



**Essex Technical High School
Cooperative Education Employer's Packet**

**Carol Sullivan
Co-op Coordinator**

csullivan@essextech.net 978-304-4700 x3113

Essex Technical High School

565 Maple Street·P.O. Box 346·Hathorne, MA 01937-0346

Telephone: (978) 304-4700

Carol Sullivan, Co-op Coordinator

Email:csullivan@essextech.net

Dear CO-OP Employer,

As a participant in our program you are required to follow all state and federal requirements pertaining to employment. These would include the withholding of appropriate taxes, overtime wages, hourly restrictions, and prohibited jobs for minors. Attached to this letter is a copy of the State and Federal Child Labor Laws for CO-OP students for your records. You must also provide us with a copy of your workers compensation insurance certificate.

Students under the age of eighteen should not be allowed to operate motor vehicles on public roadways. The exemptions for student learners in a CO-OP program who would fall under the hazardous occupations regulations are still in effect. **THE STUDENT MUST BE SUPERVISED AT ALL TIMES WHILE IN YOUR EMPLOY** and must be scheduled a minimum of 30 hours (may work more) on their CO-OP cycle. (Five days CO-OP alternating with five days of academics-see school calendar.)

The employer and/or their designee must sign the student's time card at the end of each CO-OP cycle (five days). It is the student's responsibility to complete and return the time card to the CO-OP coordinator's office upon return to school on Academic Day 1.

The CO-OP agreement may be terminated at any time because of the student's grades, attendance, or discipline matters. The CO-OP coordinator must be notified immediately by the employer if:

1. The student is injured on the job.
2. The student is absent from work.
3. The employer intends to end the CO-OP agreement.

Please sign this cover page stating you read and agree to follow the terms of the CO-OP program and that you received a copy of the State and Federal Child Labor Laws for CO-OP students and return it to me along with the attached Cooperative Education Agreement.

Sincerely,



Carol Sullivan
(978) 304-4700 x3113

Print Name: _____

Signature: _____

Company Name: _____

State and Federal Child Labor Laws for Co-op Students

Below is a summary of the state and federal child labor laws most relevant to 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.

Prohibited Jobs for Minors

Persons under 18 may NOT:

(student learner exemptions are starred and highlighted in red)*

- 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 meat slicers, grinders or choppers ***
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- **Work 30 feet or more above ground or water ***
- Handle, serve, or sell alcoholic beverages
- **Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs ***
- **Use power-driven woodworking machines ***
- Use, service, drive, or work from hoisting 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 ***
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- **Work in excavation ***
- 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 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 where they are exposed to radioactive substances
- **Work as a firefighter or engineer on a boat ***
- **Oil or clean hazardous machinery in motion ***
- Work in any job requiring the possession or use of a firearm

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

After 8 pm, 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 the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at:
www.mass.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.

** For all child labor law exemptions for student-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.*

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COOPERATIVE EDUCATION AGREEMENT

M.G.L. Chapter 74 and 603 CMR 4.03 (7)

This is an agreement between an Equal Opportunity Employer and Essex 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 acquired in a school-based setting.

Student Name: _____ Grade Level: _____

Program of Study: _____ Age: _____

Name of Employer: _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Nature of Employer's Business: _____

Email Address: _____

Hours per day: _____

Starting wage: _____

Salary increase Policy: _____

Workers' Compensation

Insurance Number: _____ Insurance Company: _____

Number of qualified and experienced workers employed by this company in the student's program area: _____

Cooperative Education Agreement (cont)

- ❖ School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical 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 the knowledge and 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 COOP hours/work schedule will only be provided during time not scheduled for academic classes.
- ❖ School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the worksite 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.
- ❖ Employer agrees to provide sufficient supervisory visit time between the student, employer, and the school's cooperative education coordinator or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's competency attainment list.
- ❖ 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, gender identity, homelessness or any other legally protected group, and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

IMPORTANT NOTICE: *Several trades for which cooperative education is applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statute (whichever is most stringent standard). In all such trades the work of the student-learner shall be incidental to his/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.*

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Our Signatures certify we have read and agree with the conditions outlined in this agreement.

