2026-2027 WBL REQUIRED DOCUMENTATION

WBL Student Name		Contact #	
WBL Student School		Grade	

Job Verification – Employer Completes this SECTION

This section should be completed by the immediate supervisor/mentor for the WBL Student.

Employer (Business) Name	Address		Business Phone
Mentor/Supervisor Name	**Hire Date**	**Pay Rate**	**Est. Hours per Month**

Please accept this form as confirmation that the student listed above is an employee at the stated business.

Mentor/Supervisor: Print Name	**Mentor/Supervisor: Sign Name**

Training Plan –Employer Completes this SECTION

This section should be completed by the immediate mentor/supervisor for the WBL Student/Employee. Identify tasks the student/employee has been assigned during his/her work schedule

Safety Commitment

This left section should be completed by the immediate mentor/supervisor for the WBL Student/Employee. The right section should be completed by the student/employee.

The employer certifies proper safety procedures related to the job tasks above have been discussed and demonstrated to the student In the case of an emergency, the student has been informed on what to do to resolve the situation.	The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all the safety rules and regulations as discussed and demonstrated by the employer.
Mentor/Supervisor: Sign Name	**Student/Employee: Sign Name**

Southeastern Early College and Career Academy (SECCA) does not discriminate against any person on the basis of sex, race, color, religion, national origin, age, or handicap in any of its education or employment programs or activities.

2026-2027 WBL REQUIRED DOCUMENTATION

Training Agreement – WBL Employer AGREES…

- To visit www.seccaworks.com and review the WBL Business Partner section as needed
- To consult and inform the WBL Coordinator issues concerning the WBL student/employee
- To provide a safe working environment for the student/employee
- To provide adult supervision at all times while the WBL student/employee is working ***(WBL Student/Employee Should Never Work ALONE)***
- To schedule the student/employee required # of hours per **week**
  7 ½ hours+ (one block) or 15 hours+ (2 blocks) or 22 ½ hours+ (3 blocks)
- To schedule the student/employee NO MORE than 39.5 hours per week
- To schedule the student's/employee's shift to end no later than 11:30 pm on a school night
- To complete a Training Plan for the student/employee and evaluate on a routine basis
- To provide instructional materials and occupational guidance to the WBL student/employee
- To adhere to all federal/state regulations (child labor laws, minimum wage regulations, withholdings) Students employed through a work-based learning program are not eligible for unemployment compensation.
- To follow policies that prohibit discrimination based on race, color, national origin, sex, handicap in recruitment, hiring, placement, duties, hours or employment, levels of responsibility and pay

	WBL Supervisor/Mentor Signature

Training Agreement – WBL Student/Employee AGREES…

- To read and follow the WBL Handbook (located at www.seccaworks.com)
- To be a productive, successful employee at the WBL work placement
- To be a positive role model in school (academics, attendance, discipline, etc.)
- To complete the requirements in the WBL Program (monthly assignments, timecards, hours worked, etc.)
- To maintain communication with the WBL Coordinator (workplace situations, salary increases, etc.)
- To leave school campus during my assigned WBL block(s) and remain off campus until the next day of classes
- To maintain reliable transportation to and from school/work
- To make attendance at school and work a high priority

	WBL Student/Employee Signature

Training & Early Release Agreement – Parent/Guardian AGREES…

- To read the WBL Handbook located at www.seccaworks.com
- To encourage your child to carry out effectively his/her duties and responsibilities at both school and work
- To offer assistance, as needed, to the WBL Coordinator and workplace mentor/supervisor, if requested
- To understand your child will be dismissed from school during his/her WBL block(s) every day, including the days he/she is not scheduled to report to their WBL job placement.
- To assume full responsibility of your child after he/she has left the school campus during his/her WBL block(s), and will not hold the school system, administration, or WBL Coordinator responsible once your child leaves campus.
- To ensure your child is in compliance with all state laws regarding driver's licensing and automobile insurance

	Parent/Guardian Signature

Training Agreement – WBL Coordinator AGREES…

- To assist WBL students/employees as needed throughout the program
- To provide the WBL mentor/supervisor with program guidelines and training
- To serve as a mediator for students/employees and mentors/supervisors
- To conduct supervisory visits to WBL partner sites
- To assist WBL mentors/supervisors in conducting student/employee evaluations
- To maintain academic grades for WBL student/employee
- To maintain current records in (Schoolinks) for the student/employee, the employer/mentor/supervisor, and the school.

	WBL Coordinator Signature

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