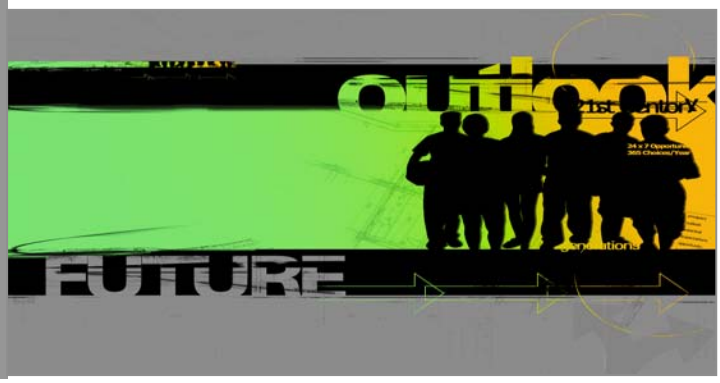
The Greater Chambersburg Chamber Foundation

Employer Toolkit

Cooperative Education Franklin County

"Building Partnerships in Franklin and Surrounding Counties"



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Cooperative Education

- The outer rim is a "c" which stands for cooperative.
- The "bar line" in the center makes the "c" into an "e" which stands for education.
- The "triangle" in the lower half represents the three areas (sides) of cooperative education: employer, student, and the institution.
- The "stick figure" on top of the "bar line" represents the student standing on a "teter board" on the tip of the "triangle" who is getting a balanced education.

The symbol is recognized by many employers, educators, and members of Congress as the logo for "cooperative education." Cooperative education programs make use of this logo to keep a recognizable identity before the public and to foster further understanding of what cooperative education is.

The Cooperative Education logo was designed by Fred Hausman, in 1964, for the Cooperative Education Community. Hausman was at the time art director for a New York advertising firm. The logo was first used in National Commission for Cooperative Education publications in 1964. Cooperative Education Association publications and co-op programs throughout the nation were encouraged to use it.

Introduction

As a subcommittee of the Greater Chambersburg Chamber Foundation Workforce Development Committee, the Secondary Education Committee's goal is to identify and implement effective strategies that bridge business and education in an effort to equip K-12 students with employable skills that meet the needs of Franklin County employers. The objective is to increase awareness of cooperative education and career exploration programs and increase participation from business.

To meet the goal and objective set by the Secondary Education Committee several strategies were developed. One of the strategies is to design a Cooperative Education informational ***Employer Toolkit*** to acquaint business/industry employers with the numerous opportunities that currently exist (or are being developed) for all students to gain work-based learning experiences. These opportunities may or may not be supervised and/or coordinated with the student's course of academic and career and technical education students.

Types of work-based learning opportunities include:

- Paid, unsupervised jobs (i.e. work release, work study).
- Paid, supervised jobs with supervision by a school and/or other training agency (i.e. Cooperative Education—capstone or Diversified Occupations, Internships, Registered Apprenticeships).
- Unpaid work in family enterprises.
- Paid jobs (i.e. Workforce Investment Youth Councils).
- Unpaid job, related classroom activities supervised by a school (i.e. Job Shadowing, Junior Achievement, School- Based Enterprises).
- Simulations, not producing goods or services (i.e. School-Based Laboratories).
- Unpaid experiences in real work settings with supervision by a school and/or other agency (i.e. Community Service, Internships, and Service Learning).

All Cooperative Education Coordinators (now a consortium) representing school districts across Franklin County and Lincoln Intermediate 12 were invited to participate in this project. The team, under the direction of Chamber Foundation representatives Annette Sanders, Chair, Secondary Education and Training Workforce Development Committee and Noel Purdy, Executive Director, developed the following ***Employer Toolkit.***

The Cooperative Education Consortium

Since the development of this ***Employer Toolkit*** in 2008, the Cooperative Education Consortium (listed below) is experiencing positive feedback from the numerous presentations made throughout Franklin and surrounding counties. For example, other Cooperative Education Coordinators in school districts across Pennsylvania are asking to adopt the Franklin County ***Employer Toolkit*** to build their own partnerships within their respective communities, and members of the business community are asking how they can assist with the initiative.

With the continued support of the Greater Chambersburg Chamber Foundation, the Consortium initiative will grow. Future projects include the development of both a countywide ***Employer Resource Guide*** and an ***Educator in The Workplace Program***. Additionally, the team plans to expand their presentations to more community groups. Finally, as the Consortium builds a network with other Cooperative Education Coordinators across school districts, the team will continue to support those who wish to explore partnerships within their own communities.

The Cooperative Education Consortium:
B. Keith Yohn, Franklin County Career and Technology Center
Kathy Jo Reinsmith and Sandra Traynor, Chambersburg Area School District
Sandra Traynor (Representing), Fannett-Metal School District
Carl Ford, Tuscarora School District
Roger Klink, Lincoln Intermediate 12
Mark Hollen, Waynesboro Area School District
Charles Rice, Greencastle-Antrim School District

Types of School-and Work-Based Learning Opportunities

> You see things; and you say 'Why?' But I dream things that never were; and I say 'Why not?'
>
> **George Bernard Shaw**

Types of school-based learning and work-based learning opportunities for students and employers

Service Learning:

- Students volunteering to benefit the community
- A teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities
- Promotes learning through active participation
- Provides structured time for students to reflect
- Provides opportunities to use skills and knowledge in real-life situations
- Fosters a sense of caring for others by providing a service to the community as volunteers

Job Shadowing:

- Career awareness activity
- Structured visit to a worksite by a student
- Student is paired with an adult in the work environment and observes the work related experiences
- Exposes the student to various careers in the business community and aids them in developing an understanding of the world of work

Internships:

- Unpaid work experience related to a student's chosen career objective
- Allows a student to develop practical experience for a short term and can be a broad overview of an occupational field
- Time in an internship is limited except in the case of a non profit organization

Cooperative Education:

- A structured educational strategy integrating classroom studies with learning through productive work experience
- Work experience is in a field related to a student's academic or career goals
- Provides progressive experiences in integrating theory and practice
- Co-op is a partnership among students, educational institutions, and employers

Types of Cooperative Education

Capstone Cooperative Education:

