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## **NEXT GENERATION WORKFORCE DEVELOPMENT SUMMER EMPLOYMENT & MENTORING PROGRAM Parent/Student/Coordinator Memorandum of Understanding**

*In order for parents/guardians and students to understand the responsibilities of the Next Generation Workforce Development Summer Employment & Mentoring Program, it is acknowledged that:*

01. Both the parent and the student understands that the Next Generation Workforce Development Program is a summer job placement program. The student is not guaranteed a summer placement only the services of the program in an attempt to find placement.
02. The student is to receive training on the job in conjunction with his/hers career interest where identified.
03. The student may not sever connections with the firm or transfer to another employer without notification and consent of the coordinator.
04. The student may not hold any other outside employment without the consent and agreement of the coordinator and the Next Gen employer.
05. If the student is fired from a job, he/she will not be eligible for another work based learning position.
06. The student agrees to adhere to all policies, rules, and regulations of the business.
07. The student will be present and on time for the job. If unable to report to work, the student must notify the employer and the Next Gen Coordinator.
08. Transportation to and from the place of employment is the student/parent responsibility.
09. If under 18 years of age, the student must obtain a working permit from their high school and follow Child Labor Law.
10. The student will confer with the coordinator immediately concerning such matters as pay, hours, transfers, and other work situations.
11. The student is to be available to work the hours as scheduled by the employer.
12. Noncompliance with these rules may result in dismissal from the mentoring program.
13. The employer makes final selection in the employment process.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Generation Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_