Employer Date

Student Date

CO-OP Coordinator Date

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Carol Sullivan, Co-op Coordinator

Email: csullivan@essextech.net

Dear Employer,

In an effort to protect our student, your business, and our school, the Massachusetts Department of Elementary and Secondary Education requires us to obtain a Certificate of Insurance for worker's compensation from each of our participating cooperative education employers.

The easiest way to meet this requirement is for you to call your insurance agent and have them fax a copy of the certificate to Carol Sullivan at (978) 304-4712.

They can mail an original copy to:

Essex Technical High School
562 Maple Street
P.O. Box 346
Hathorne, MA 01937-0346
Attn: Carol Sullivan

Sincerely,



Carol Sullivan
Co-op Coordinator
978-304-4700 x3113
Fax 978-304-4712

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Carol Sullivan Co-op Coordinator csullivan@essextech.net

Dear CO-OP Employer,

Pursuant to state law, the Essex North Shore Agricultural & Technical School District must obtain a criminal offender record information (CORI) from the Criminal History Systems Board on all current and prospective CO-OP employers for Essex Technical High School Students.

Essex Technical High School is already certified for CORI access pursuant to **M.G.L. c. 71 & 38R.**

The school administration requires a CORI check on the person who has direct contact with the student on CO-OP. This person would be the individual who signs the student's time card/evaluation sheet.

Attached (or online - Employer Packet-CORI form) you will find the CORI form. I would ask that you fill out the form and either **mail or fax** it back to me as soon as possible. **Along with your completed CORI form, please attach a copy of your state driver's license or government issued ID.** Failure to comply with this policy from an employer will void the Cooperative Agreement.

Thank you in advance for your understanding in this important matter.

Sincerely,



Carol Sullivan
Co-op Coordinator
978-304-4700 x 3113
Fax 978-304-4712



ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 Maple Street | Hathorne, MA 01937 | (978) 304-4700 | www.essextech.net

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT,
VOLUNTEER, SUB-CONTRACTOR, LICENSING, AND HOUSING PURPOSES.

Essex North Shore Agricultural & School District 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 licensees, 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 Essex North Shore Agricultural & School District 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 Essex North Shore Agricultural & School District written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The Essex North Shore Agricultural & School District may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Essex North Shore Agricultural & School District must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE: _____

DATE: _____



ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 Maple Street | Hathorne, MA 01937 | (978) 304-4700 | www.essextech.net

SUBJECT INFORMATION: (An asterisk (*) denotes a required field)

**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 Six Digits of Your 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 Address - Street Number & Name

City/Town

State Zip

Former Address - Street Number & Name

City/Town

State Zip

The above information was verified by reviewing the following form(s)
of government-issued identification:

VERIFIED BY:

Name of Verifying Employee (Please Print)

Signature of Verifying Employee

Employer Tips

Teens at Work: Injury Surveillance & Prevention Project
Occupational Health Surveillance Program | Massachusetts Department of Public Health

Keeping Co-op Students Safe on the Job

Co-op work experiences provide students an opportunity to gain knowledge and skills not obtainable in a school-based setting. However, these experiences also have risks; each year more than 160,000 U.S. teens are injured at work, about a third of who are hurt badly enough to seek emergency room treatment. This tip sheet provides some simple guidelines employers can follow to help prevent injuries to co-op students placed at their worksites.

5 Steps to Safer Co-ops

1 Know and Post the Child Labor Laws

The Child Labor Laws prohibit teens from working late or long hours, and from performing certain hazardous tasks. **You should post the child labor laws in a prominent place where all employees can see them.**

Exemptions to the child labor laws for co-op students still have limitations; they may be performed *only* if the task is:

- significant to the co-op student's training;
- done *only* intermittently and for short time periods
- done only under the direct supervision of a qualified or experienced person

Remember, health and safety regulations that apply to your business cover all employees, regardless of age.

2 Eliminate Hazards

- **Identify hazards.** Review where injuries have occurred in the past.
- **Eliminate hazards.** Redesign work areas, tasks or equipment in a way that takes the hazard out of the picture; this can often be accomplished without expensive technology.
- **Provide PPE.** Personal protective equipment, such as goggles, safety shoes and gloves, can help protect against injuries and may even be required by law.