- Students receive their cooperative education from specialized areas of career and technical education
- Included in these specialized areas are; agriculture, business, computer and information technology, family and consumer sciences, marketing education, health occupations, and trade and industrial education
- Students enrolled in these specialized areas "cap-off" their formal in school career and technical education with a related employment experience at a school approved work-based learning site

Diversified Occupations:

- A planned vocational program, which may be offered at either the area vocational technical school or comprehensive high school
- Prepares a heterogeneous group of students for more than one vocational education area of instruction for gainful employment
- A direct relationship/partnership exists between a local business and the local education agency
- Career competency and manipulative aspects of a skill are developed at the training site. Limited technical skill instruction is provided by the school; thus, the major portion of technical instruction and competencies to be developed by the student takes place at the work site
- Students with specific career objectives are matched with related employment experiences while they attend career oriented planned periods of related classroom instruction at school
- Can be available as a one or two year program for students who are unable to gain admission to a vocational program due to excessive applicants, inability to meet entrance requirements for other vocational programs or lack of vocational areas offered at the comprehensive high school or participating vocational technical school

Responsibilities of the Cooperative Education Coordinator

The important thing is not to stop questioning.

Albert Einstein

Responsibilities of the Cooperative Education Coordinator

1. Interviews each new student prior to Co-op approval; checks the students' background to determine fulfillment of course requirements, interest, attendance, and explains the Co-op program to the student.

2. Acquaints the students with occupational opportunities and requirements in the area of employment.

3. Interviews the employer and determines whether the job provides an appropriate training situation for Co-op.

4. Works with employer and training station supervisor on a training plan for each student. Verifies on-the-job supervisor of the student.

5. Visits the student and the employer on the job a minimum of once a marking period.

6. Maintains contact with the local high school counselors.

7. Reviews the students' progress with the training station supervisor and the student on a quarterly basis and obtains written evaluation of the students' progress from the employer and/or job site supervisor monthly.

8. Interprets evaluation forms from training station superiors and coordinator's own evaluation of the student into a grade at the end of each marking period.

9. It is the function of the coordinator to bring the school and business together to provide practical on-the-job education.

Work Permits and Child Labor Laws

Never look down on anybody unless you're helping him up.

Jesse Jackson

Child Labor Laws

The labor laws were developed to protect young people from being involved in occupations that are potentially dangerous. It also establishes hours that the individuals who share minors are allowed to work. There are states as well as Federal labor laws. The general rule of thumb is to follow those laws that are more stringent.

The following materials are included:

- ***Abstract of The Child Labor Law***—Pennsylvania laws relating to occupation and hour regulation courtesy of the Pennsylvania Department of Labor and Industry.

- ***Employer's Pocket Guide on Youth Employment***—Federal laws relating to occupation and hour regulation courtesy of the U.S. Department of Labor.

- ***U.S. and Pennsylvania Department of Labor Website References***

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

ABSTRACT OF THE CHILD LABOR LAW

This summary is for general information and is not to be considered in the same light as official statements contained in the Law or its regulations.

MINIMUM AGE: Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. No minor under 14 years of age may be employed on a farm by a person other than the farmer. Under certain restrictions, caddies may be employed at the age of 12, news carriers at 11 years of age, and juvenile performers in the entertainment field at the age of 7. Minors and infants may be in the cast of a motion picture if special permit is obtained.

EMPLOYMENT CERTIFICATES: No person under the age of 18* shall be employed without a general or vacation employment certificate. The employment certificates are issued by school authorities and, except for the transferable work permit, must be kept on file.

Special performance permits are required for minors in theatrical and other performances at ages and hours permitted by Law. Applications may be obtained from the offices listed on the reverse side of this abstract.

A transferable work permit may be issued to 16 and 17 year olds. Obtain these through your local school district. A minor issued a transferable work permit is not required to obtain a new permit or certificate each time he/she changes employers; however, the employer is required to notify the issuing school district in writing within five days when a minor begins or terminates employment. Additionally, the employer must keep detailed records of the minors at the work site. A photocopy of the transferable work permit may be used as a record, provided that the employer records the occupation in which the minor is engaged on such photocopy.

RECORD KEEPING: Employers are required to maintain true and accurate schedules for each minor employed.

HOURS OF EMPLOYMENT — AGES 14 &-15

HOURS OF EMPLOYMENT

During School Term: Maximum 4 hours on school days; 8 hours on any other day, and 18 hours per school week (Monday thru Friday), and only at a time that does not interfere with school attendance. Plus 8 additional hours on Saturday and/or Sunday.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

NIGHT WORK

Employment prohibited after 7 PM and before 7-AM. (Exception: Summer Vacation employment until 10-PM.) (Exception: Minors from age 11 may be employed at distributing or selling newspapers, magazines or other publications between 6 AM-and 8 PM.) (Exception: Minors employed on a farm by a person other than the farmer in the hatching, raising, or harvesting of poultry may be employed or permitted to work until 10 PM as long as the minors are not working in an agricultural occupation declared hazardous by the U.S. Secretary of Labor.)

HOURS OF EMPLOYMENT — AGES 16 & 17*

HOURS OF EMPLOYMENT

During School Term: Maximum 28 hours per school week (Monday thru Friday) if enrolled in regular day school. Plus 8 additional hours on Saturday and 8 additional hours on Sunday. However, maximum daily hours cannot exceed 8 hours per day.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

NIGHT WORK

During School Term: Students may not work after midnight (Sunday thru Thursday) or before 6 AM during the entire week. (Exception: Students may work the night preceding a school holiday occurring during the school year until 1 AM-the next morning.) Students may work Friday night until 1 AM-Saturday morning and on Saturday night until 1 AM-Sunday morning.

During Summer Vacations: No night work limit for students. No night work limit at any time for minors legally excused from school attendance.

***EXCEPTION:**
A) 17 year olds, who have graduated from high school or who have attained their academic potential as determined by the Chief School Administrator, may be treated for purposes of the Child Labor Law as 18 years of age.
B) Special rules apply to 16 and 17 year olds employed during the summer by summer resident camp or a conference or a retreat operated by a religious or scout organization.

AT ANY TIME: **MAXIMUM EMPLOYMENT 6 DAYS PER WEEK, 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE 5 CONSECUTIVE HOURS OF WORK.**

PENALTY: Any person, agent or manager for any person violating or permitting any violation of the Child Labor Law shall upon conviction, be subject to a fine of not less than $200 nor more than $400 for the first offense and not less than $750 nor more than $1500 for any subsequent offense or imprisonment for 10 days, or both.

