

# COOPERATIVE EDUCATION AGREEMENT

## Employer Agreement

### Old Colony Regional Vocational Technical High School

476 North Avenue, Rochester, MA 02770

Telephone (508) 763-8011

FAX (508) 763-9821

#### **CERTIFICATE OF WORKER'S COMPENSATION INSURANCE**

Please have your insurance agent **FAX** a Workers' Compensation Insurance Binder to:  
**508-763-9821 Attn: Ms. Dawn Robert**

*The is an agreement between an Equal Opportunity Employer and Old Colony Regional Vocational Technical High School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.*

- School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Technical Vocational Teacher license in the cooperative education course area will supervise the course for this student.
- School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.
- School stipulates that the course will only be provided during time not scheduled for academic classes.
- School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- School ensures that the course will provide competency-based assessment of student work.
- The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee.
- School stipulates that that student will be eligible for technical vocational education program credit.
- School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.
- The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations.
- School stipulates student must be paid as employees with wages reported on W-2, not as contractors with 1099.
- School stipulates that in the event of school closure due to inclement weather, that the student is not required to go to co-op on that day. The student must call the employer to inform of school closure. If the parent/guardian deems it safe for the student to travel to co-op, they may do so.
- Employer is an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.
- "The District Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study, including athletics and extracurricular activities of such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency or disability, as defined and required by state and federal laws."

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Student's Name:	_____	Grade Level:	_____
Student's Program of Study:	_____	Age:	_____
Name of Employer:	_____		
Address: Street and Number:	_____		
City/Town:	_____	State: _____	Zip Code: _____
Phone Number:	_____	Fax Number:	_____
E-mail:	_____		
Nature of Employer's Business:	_____	Hours per co-op week:	_____
Hours per day:	_____	Starting wage:	_____
Salary increase policy:	_____		
Workers' Compensation Insurance:	<b>Insurance Binder must be faxed to 508-763-9821 Attn: D. Robert</b> <i>NOTE: Student cannot begin until insurance binder is received.</i>		

Do you agree to follow all the rules and regulations for participating in this program? Yes  No

Do you agree to evaluate the student each cycle using the provided Student Evaluation Form and return it to the Vocational Technical teacher at the end of each cycle? Yes  No

Do you agree to provide the student with a work environment that meets health and safety standards that maximize employee protection and are in compliance with OSHA regulations? Yes  No

Do you agree **not to employ the student** during hours that the student is registered for class? Yes  No

Do you agree to follow all State and Federal labor and wage laws and regulations? Yes  No

Is your company an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation or any other legally protected group and that working conditions related to hours, wages, and benefits are free from discriminatory practices? Yes  No

Do you agree to provide qualified and experienced worker to be responsible for the direct and constant supervision of this student? Yes  No

Do you agree to provide the student with a progressive and diversified learning experience that will provide him/her with technical and employability skills while working on the job? Yes  No

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Please list the skills that the student learner will have the opportunity to acquire while working for your company:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Important Notice:** Several trades for which cooperative education are applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statute (whichever is the more stringent standard). In all such trades the work of the student-learner shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instruction by the employer as part of the training.

*Our signatures certify that we have read and agree with the conditions outlined contained in this agreement.*

Cooperating Employer

**Date**

Vocational Technical Teacher

**Date**

Student

**Date**

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## OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: (508) 763-8011

Fax: (508) 763-9821

[www.oldcolony.us](http://www.oldcolony.us)

**The Old Colony Regional Vocational Technical High School** is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licenses, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Old Colony Regional Vocational Technical High School to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Old Colony Regional Vocational Technical High School with written notice of my intent to withdraw consent to a CORI check. Your hiring is subject to a National Background and CORI check, satisfactory to the employer, and is a condition of hiring or continuation of employment prior to the receipt of the above referenced criminal checks.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Old Colony Regional Vocational Technical High School may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Old Colony Regional Vocational Technical High School must first provide me with written notice of this check.

### **CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY FOR WORK-BASED LEARNING**

On November 27, 2002, the Massachusetts Legislature enacted Chapter 385 of the Acts of 2002, An Act Further Protecting Children. This statute regulates that all schools conduct Criminal Offender Record Information (CORI) checks on **current and prospective co-op employers and supervisors in all school-to-work settings** where "direct and unmonitored contact" with students may occur.

Please submit the required CORI form on any employee who will have "direct and unmonitored contact" with any Old Colony student in a school-to-work position. Please complete the attached form and return it with a copy of a government issued photo ID such as a driver's license to:

Old Colony RVTHS  
Attention Aaron Polansky, Superintendent-Director  
476 North Ave.  
Rochester, MA 02770

NOTE: All CORI information is confidential and will be only viewed by the Superintendent-Director, Aaron Polansky.

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# OLD COLONY

## Regional Vocational Technical High School

### Co-operative Employer CORI Request Form

Company Name: \_\_\_\_\_

*By signing below I provide my consent I provide my consent to a CORI check and acknowledge that the information provided on this page is true and accurate.*

\_\_\_\_\_  
Applicant Signature

#### APPLICANT INFORMATION (PLEASE PRINT)

\_\_\_\_\_  
LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

\_\_\_\_\_  
MAIDEN NAME (or other name(s) by which you have been known)

\_\_\_\_\_  
DATE OF BIRTH

PLACE OF BIRTH

Last 6 of SOCIAL SECURITY NUMBER

SEX: \_\_\_\_\_

HEIGHT: ft. \_\_\_\_ in.

