

# CTS Worksite Training Agreement

## ► Participant Information

Student: \_\_\_\_\_

<b>Worksite:</b> _____	Supervisor: _____
Address: _____	Title: _____ Phone: _____
_____	Supervisor: _____
_____	Title: _____ Phone: _____

**School:** *Community Transition Services* Trainer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: *Hillsboro School District* Trainer: \_\_\_\_\_ Phone: \_\_\_\_\_

*3083 N.E. 49<sup>th</sup> Place, #205* Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

*Hillsboro, OR 97124-6008*

## ► Position Description

Job: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday

“No School” days: \_\_\_\_\_

**Job duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accommodations/support needs: \_\_\_\_\_

\_\_\_\_\_

## ► Training and Supervision

Training objectives: \_\_\_\_\_

\_\_\_\_\_

Supervision/Fading plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CTS Worksite Training Agreement

## ► Roles and Responsibilities

<p><b>Employer</b></p> <ol style="list-style-type: none"> <li>1. Will designate a worksite supervisor to coordinate the student’s training, meet with school staff as needed and provide feedback about the student’s performance.</li> <li>2. Will permit the student to engage in training activities that are similar to work done by employees.</li> <li>3. Will regard the student as a trainee and will not expect the student to replace an existing employee.</li> <li>4. Will give to the student the same consideration given to employees with regard to safety, health and other general work place conditions.</li> <li>5. <b>Will not be</b> expected to make any offer of paid employment after the training period.</li> </ol>	<p><b>School</b></p> <ol style="list-style-type: none"> <li>1. Will assign a staff person to visit the worksite regularly and be available to meet with supervisors or coworkers as needed to discuss concerns or assist with changes that need to occur.</li> <li>2. Will assume responsibility for developing and reviewing, with the worksite supervisor, training and supervision arrangements for the student.</li> <li>3. Will provide relevant information about the student to employees and supervisors as requested or needed.</li> <li>4. Will coordinate and supervise student travel to and from the worksite.</li> <li>5. Will provide liability and worker’s compensation insurance for the student and school staff.</li> </ol>
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<p><b>Student</b></p> <ol style="list-style-type: none"> <li>1. Will exhibit honesty, punctuality, cooperation and a willingness to learn while at the worksite.</li> <li>2. Will complete assigned tasks and maintain satisfactory performance as identified in the training agreement.</li> <li>3. Will follow expectations of the worksite, including grooming and dress codes and employer confidentiality.</li> <li>4. Will talk with school trainer or worksite supervisor about any problems that occur at the worksite.</li> <li>5. Will report accidents or illnesses to worksite supervisor or school trainer immediately.</li> <li>6. Will maintain regular attendance both in school and at the worksite.</li> <li>7. Will notify school trainer and worksite supervisor if unable to report to the worksite.</li> </ol>
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## ► Participants

Employer	Position	Date
School	Position	Date
Student		Date