Under the Workers' Compensation Law, fifty percent additional compensation shall be paid to any minor injured while illegally employed, all of which shall be paid by the employer.

OCCUPATIONS PROHIBITED - See Below

NOTE THE FOLLOWING:

Motor Vehicle Code: Minors 16 and over after July 1, 1977 are permitted to operate a single vehicle not in excess of 30,000 pounds registered gross weight or any such vehicle towing a trailer not in excess of 10,000 pounds gross weight.

Sec. 493(13) Liquor Code: Under 16, employed by or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold or dispensed, provided that minors from age 16 may be employed on licensed premises as food waitresses or waiters and busboys/girls.

At age 18, such persons may serve and handle alcoholic liquors where sold or dispensed.

PROHIBITED OCCUPATIONS FOR MINORS

UNDER 18

BOATS: Pilot, fireman or engineer on any boat or vessel.

BRICKS: Working on horizontal or vertical pug mills.

CRANE OPERATORS: Cranes and hoists.

ELECTRICAL WORK: All electrical wiring*. Installing, removing and testing electric meters*.

ELEVATORS: Operators or managers of passenger or freight elevators. Hoisting or lifting machinery.

EXCAVATING: Within tunnels or shafts and trenches more than four feet in depth*.

EXPLOSIVES: Where explosives are manufactured, handled or stored.

MACHINERY: Cleaning or oiling machinery in motion. Operating or assisting in the operation of the following: Emery wheels**, metal plate bending machine*, mixing machine in bakeries*, punch press**, wire-stitching machines*, woodworking machinery (power driven)*.

MEAT GRINDERS: Operation of power driven food chopping, meat grinding, slicing or processing machines*.

METAL INDUSTRIES: Work in rolling mills*, handling bull ladles and around furnaces.

MINES: Dangerous occupations in or around any mine.

MOTION PICTURES: Projectionist.

PAINT, ACIDS, AND POISONS: In any capacity in the manufacture of paint, color or white-lead, poisonous dyes, or compositions using dangerous lead or acids.

PITS AND QUARRIES: Most occupations.

POOL AND BILLIARD ROOMS: Any occupation.

PRINTING INDUSTRY: Operate power driven paper cutters or circular saws*.

RADIOACTIVE SUBSTANCES: In all occupations involving exposure to radioactive substances***, or ionizing radiation***.

RAILROADS AND RAILWAYS: Section hand, track repairing, gate-tending, switch-tending, brakeman, fireman, engineer, motorman, or conductor.

ROOFING: All occupations*.

RIVETS: Heating and passing rivets, except under special conditions.

SPRAY COATING: Spray coating with substances containing lead, benzol or ground siliceous material*.

SLAUGHTERING AND MEAT PACKING: Most occupations.

TANNERIES: Tanning process.

WELDING: Acetylene or electric welding*.

WRECKING AND DEMOLITION: All occupations.

* EXCEPT APPRENTICES, STUDENT LEARNERS, AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

** EXCEPT APPRENTICES, STUDENT LEARNERS, LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

*** EXCEPT LABORATORY STUDENT AIDES AND GRADUATES OF AN APPROVED VOCATIONAL, TECHNICAL OR INDUSTRIAL EDUCATION CURRICULUM WHICH PREPARED THEM FOR EMPLOYMENT IN THE SPECIFIC OCCUPATION.

UNDER 16

BOATS: Working on any boat engaged in transportation of passengers or merchandise.

BOWLING CENTERS: In any capacity except snack bar attendants, control desk clerks, and scorer attendants.

BUILDING TRADES: Heavy work.

COAL DREDGES: Any work on coal dredges.

HEATING AND PASSING RIVETS: In any capacity.

HIGHWAYS: Sections of the highways that are open to the public for vehicular travel.

INDUSTRIAL HOMEWORK: May not manufacture at home any materials or articles under a contract from a manufacturer or contractor.

MANUFACTURING: Any manufacturing or mechanical process.

MINES: In any capacity.

POOL AND BILLIARD ROOMS: In any capacity.

RAILROADS: In any capacity.

SCAFFOLDING: On scaffolding and ladders.

STRIKES OR LOCKOUTS: Unless legally certified to work before strike or lockout.

TUNNELS: In any capacity.

WINDOW CLEANERS: Above ground level.

Address inquiries, complaints or requests for additional copies of this poster to one of the offices of the Pennsylvania Bureau of Labor Law Compliance:

ALTOONA 16602-4473
3001 FAIRWAY DRIVE
TELEPHONE: 814-940-6224 OR
814-940-6225

HARRISBURG 17120-0019
1301 LABOR & INDUSTRY BUILDING
SEVENTH &-FORSTER STREETS
TELEPHONE: 717-787-4671 OR
1-800-932-0665

PHILADELPHIA 19130-4064
1103 STATE OFFICE BUILDING
1400 SPRING GARDEN STREET
TELEPHONE: 215-560-1858

PITTSBURGH 15222-1210
1201 STATE OFFICE BUILDING
300 LIBERTY AVENUE
TELEPHONE: 412-565-5300 OR
1-877-504-8354

SCRANTON 18503-1923
201B STATE OFFICE BUILDING
100 LACKAWANNA AVENUE
TELEPHONE: 570-963-4577 OR
1-877-214-3962

EMPLOYER'S POCKET GUIDE ON YOUTH EMPLOYMENT

U.S. Department of Labor Elaine L. Chao, Secretary

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A Message from the Secretary of Labor
Elaine L. Chao

Every year, millions of teens work in part-time or summer jobs. Early work experiences can be rewarding for young workers – providing great opportunities for teens to learn important work skills. Today's youth will be the workforce of the 21st Century. One of my priorities for the U.S. Department of Labor is to assist America's youth in preparing to enter that workforce.

Through the **Youth Rules!** initiative**,** the U.S. Department of Labor and its strategic partners seek to promote positive and safe work experiences for young workers. **Youth Rules!** strives to educate teens, parents, educators, employers and the public on Federal and State rules regarding young workers. Components of the initiative include a website (www.youthrules.dol.gov), printed materials like this guide, outreach events, training seminars, and partnering activities. This guide outlines what teens can and cannot do on the job and what hours they may be employed. In addition to presenting proven tips that will help ensure teens learn the habit of good workplace safety, this guide also provides important information about accessing State youth employment standards and occupational safety and health provisions. **Youth Rules!** helps all of us work together to ensure young workers have safe and rewarding employment experiences.

