

**GREATER LAWRENCE TECHNICAL SCHOOL
COOPERATIVE EDUCATION EMPLOYMENT AGREEMENT**

In Accordance with MGL Chapter 74 and 603 CMR 4.03 (7)

The following represents an agreement between an "Equal Opportunity Employer" and Greater Lawrence Technical High School (School Code 823) 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 knowledge and skills that are not acquirable in a school-based setting.

Student Name _____ Grade Level _____
Student's Program of Study _____ Age _____
Name of Employer _____ Nature of Employer's Business _____
Address of Employer _____ City _____ State _____ Zip _____
Company Telephone No. _____ Fax No. _____
Supervisor Name _____ Cell No. _____

Number of qualified/experienced workers employed in the occupational area who shall supervise student(s)* _____

WORKING CONDITIONS: Students MAY NOT be paid as an independent contractor (Form 1099)

Hours per week _____ Starting wage _____ Salary Increase Policy _____

Employer's Workers' Compensation Insurance Number _____ (attach copy of Policy cover page)

- School and employer agree that a licensed Vocational Technical Cooperative Education Coordinator or vocational technical teacher in the cooperative education courses area will supervise the course for the student(s).
- Employer agrees to provide sufficient supervisory visit time between the student, employer and the school's cooperative education liaison or designee. Such visits will be conducted 2 times per quarter and will include an evaluation of technical competencies achieved. These competencies will be reviewed with supervisor prior to student beginning work assignment with the employer listed above.
- Employer agrees to provide qualified and experienced worker(s) to be responsible for the direct and constant supervision of the student(s)*. Employer agrees to abide by all child labor laws.
- Employer agrees to provide student(s) with a work environment that meets health and safety standards that maximize employee protection and is in compliance with O.S.H.A. regulations. School and employer further agree that a safety/health orientation specific to the work site take place before the student begins work assignments.
- Employer is an affirmative action/equal opportunity employer who does not discriminate because of race, color, religion, gender identity, national origin, age, marital status, veteran status, disability, or any other legally protected group and all working conditions related to hours, wages, and benefits are free from discriminatory practices.
- Greater Lawrence Technical School has provided the student with 2 years of vocational-technical training in a Chapter 74-approved vocational technical education program that included an organized safety instruction component.
- School stipulates that the course be provided during time not scheduled for academic classes, provide competency-based assessment of student work, and student(s) will be eligible for vocational technical education program credit.
- **IMPORTANT NOTICE:** Several trades for which cooperative training is approvable have been declared "hazardous" and regulated by Federal and/or State statute (whichever is most rigid). 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, and shall be under the direct and close supervision of a qualified and experienced person.

Signed _____ / ____ / ____ Signed _____ / ____ / ____
Cooperating Employer Date Cooperative Education Liaison Date

All programs must bear the signature of the student(s).

Signature - Student Learner

Parent Signature

* As stated in the Chapter 74 Manual for Vocational Technical Education, M.G.L. c. 71, § 38 R requires all schools to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students, who may have direct and unmonitored contact with children.

THIS FORM TO BE USED ONLY FOR STUDENTS IN APPROVED CHAPTER 74 COOPERATIVE PROGRAMS

Please review the 9 competencies listed below. Circle the competencies that are most applicable to the student's job.

I. Individual

1. Communication and Literacy
 - a. Speaking
 - b. Listening
 - c. Reading
 - d. Writing
2. Organizing and Analyzing information
 - a. Collecting and Organizing Information
 - b. Research and Analysis
 - c. Quantitative Analysis and Mathematics
3. Problem Solving
 - a. Identifying Problems
 - b. Solving Problems
4. Using Technology
 - a. Using Work Tools and Office Equipment
 - b. Computer Operation
5. Completing Entire Activities
 - a. Initiating and Completing Projects
 - b. Time Management

II. Team

6. Acting Professionally
 - a. Attendance and Appearance
 - b. Accepting Direction and Criticism
 - c. Flexibility and Maintaining Self-Control
 - d. Respecting Confidentiality
7. Interacting with Others
 - a. Interacting with Customers/Clients
 - b. Interacting with Co-Workers
 - c. Managing Stress and Conflict
 - d. Respecting Diversity
8. Understanding All Aspects of the Industry
 - a. Understanding the Structure and Dynamics of the Entire Organization
 - b. Recognizing Health and Safety Issues
 - c. Understanding Personnel Policy and the Labor/Management Relationship

III. Personal and Professional Development

9. Taking Responsibility for Career and Life Choices
 - a. Teaching and Learning on an Ongoing Basis
 - b. Balancing Personal, Professional and Academic Responsibilities
 - c. Setting Career Goals

Career/Technical Skills

- Please fill in the provided lines with the skills to be strengthened on the job.
1. Follows safety rules and procedures at all times
 2. Maintains tools and equipment and keeps work area neat and clean
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____

CHAPTER 622 (State) and Title IX (Federal) Compliance

Assurance of compliance with the Commonwealth of Massachusetts Regulations under Chapter 622 of the acts of 1971 for Employer's Recruiting at or through any Public School, the named company affirms that it is in compliance with the above regulation and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

Employer's signature and title

ADDENDUM TO COOPERATIVE EDUCATION AGREEMENT

In addition to information contained on the original Cooperative Education agreement, please provide the following:

Please list days and hours student will be working at your facility.

Start Date. _____

Please provide a job title and brief job description.

Please list all equipment that student will be trained on.

Please provide a full description of the health and safety training provided to the student prior to starting work with your company.

Please attach copies of any safety/training manuals provided to student.