



Keefe Regional Technical School

750 Winter Street
Framingham, Massachusetts 01702

Cooperative Education Placement
Site Agreement
M.G.L. Chapter 74 and 603 CMR (4.03) 7

This is an agreement between an Equal Opportunity Employer and the School Committee of Keefe Regional Technical School to provide a student who is enrolled in a state-approved (Chapter 74) 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: _____ Date: _____

Grade level/Program: _____ Age: _____

Name of Employer: _____ Supervisor Name: _____

Employer Address: _____

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

Employer's Phone Number: _____ Fax Number: _____

Employer's e-mail address: _____

Nature of Business: _____ Days of Employment: M T W TH F

Hours / Day: _____ Starting Hourly Wage: _____ Start Date: _____

The role of the employer is the key to a successful program for both the student and the company.

Business Partner Requirements:

- Provide experienced supervision
- **Comply with Mass Legislative Act Chapter 385: An Act Further Protecting Children (CORI-background check on an employee who will be one to one with our students)**
- Enforce worksite safety per OSHA regulations
- Provide orientation including safety and emergency practices.
- Evaluate student performance
- **Ensure worker's compensation coverage for the Co-op student**
- Provide a minimum of 30 hours of meaningful employment per co-op week
- Provide the opportunity for the student to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting
- Comply with child labor laws as they pertain to vocational students - if under 18 work no more than 9 hours per day - 48 hours per week
- Notify student, co-op director of any serious problem or issue
- Notify school/co-op director if student is injured
- Abide by Equal Opportunity laws/regulations/guidelines
- May not employ students during hours on their academic cycle

- Follow all State and Federal labor and wage laws and regulations
- Notify the student and the co-op director if this agreement needs to be terminated
- Must be an equal opportunity employer who does not discriminate against my applicant because of race, color, religion, gender identity, sex, national origin, marital status, veteran status, disability, sexual orientation, homelessness, or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

Employer agrees to provide sufficient supervisor 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 List.

Worker's Compensation Insurance

Workers Compensation Insurance
 Insurance Number: _____ Company _____

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 the most intermittent stringent standards). In all such trades, the work of the student-learner shall be incidental of his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of qualified and experienced person, and shall include safety instruction by the employer as part of the training

Please list the vocational technical skills the student/worker will strengthen and/or develop during this work-based learning experience.

Our signatures certify that we have read and agree with the statements contained in this agreement and will work together to create and maintain a positive work experience that maximizes student learning.

Student-Learner	Date
Parent/ Legal Guardian	Date
Cooperating Employer	Date
Cooperative Coordinator	Date

The cooperating employer, school, parent /legal guardian or the student-learner may terminate this agreement at any time with appropriate notice to the other parties.

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.*