A Quick Look at the Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) youth employment provisions are designed to protect young workers by limiting the types of jobs and the number of hours they may work. The provisions differ based on the age of the minor.

18 Years of Age:

Once a youth reaches 18 years of age, he or she is no longer subject to the Federal child labor provisions.

16 and 17 Years of Age Hours Rules:

Under the FLSA, 16- and 17-year-olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor (see below). Several States do restrict the number of hours and times of day that this age group may be employed. Be sure to check with your State Department of Labor. You can find the State rules by logging onto www.youthrules.dol.gov.

Occupation Rules:

Seventeen hazardous non-farm jobs, as determined by the Secretary of Labor, are out of bounds for young workers below the age of 18. Generally youth may not work at jobs that involve:

1. Manufacturing or storing explosives
2. Any driving by 16-year-olds, certain driving for 17-year-olds, and being an outside helper on a motor vehicle (limited driving by 17-year-olds is permitted.)
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines*
6. Exposure to radioactive substances and to ionizing radiations
7. Power-driven hoisting equipment
8. Power-driven metal-forming, punching, and shearing machines*
9. Mining, other than coal
10. Meat packing or processing, including power-driven meat slicing machines in retail and food service establishments*
11. Power-driven bakery machines, including mixers
12. Power-driven paper-products machines, including balers and compactors*
13. Manufacturing brick, tile, and related products
14. Power-driven circular saws, band saws, and guillotine shears*
15. Wrecking, demolition, and ship breaking operations
16. Roofing operations and all work on or about a roof*
17. Excavation operations*

*Limited exemptions are provided for apprentices and student-learners under specified standards.

14 and 15 Years of Age Hours Rules:

14- and 15-year-olds may work outside of school hours in certain jobs (see below) for up to:

- 3 hours on a school day
- 18 hours in a school week
- 8 hours on a non-school day
- 40 hours in a non-school week

Also, the work must be performed between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when the evening hours are extended to 9:00 p.m. Several States also regulate the hours that young workers under age 18 may work, so check with your State Department of Labor. You can find the State rules by logging onto www.youthrules.dol.gov.

Fourteen-year-olds may work in a variety of jobs, including those generally located in:

- offices
- grocery stores
- retail stores
- restaurants
- movie theaters
- baseball parks
- amusement parks
- gasoline service stations

Fourteen- and 15-year-olds may not work in the following occupations:

- communications or public utilities jobs
- construction or repair jobs
- driving a motor vehicle or helping a driver
- manufacturing, mining and processing occupations
- power-driven hoisting apparatus or machinery, other than typical office machines
- public messenger jobs
- transporting of persons or property
- workrooms where products are manufactured, mined or processed, or
- warehousing and storage

On February 14, 2005 new rules became effective regarding the types of cooking that 14- and 15-year-olds may perform. Such youth may not perform any baking activities and may only perform cooking that involves the use of gas or electric grills that does not entail cooking over an open flame and cooking with deep fat fryers that are equipped with and utilize mechanical devices that automatically lower and raise the baskets into and out of the hot grease or oil. These youth may also clean cooking equipment, including the filtering, transporting, and disposing of oil and grease, but only when the surfaces of the equipment and the liquids do not exceed 100. In addition, 14- and 15-year-olds may not work in any job or occupation declared hazardous for older youth and listed under **Occupation Rules** of this guide.

13 Years of Age or Younger:

Fourteen is generally the minimum age for employment under the FLSA. However there are some jobs that are specifically exempted from the youth employment rules and may be performed by those under 14 years of age. Again, it is important to check with your State Department of Labor to learn how the States rules apply to this age group. You can find the State rules by logging onto www.youthrules.dol.gov.

Young workers under 14 years of age may generally:

- Deliver newspapers
- Work as a baby-sitter on a casual basis
- Work as an actor or performer in motion pictures, television, theater or radio
- Work in a business solely owned by the youth's parents. However, parents are prohibited from employing their children in manufacturing, mining, or any other occupation declared hazardous for older workers by the Secretary of Labor. (See list of hazardous occupations listed under **Occupation Rules** of this guide).

Employer's Safety Checklist For Young Workers

- To be sure, some tasks and tools present more of a hazard than others. Many hazardous activities are limited or prohibit-ed for young people by the FLSA. (See list of hazardous occupations listed under **Occupation Rules** of this guide).

- But employers can take some simple steps to prevent injuries to working teens.

- Understand and comply with the Federal and State youth employment and occupational safety and health rules

- Stress safety, particularly among first-line supervisors who have the greatest opportunity to influence teens and their work habits. They are important role models. Make sure that young workers are appropriately trained and supervised to prevent injuries and hazardous exposures.

- Work with supervisors and experienced workers to develop an injury and illness prevention program and to help identify and solve safety and health problems. Many injuries can be prevented through simple work redesign.

- Train young workers to recognize hazards and to use safe work practices. This is especially important since teens often have little work experience and new workers are at a disproportionate risk of injury.

- Make sure young workers know the Federal and State youth employment rules and frequently remind them that they must be obeyed. Let them know safety is a priority.

Good Ideas from Other Employers

Take advantage of others' experiences. Here are some examples of compliance tips that are being used successfully by employers across the country.

- Different colored vests are issued to employees under the age of 18 by one chain of convenience stores. That way, supervisors know who is not allowed to operate the electric meat slicer.

- An employer in the quick service industry, with over 8,000 young workers, developed a computerized tracking system to ensure that workers under 16 years of age are not scheduled for too many hours during school weeks.

- One supermarket issues teens a laminated, pocket-sized "Minor Policy Card" on the first day of work. The card explains the firm's policy and requirements for complying with the youth employment rules.

- Many employers have taken the simple, but critical step of training all their supervisors in the requirements of the FLSA. Refresher training at periodical intervals is equally important.

- Some employers place special "Warning Stickers" on equipment that young workers may not legally operate or clean. As part of **Youth Rules**!, the Department of Labor is making these stickers available to employers while supplies last. In addition, these stickers can be downloaded at www.youthrules.dol.gov.