3 Provide Health & Safety Training

Work with teens to identify hazards and train them on how to do tasks safely.

- **Explain.** Explain what tasks they are not allowed to do according to the child labor laws and their co-op agreement, and give clear instructions for each task.
- **Review.** Review steps on the proper way to perform each task assigned.
- **Discuss.** Talk about any questions they have.

4 Provide Effective Supervision

Recognize that what might be obvious or common sense to an experienced employee might not be as clear to a young worker tackling a project for the first time.

- **Set an example.** Supervisors and older employees can set good examples by following safety rules.
- **Show them.** It is important to build health and safety knowledge through hands-on training and on-the-job coaching by the student's supervisor and other skilled staff.
- **Observe them.** Observe students to see that they are using the safe practices they were trained to use. If you see a teen using unsafe behaviors, correct his or her actions and explain why it is important.
- **Encourage them.** Teens may be reluctant to let others know when they don't understand something, so create an atmosphere that encourages speaking up when a problem arises or if instructions are unclear. Let students know it is expected they will need to ask about things, sometimes more than once, since a major part of co-op is learning new skills.

5 Prepare Students for Emergencies

Employees of all ages should be ready to handle different types of emergencies at work.

- **Instruct on emergencies.** Show your co-op students escape routes and explain what to do in the event of a fire, a potentially violent situation, or other emergency.
- **Provide injury procedures.** Teens also need to know what to do and where to go if an injury should occur. Make sure this information is written and accessible to all employees.

Making an effort to eliminate hazards, provide supervision and ongoing training, and actively involving *all* employees in prevention can go a long way toward reducing injuries and illnesses, building morale, and lowering your workers' compensation costs.

Frequently Asked Questions about Co-ops

Working with Family

A student doing his or her co-op placement with a relative can be a great opportunity for both. Still, **all child labor laws and co-op guidelines apply to students who carry out their co-op in a family member's business.**

What are the employer benefits of hosting a co-op student?

- Recruiting an employee in an effective, inexpensive way
- Receiving a worker with work safety and health foundation skills
- Receiving a worker already versed in the language and technology of the trade
- Observing co-op students in action for potential hire after graduation
- Building a positive relationship with the local school

How are co-op students different from a work-study students?

- **Co-ops are a curriculum requirement.** A co-op is a required component of vocational technical education during a student's junior/senior years. Work study programs are optional for traditional high school students.
- **Co-op students are employees.** Co-op students are always employed by the company at which they are placed; they are paid at least minimum wage and covered by the employer's workers' compensation insurance (which protects the employer should the student be injured on the job). Work study students may or may not be employed by the company.
- **Co-op students are exempt from some Child Labor Laws.** There are some hazardous tasks allowed for co-op students that are generally prohibited for persons under 18 (see below). These tasks are allowed under specific conditions with the understanding that they are essential to the student's training. There are no Child Labor Law exemptions for work study students.

What is the Co-op Agreement?

The co-op agreement is a contract that outlines the scope of the work the student will perform, and the responsibilities of the school, the student, and the employer. It is signed by all parties just mentioned, as well as the student's parent/guardian.

What is OSHA 10?

OSHA 10, developed by the Occupational Safety and Health Administration, is a comprehensive 10-hour safety training course for employees on workplace hazards, safety, and health. These trainings can greatly benefit any employer. There is both a General Industry course and a Construction course. OSHA 10 is not required for co-op students, however, any who have completed the training will have a certificate of completion.

Summer Co-ops

Some students choose to do summer co-ops and forego their break, but summer co-ops are different from students choosing to work for you while on vacation. **Co-op exemptions to the child labor laws do not apply in the summer, for students that work on their own time and not through the school.**

PROHIBITED JOBS FOR PERSONS UNDER 18

*Exemptions for co-op students are **starred *** and allowed only under the criteria listed on front of this sheet, including hazardous task training for students, and closely supervised intermittent performance.*

- 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 meat slicers, grinders or choppers *
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water *
- Handle, serve, or sell alcoholic beverages
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs *
- Use power-driven woodworking machines *
- Use, service, drive, or work from hoisting 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 *
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation *
- 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 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 where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat *
- Oil or clean hazardous machinery in motion *
- Work in any job requiring the possession or use of a firearm