safety and conduct of the student-learner while he/she is traveling to and from the school, training station, and home
- Provide transportation to and from the worksite, if needed

THE EMPLOYER (Supervisor/Mentor) WILL:

- Cooperate with the GEWEP coordinator and involve him/her in planning and in resolving problems involving the program and the student participants
- Follow applicable federal and state laws/regulations pertaining to the employment of minors, including the payment of at least the prevailing minimum wage
- Provide written documentation of weekly pay periods and hours worked

THE GEWEP COORDINATOR WILL:

- Visit each student worker at the worksite
- Cooperate with the employer and the employee assigned to supervise the student's training on the job and to solve student problems
- Contact each student's parent/guardian as necessary

I have read and agree to all of the above conditions (signature required):

Date _____

Student _____

E-mail _____

Parent/Guardian _____

E-mail _____

Employer _____

E-mail _____

GEWEP Coordinator _____

E-mail _____