- Many employers conduct their own compliance checks of their businesses to ensure they achieve and maintain compliance with all youth employment rules. For more information about this process and to obtain a sample compliance questionnaire visit www.youthrules.dol.gov.

Preparing Young Workers To Work Safely

Young workers want to do a good job but they need help to work safely. Their inexperience works against them and they may not feel comfortable asking questions. Employers should take the following four steps to help prepare youth to work safely. What they learn, they will take with them throughout their working lives.

1. Double Check Tasks

Supervisors and co-workers can help compensate for inexperience by showing teens how to do the job correctly. What maybe obvious to an employee may not be so clear to a teen tackling a task for the first time. Time spent showing a young worker the best way to handle a job will be paid back three-fold through work done right and without harm to products or injury to the worker. Training youth to work safely is a multi-step process:

- Give them clear instructions and tell them what safety precautions to take.
- Ask them to repeat your instructions and give them an opportunity to ask questions.
- Show them how to perform the task.
- Then watch them as they do it, correcting any mistakes.
- Finally, ask if they have any additional questions.

Once young workers know what to do and have demonstrated that they can do the job right, check again later to be sure they are continuing to do the task correctly. Don't let them take short cuts with safety. Be sure, too, that supervisors and co-workers set a good example by following all the appropriate rules as well.

2. Show Them How to Use Safety Equipment

The FLSA prohibits young workers from doing tasks identified as particularly hazardous, including operating heavy equipment, driving, and using electric meat slicers. In addition, younger minors are prohibited from working late at night and using certain power tools.

This does not eliminate every hazard, however, and some youth may still need to wear personal protective equipment (PPE) such as safety shoes, hard hats, or gloves, depending on the nature of the work. Be sure that the teens know when they need to wear protective gear, where to find it, how to use it, and how to care for it.

In other cases, young workers may simply need to know about safety features of equipment or facilities. For example, they may need to be aware that they must keep exit doors free from clutter, assure that safety guards remain on machinery, or that equipment is turned off or disconnected prior to cleaning and at the end of each shift.

3. Prepare Teens for Emergencies

Every worker needs to be ready to handle an emergency. You should prepare your young workers to escape a fire, handle potentially violent customers, deal with power outages – or face any other risks that affect your business. Youths also need to know who to go to if an injury should occur and they need first aid or medical care.

4. Set Up a Safety and Health Program

A strong safety and health program involving every worker at your business is your best defense against workplace injuries. For help in establishing or improving a safety and health program, contact the Department's Occupational Safety and Health Administration (OSHA).

Resources to Tap

For information about employment standards that apply to young workers or about **Youth Rules!,** contact the Department of Labor's Wage and Hour Division toll free at (866) 4US-WAGE or(866) 487-9343. TTY/TDD callers may call 877-889-5627 toll-free.

For information about OSHA, occupational safety and health provisions, and locating the nearest OSHA office call (800) 321-OSHA or (800) 321-6742 toll free. Or check the OSHA website for a list of these offices at www.osha.gov.

You can also obtain both general and detailed information about rules for youth employment by visiting our **Youth Rules!** website at www.youthrules.dol.gov.

The website provides links to several departmental sites including:

- ***Wage and Hour Division*** (WHD)(http://www.wagehour.dol.gov), which enforces Federal minimum wage, overtime pay, recordkeeping, and child labor requirements of the Fair Labor Standards Act. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, the Davis Bacon Act, the Service Contract Act and other statutes applicable to Federal contracts for construction and for the provision o goods and services.

- ***Occupational Safety and Health Administration*** (OSHA)(www.osha.gov), which provides detailed information on safety standards, technical advisors, compliance assistance, and many other materials. OSHA's Teen Workers website, located at www.osha.gov/SLTC/teenworkers/index.html is geared toward young workers.

- ***Employment and Training Administration*** (ETA)(www.doleta.gov) which seeks to build up the labor market through the training of the workforce and the placement of workers in jobs through employment services. From this site you can access America's Job Bank (www.ajb.org), the world's largest pool of active job opportunities and ETA's Youth Center, which helps young workers acquire important job-hunting skills.

U.S. And Pennsylvania Department of Labor Website References

Pennsylvania

www.dli.state.pa.us

From the Pennsylvania Department of Labor and Industry website, locate the ***Quick Links*** on the right side of the page. Then select ***Labor Law Compliance***. When the ***Quick Links*** page opens, select ***Laws and Regulations*** on the left side of the page. Select the ***Regulations Governing Apprenticeships and Training Programs***. You will be able to view and print the full guidelines.

United States Department of Labor

www.dol.gov/compliance

From the U.S. Department of Labor Compliance website, select the ***Employment Law Guide*** link under Compliance Assistance Resources. Select ***Child Labor Law Compliance*** links below the Table of Contents.

Employer Consequences for Non Compliance

A bird doesn't sing because it has an answer, it sings because it has a song.

Maya Angelou

Employer Consequences for Non Compliance

Most employers commit infractions in the Employment of Minors Child Labor Law in the Areas of Minimum Wage and Schedule of Work Hours.

There are repercussions to employers for non-compliance. After speaking with a Labor Law Investigator with the Bureau of Labor Law Compliance, Harrisburg District Office, there is no set fine, fees, etc. It varies by infractions; whether there are liquidated damages, penalties, court costs if it goes to court, etc.

If in doubt, please check out The PA Labor & Industry website at www.dli.state.pa.us for additional information or use the contact numbers below. Be sure to look at the Wage Payment and Collection Law (Section 9.1) and the Minimum Wage Law 1968 (Section 12).

Penalties/Sanctions

Federal: Employers are subject to a civil money penalty of up to $11,000 ($10,000 for violations occurring prior to January 7, 2002) per worker for each violation of the child labor provisions. When a civil money penalty is assessed, employers have the right to file an exception to the determination within 15 days of receipt of the notice of such penalty. When an exception is filed, it is referred to an Administrative Law Judge for a hearing and determination as to whether the penalty is appropriate. Either party may appeal the decision of the Administrative Law Judge to the Secretary of Labor. If an exception is not timely filed, the penalty becomes final.

The Act also provides for a criminal fine of up to $10,000 upon conviction for a willful violation. For a second conviction for a willful violation, the Act provides for a fine of not more than $10,000 and imprisonment for up to six months, or both. The Secretary may also bring suit to obtain injunctions to restrain persons from violating the Act.

