

CHILDREN'S HOSPITAL OF ORANGE COUNTY

STUDENT / ASSOCIATE AGREEMENT

Background

Children's Hospital of Orange County ("CHOC") associates may decide to enroll in an education program while continuing employment at CHOC. If the education program is medically related, associates may request to perform related training and/or internship hours through CHOC's Clinical Excellence Education Program ("Program"). This training is for the benefit of the trainees or students, and CHOC understands that it derives no immediate benefit from the training or student activities.

To comply with labor and educational guidelines, it is important that employment hours and educational hours are kept separate and distinct. Generally, the tasks performed for educational purposes, which primarily will provide you with opportunities to receive instruction and training and observe activities that will enhance your educational experience, will differ from the tasks performed during the scope of your employment. Nevertheless, any time spent working at CHOC must be appropriately accredited to employment or student hours with no overlap. An associate cannot receive credit for both simultaneously.

This Student/Associate Agreement ("Agreement") lays out the rules and requirements for participation in the Clinical Excellence and Education Program during employment.

Rules

If you choose to join the Program, you will be required to keep track of your student and employee hours separately. If you are a non-exempt (hourly) associate, you must continue to clock in and out for scheduled employee hours in accordance with CHOC's HR policy 307 (timekeeping) and you must abide by all other applicable CHOC policies. Student hours and employee hours CANNOT overlap, so careful accounting and documentation are required. Hours which are used to fulfill your educational requirements should be designated as "student" hours, logged as such with the school, and are unpaid by CHOC. Hours which are not used to fulfill educational requirements should be clearly designated as "employment" hours, for which you are paid.

You must continue to attend work in accordance with your regular schedule as determined by your supervisor. Student/training hours must be performed outside of your regular work schedule.

When working as a CHOC associate, you are required to abide by all CHOC policies, rules and regulations applicable to your status as an associate and your position. When performing student/training hours, you are required to abide by all CHOC policies, rules and regulations applicable to students performing hours at CHOC. Notwithstanding your associate status, during

your student/training, you may not access systems or information which you do not have access to in your student capacity.

In order for you to participate in the Program, your school must enter into an applicable training agreement with CHOC. Please have your school contact the Clinical Excellence Department to facilitate the training agreement. This training agreement must be executed before you can begin your student/training hours.

By signing this Agreement below, you agree:

- A. To abide by the rules described in this Agreement.
- B. That in exchange for providing educational credit, hours designated as “student” will be unpaid. Trainees or students are not entitled to wages for the time spent in training.
- C. To abide by all other CHOC policies, rules and regulations regardless of whether you are spending time in a “student” or an “employment” capacity.

If you have any questions about this Agreement and its terms, or any other questions or concerns about the Program, you should speak with the CHOC Human Resources Department or the Clinical Excellence Department prior to signing.

I, _____, hereby acknowledge that I understand and agree to the rules of the Program, that I have been given the opportunity to consult with CHOC Human Resources and/or Clinical Excellence Department prior to signing, and that I voluntarily agree to all of the terms and conditions in this Agreement.

[Name of Student/Associate]

Date