EYE COLOR: \_\_\_\_\_ RACE: \_\_\_\_\_

\_\_\_\_\_  
DRIVER'S LICENSE or ID NUMBER

STATE of ISSUE

\_\_\_\_\_  
MOTHER'S FULL MAIDEN NAME

FATHER'S FULL NAME

CURRENT AND FORMER ADDRESSES:  
\_\_\_\_\_  
\_\_\_\_\_

Government issued identification provided: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_

\_\_\_\_\_  
*NAME OF CORI AUTHORIZED EMPLOYEE FROM OLD COLONY*

\_\_\_\_\_  
*SIGNATURE OF CORI AUTHORIZED EMPLOYEE FROM OLD COLONY*

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### Old Colony Regional Vocational Technical High School District

476 North Avenue  
Rochester, MA 02770-1899

Telephone: (508) 763-8011 - Fax: (508) 763-8621 - Email =

#### Cooperative Education Program Student Evaluation Form

Student Name: \_\_\_\_\_ Shop: \_\_\_\_\_

**To the Employer:** Complete Yellow High Lighted Sections in this form at the end of each two week co-op cycle. Email completed form to the Shop instructor. Thank You.

Daily Hours Worked												
Month											Year	
											2014 / 2015	
Week's Dates	1	2	3	4	5	Week's Totals	6	7	8	9	10	Week's Totals
Daily Hours Worked												

Please evaluate the trainee by placing a number in the box that best describes their job performance. Please use the following grade scale of 1-4 for each characteristic.

4	Excellent	Total Score to grade:					Cycle Grade			
3	Good	43-44	A+	36-37	B+	29-29	C+	11-15	D	
2	Fair	41-42	A	33-35	B	22-24	C	10 or below		F
1	Poor	38-40	A-	30-32	B-	19-21	C-			

Characteristics	Score (1-4)	Characteristics	Score (1-4)
ACCURACY OF WORK		JOB LEARNING AND APPLICATION	
CARE OF WORKING AREA		RESPONSIBILITY	
USE OF MATERIAL & EQUIPMENT		INITIATIVE	
ATTITUDES TOWARD WORK		ATTITUDE TOWARDS CO-WORKERS	
SPEED IN PERFORMING DUTIES		ATTITUDE TOWARDS SUPERVISORS	
		PERSONAL APPEARANCE	

Additional Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

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### State and Federal Child Labor Laws for Co-op Students

Below is a summary of the state and federal child labor laws most relevant students enrolled in Massachusetts chapter 74-approved vocational technical education programs. As all co-op students must be at least 16 years of age, laws related to teens under 16 are not included in the summary below.

### Legal Work Hours for Minors

#### 16 & 17 Year Olds

#### **Work Hours (all year round)**

- Only between 6 am & 10 pm on nights preceding a regularly scheduled school day
- If the establishment stops serving customers at 10 pm, the minor may be employed until 10:15 pm
- Only between 6 am & 11:30 pm on nights not preceding a regularly scheduled school day, except in restaurants and race tracks until midnight

#### **Maximum Hours (all year round)**

48 hours per week

9 hours per day

6 days per week

#### **Supervision**

All minors must be directly supervised by an adult who is located in the workplace and who is reasonably accessible (with the exception of minors who work at kiosks in the common areas of some malls.)

#### **Work Permits**

All teens under 18 must obtain a work permit from school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: [www.mas.gov/dos/youth](http://www.mas.gov/dos/youth)

In place of the standard work permit, a special Cooperative Education Employment Permit must be obtained by all minors who will be employed in cooperative education. These permits are issued by the superintendent of the school district where the minor is enrolled in a chapter 74 program.

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### Prohibited Jobs for Minors

People under 18 may NOT:

General work permit

- Drive a vehicle, forklift or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger on a forklift
- Operate, clean or repair power driven bakery machines (except for certain countertop models and pizza dough rollers)
- Handle, serve, or work from hoisting machines
- Use, serve, or sell alcoholic beverages
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in forest fire fighting forest fire prevention, timber track operations, and forestry service
- Work in wrecking, demolition, or shipbreaking
- Work in logging sawmilling, or mining
- Work where they are exposed to radioactive substances
- Work in any job requiring the possession or use of a firearm

Co-op employment permit

- Operate, clean or repair power driven meat slicers, grinders or choppers\*
- Work 30 feet or more above ground or water\*
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs\*
- Use power-driven woodworking machines\*
- Operate or load power-driven balers, compactors, or paper processing machines\*
- Use power-driven metal-forming, punching, or shearing machines\*
- Use buffing or polishing equipment\*
- Work in excavation\*
- Work slaughtering, packing, or processing meat and poultry\*
- Work in railway operations\*
- Work in roofing, or on, or about a roof\*
- Work in foundries, or around blast furnaces\*
- Work manufacturing phosphorus or phosphorus matches\*
- Work as a firefighter, or engineer on a boat\*
- Oil or clean hazardous machinery in motion\*

Please discuss any concerns or questions regarding under 18 work restrictions with the schools Cooperative coordinator.

\*For all child labor law exemptions for students-learners, the work shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instruction by the employer as part of the training before work is performed by minor.