State: Section 23. Any person, or any agent or manager for any person, who shall violate any of the provisions this act, or who shall compel or permit any minor to violate any of the provisions of this act, or who shall hinder or delay any officer in the performance of his duty in the enforcement of this act, shall, upon conviction thereof, be sentenced to pay a fine, for a first offense, of not less than two hundred ($200.00) dollars more than four hundred ($400.00) dollars, and, on a subsequent offense, to pay a fine of not less than seven hundred fifty ($750.00) dollars nor more than one thousand five hundred ($1,500.00) dollars, or to undergo an imprisonment of not more than ten days, or both, at the discretion of the court. (23 amended Dec. 15, 1999, P.L. 946, No. 67)

Section 24. It shall be the duty of the Secretary of Labor and Industry, the chief school administrators, home and school visitors, attendance officers, and secretaries of boards of school directors of the various school districts or joint school systems, and the police of the various cities, boroughs, and townships of Commonwealth, to enforce the provisions of this act. Prosecutions for violations of this act may be instituted by any duly authorized representative of the Department of Labor and Industry, chief school administrator, home school visitor, attendance officer, secretary of a board of school directors, or police officer, upon or affirmation. All prosecutions for violations of this act shall be in the form of summary criminal proceedings, instituted before a magistrate, alderman, or justice of the peace within the county wherein the offense was committed. Upon conviction, after a hearing, the sentences provided in this act shall be imposed fines collected under this act shall be paid into the State Treasury, for the use of the Commonwealth.

Relation to State, Local, and Other Federal Laws

Many states have child labor laws. When both this Act and a state law apply, the law setting the higher standards must be observed.

The Employment Law Guide is offered as a public resource. It does not create new legal obligations and it is not a substitute for the U.S. Code, Federal Register, and Code of Federal Regulations as the official sources of applicable law. Every effort has been made to ensure that the information provided is complete and accurate as of the time of publication, and this will continue. Later versions of this Guide will be offered at www.dol.gov/compliance or by calling our Toll-Free Help Line at 1-866-4-USA-DOL (1-866-487-2365).

Bureau of Labor Law Compliance, or contact the regional office nearest you:

Altoona Regional Office
1130 Twelfth Avenue, Suite 200
Altoona, PA 16601-3486
Telephone: 1-877-792-8198 or 814-940-6225

Harrisburg Regional Office
1301 L&I Building
Seventh and Forster Streets
Harrisburg, PA 17120-0019
Telephone: 1-800-932-0665 or 717-705-5969

Philadelphia Regional Office
1103 State Office Building
1400 Spring Garden Street
Philadelphia, PA 19130-4064
Telephone: 215-560-1858

Pittsburgh Regional Office
1201 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
Telephone: 1-877-504-8354 or 412-565-5300

Scranton Regional Office
201-B State Office Building
100 Lackawanna Avenue
Scranton, PA 18503-1923
Telephone: 1-877-214-3962 or 570-963-4577

Safety, Worker's Compensation, Attendance and Academics, and Forms

The journey is the reward.

Chinese Proverb

Safety

Safety is highly stressed to our cooperative education students. OSHA regulations are to be followed and taught to our students at school and at work. On the Training Plan, every student should have safety training listed and what type of safety training the students are learning, going to learn, and when this safety is going to be taught. Safety should be an on going learning process and highly stressed in the work environment. By educating our students on the importance of workplace safety and health habits that will help protect them and their coworkers at work.

There is a campaign that is part of OSHA's Young Worker Initiative, which provides information and resources to teenagers, parents, educators and employers to ensure safe and rewarding work experiences for these summer employees. More information about workplace safety for teens is available at www.osha.gov/teens. Also, another website to visit is http://www.osha.gov/SLTC/teenworkers/employers.html has additional information.

Worker's Compensation

Pennsylvania's Workers' Compensation Act of 1913 (amended August 1993) requires employers to provide workers' compensation coverage for all of their employees, including part-time workers. Workers' compensation takes care of medical expenses and pays wage-loss compensation benefits for eligible employees until the injured employee is able to go back to work.

Students should immediately report any injury or work-related illness to their work site supervisor to ensure they will receive any eligible benefits under the Workers' Compensation Law.

Attendance and Academics

All cooperative education programs follow the same rules and regulations for successful performance. Each school district/LIU's guidelines and expectations, however, are ***unique for each individual cooperative education program*** and will be determined by the Cooperative Education Coordinator and building administrator/s. They ***may*** include, but are not limited to the following:

- Maintaining a certain grade point average in classes.
- Maintaining a certain performance on the job.
- Maintaining regular attendance at school.
- Following certain dress codes for the job, during interviews, and in the classroom.
- Maintaining time cards, journals, and completing assignments

It is the responsibility of the Cooperative Education Coordinator to discuss the program guidelines and expectations with the student, parent/s, and employer.

Forms

Employers who employ cooperative education students can expect to complete the following forms:

1. **Training Agreement**: Form signed by student, parent, employer and teacher to document that each person involved in a cooperative education program understands his/her responsibilities.
2. **Training Plan**: A plan specifically describing the educational plan for which the student will receive school recognition/credit(s) for occupational experiences.
3. **Job Record Sheet/Time Card**:Form used to keep record of hours worked, pay received, and duties performed.

Each school district/LIU will tailor the form to the individual Cooperative Education program.

****Examples of the forms are included in the Appendix.**

Advantages to Employers and Employer Checklist

Keep your face to the sunshine and you cannot see the shadow.
Helen Keller

Advantages to Employer

- It establishes a partnership between the school and the employer.
- It provides an opportunity to gain ideas from fresh minds.
- It increases the pool of potential full-time, trained employees.
- It keeps the school informed of trends in business and industry.
- It provides the employer with a training program that stresses employability skills and good work habits.
- It reduces the time and cost of training if the student is hired for regular employment after graduation.
- Potential employer tax credits for new hires. (See Appendix for contact information)

Employer Checklist

Employers must:

- Support the goals and objectives of the Cooperative Education Program
- Pay the student at least minimum wage
- Have Worker's Compensation
- Check for Work Permits for employees under the age of 18
- Sign the ***Cooperative Education Training Agreement*** and ***Training Plan***
- Verify and sign the student's ***Time Card***
- Provide and document ***Safety Training*** to insure the safety of the student employee
- Arrange for on-the-job training and supervision of the student employee
- Introduce the student to other members of the staff
- Explain company policy and procedures and guidelines to the student
- Discuss job performance with the student on a monthly basis
- Complete and submit the ***Employer Evaluation*** of the student's progress to the coordinator
- Release Co-op students to return to the school for required meetings with Co-op Coordinators
- Notify the Co-op Coordinator immediately if problems with the student arises

Appendix

We live in deeds, not years: In thoughts not breaths; In feelings, not in figures on a dial. We should count time by heartthrobs. He most lives who thinks most, feels the noblest, acts the best.

David Bailey (British Photographer)

A.1 SAMPLES OF WORK PERMIT FORMS/APPLICATIONS

An ***Application for Employment Certificate or Transferable Work Permit*** must be completed by students seeking employment. The student will be issued one of the following based on age: ***Vacation Employment Certificate*** or ***Transferable Work permit***.

A.2 SAMPLES OF TRAINING AGREEMENT/PLAN AND JOB RECORD/TIME CARD

Employers can expect to complete/sign the following: ***Cooperative Education Training Agreement***--this agreement specifies the responsibilities among the student, school, parent, and employer, ***Cooperative Education Training Plan***—this form specifies the workplace competencies to be developed by the student/employer and the learning activities, and the ***Cooperative Education Training Program Job Record***—this form verifies the hours worked by the student.

Each of these forms is adapted to the individual school district's Cooperative Education Program.

A.3 SAMPLE OF EMPLOYER TAX CREDITS FOR NEW HIRES BROCHURE

Employers interested in exploring tax credits should contact the Pennsylvania Department of Labor & Industry and/or the following individuals:

Barbara Zullinger, Supervisor, V 717.783.3676, T 1.800.345.2555
F 717.787.5785
bzullinger@state.pa.us

Charles Rose, Workforce Development Analyst 2, V 717.787.6915
T 1.800.345.2555, F 717.787.5785
crose@state.pa.us

APPLICATION FOR EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT

PDE—4565 (10/91)

Date of Application _____

Certificate/Permit Number _____

Date Issued _____

A. To be completed by issuing officer

Name of Minor	Sex _____ Color of Hair _____ Color of Eyes _____	Signature of Issuing Officer

Any Distinguishing Characteristics:	School District – Name and Address
Place of Residence	

Date of Birth			Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but one accepted.
Month	Day	Year	a. Transcript of birth certificate b. Baptismal certificate or transcript c. Passport d. Other documentary evidence e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.

B. To be completed by parent guardian or legal custodian in presence of issuing officer

I, the parent, guardian or legal custodian of the above-named minor, request the issuance of an employment certificate as indicated below:

Mark only one

_____ General Employment Certificate

_____ Vacation Employment Certificate

_____ Transferable Work Permit (in lieu of General Employment Certificate

_____ Transferable Work Permit (in lieu of Vacation Employment Certificate

Signature of Parent, Guardian or Legal Custodian	Name and Address of Parent, Guardian or Legal Custodian

C. To be completed by prospective employer

The undersigned expects to employ the minor as _____ (type of work) in the industry of _____ (type of industry)

The minor will work during such times and in accordance with the maximum hours permissible by law as established by Section 4 and 12 of the Child Labor Law, Act of May 13, 1915, P.L. 286; No. 177, as amended.

* Hours of employment – Ages 14 & 15	Hours of employment – Ages 16 & 17	Employer: Within the limitations as identified in "Hours of Employment," please fill out the following:
Maximum 3 hours on school days Maximum 18 hours per week Maximum 8 hours per nonschool week Summer Vacation Maximum 8 hours per day Maximum 40 hours per week Night Work School term – may not work after 7 p.m. or before 7 a.m. Exception – Summer Vacation until 9 p.m. but not before 7 a.m. *** Federal Law**	Maximum 8 hours on any given day Maximum 28 hours (Mon.-Fri.). Plus an additional 8 hours on Saturday and an additional 8 hours on Sunday. Maximum 44 hours per week. Summer Vacation Maximum 8 hours per day, 44 hours per week Night Work School term – May not work after midnight Sunday through Thursday or before 6 a.m. any day. Exception – Preceding nonschool day 1 a.m. No limits during summer.	Sun Mon Tue Wed Thur Fri Sat __hrs __hrs __hrs __hrs __hrs __hrs __hrs Maximum hours: per day ____ per week ____ Name, address and telephone number of employer: _____ _____ _____ Zip _____ Signature of Owner or Manager: _____

D. To be completed by examining physician, certified nurse practitioner or certified registered nurse practitioner employer by the board of school directors, by the minor's family physician designated by the prospective employer.

I hereby certify that the minor named on this form has been thoroughly examined and:

_____ is physically qualified for the employment specified in the statement of the prospective employer.

_____ is physically qualified for the period of _____, after which time a new examination is required.

_____ s physically qualified with the following limitations: _____.

Signature of Examiner:	Address of Examiner:

PDE 4502 (10/91)

VACATION EMPLOYMENT CERTIFICATE

Vacation employment certificates shall entitle a minor, twelve to fourteen years of age to work as a caddy and a minor, fourteen to eighteen years of age to work as provided for in the Child Labor Law, as amended. The minor may work on any day, except at such times, on such days as such minor is required to attend school

Note: Specific provisions vary depending on the age of the minor This certificate is valid only for the employer named and the occupation designated hereon

Number _____

Date Issued _____

Name of Minor	Signature of Minor
Place of Residence	Date of Birth: Month / Day / Year — Place of Birth - City, State

DESCRIPTION OF MINOR

Sex _____ Color of Eyes _____ Color of Hair _____

Any distinguishing physical characteristics _____

Name and Address of Employer	Nature of Occupation of Minor

I hereby certify that the above-named minor appeared before me and has been examined; that all the papers required by law have been duly examined, approved and filed; that all the conditions and requirements for issuing a vacation employment certificate have been fulfilled; and that the minor has signed this certificate in my presence.

Signature of Issuing Officer	School District - Name, Address and Telephone
Official Title	CHAMBERSBURG SENIOR HIGH SCHOOL 511 SOUTH SIXTH STREET CHAMBERSBURG PA 17201

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

Sample

PDE-4566 (12/89)

TRANSFERABLE WORK PERMIT

Class of certificate (mark one only)

General Employment _____

Vacation Employment _____

Number _____

Date Issued _____

Issued to a minor between 16 and 18 years of age under the provision of the Child Labor Laws, as amended.

Name of Minor _____

Signature of Minor _____

Place of Residence _____

_____ Zip _____

Description of Minor

Place of Birth _____
(city) (state) (country)

(sex) (color of eyes) (color of hair) (date of birth) Mo. Day Year

Other distinguishing characteristics and physical limitations _____

Issuing Officer

I hereby certify that all the requirements of law for issuing a Transferable Work Permit have been fulfilled, and that the above-named minor has signed this permit in my presence.

Signature of Issuing Officer _____

Official Title _____

School District Name and Address _____

CHAMBERSBURG SENIOR HIGH SCHOOL
511 SOUTH SIXTH STREET
CHAMBERSBURG PA 17201 Zip _____

Sample

SAMPLE

Cooperative Education Training Agreement

Pennsylvania Career & Technical Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student in a Cooperative Education Program.

Student Name _____ Social Security No. _____

Address _____ Phone _____

Birthdate _____Age_____ Work Permit No. _____

Student Career Objective _____ Job Title _____

Date of Employment: Beginning _____ Ending_____

High School or Technical School _____

Address _____ Phone _____

Training Agency _____

Address _____ Phone _____

Training Supervisor _____ Phone _____

Weekly Hours_____ Beginning Rate of Pay $_____

EMPLOYER/TRAINING SITE RESPONSIBILITIES:

1. The employer/training site will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and workers' compensation.
2. The student-learner will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
5. The training sponsor will provide necessary safety instruction throughout student training period.
6. Employer/training site will not employ a student-learner to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
8. The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program. This is provided in section 4L4 10C in Pennsylvania Unemployment Compensation Law.

STUDENT-LEARNER RESPONSIBILITIES:

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. Student-learner agrees to report job problems to training supervisor and coordinator.
3. The student-learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work day.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. The student-learner will report to school for designated meetings and related instruction.

SCHOOL RESPONSIBILITIES:

1. The program is under the direct supervision of a certified cooperative education coordinator/instructor.
2. The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator/instructor prior to job placement.
3. The cooperative education coordinator/instructor will visit the student-learner and training supervisor on a regular basis at the training site.
4. The coordinator will investigate compatibility of job circumstances with requirements for student-learner attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. Student-learner transportation, insurance and attendance at school and work will be covered by school policy.

This Training Agreement is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student-learner while on the job. Therefore, it should not be interpreted by either agency as a legal document or any form of binding contract.

We the undersigned agree to the conditions and statements contained in this agreement.

Student-Learner	Date	Parent or Guardian	Date
Employer	Date	Principal, Director or Designee	Date
Cooperative Education Coordinator	Date		

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

SAMPLE B

Cooperative Education Training Plan

TYPE OF COOPERATIVE PROGRAM: Capstone____ Diversified Occupations___
SPECIFIC PROGRAM AREA:
___Agriculture ___Marketing Ed ___Family & Consumer Sc. ___Other
___Business Ed ___Health ___Trade & Industrial ___Tech Prep

Student-Learner Name: _____ Phone_____

Training Agency:_____ Phone_____

Training Supervisor:_____ Phone_____

Parent/Guardian:_____ Phone_____

Signatures: _____ Date_____
Co-op Coordinator/Instructor

_____ Date_____
Training Supervisor

COMPETENCIES TO BE DEVELOPED

(List the competencies the student is to learn on-the-job)

1. 6.

2. 7.

3. 8.

4. 9.

5. 10.

LEARNING ACTIVITIES

(Briefly describe what the student will do to master the competencies listed above)

Employers/Training Sites of Cooperative Education students shall not discriminate in educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

PDE-4617A (2/95)

SAMPLE

Cooperative Education Training Program
Job Record

TYPE OF COOPERATIVE PROGRAM: Capstone____ Diversified Occupations___

NAME:_____ TRAINING STATION: _____

TYPE OF TRAINING:_____ WEEK:_____DATE:_____
(1st, 2nd, etc.)

JOB EXPERIENCE	M	T	W	Th	F	S	S	Weeks/hours Per Job	Accumulated Hours Per Job	Total Hours Per Job

SALARY PER HOUR FOR WEEK $_____ TOTAL HOURS FOR WEEK_____

TOTAL ACCUMULATED HOURS (ALL JOBS)_____

SALARY PER WEEK $_____ (Include withholdings, bonuses, commissions)

ACCUMULATED SALARY $_____

TOTAL SALARY TO DATE $_____

NOTE: *In the squares following each job experience complete the time as follows: Example: 1 1/4; 1 1/2; 1 3/4*

Student Signature: _____

Employer Toolkit
Resources

Pennsylvania Department of Education
Bureau of Career and Technical Education
333 Market Street
Harrisburg, PA 17126-0333
http://www.pde.state.pa.us/bcte

Center for Professional Development
in Career and Technical Education
215-204-6249.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210
Telephone: 1-866-4-USA-DOL | TTY: 1-877-889-5627
www.dol.gov

Pennsylvania Department of
Labor & Industry
Harrisburg, PA
www.dli.state.pa.us

Where To Obtain Forms:

All forms can be downloaded from the Department of Labor & Industry web site: www.dli.state.pa.us

Click on: Business & Organizations
Click on: Financial Incentives/Resources
Click on: Employment Tax Credits
Click on: Work Opportunity Tax Credit

Or contact:

- Pennsylvania CareerLink Offices
- Welfare County Assistance Offices

Mail Forms To:

TAX CREDIT COORDINATION SERVICES
651 Boas Street, 13th Floor
Harrisburg, PA 17121-0750

For Questions or More Information, contact:

TAX CREDIT COORDINATION SERVICES

1-800-345-2555

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

EMPLOYER TAX CREDITS FOR NEW HIRES

- **Work Opportunity Tax Credit**
- **Employment Incentive Payment Tax Credit**

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Bureau of
Workforce Development Partnership

WOTC-1 REV 6-08

Your Business Qualifies When You Hire Eligible Individuals

- No limit to the number of new hires
- Any size employer can benefit
- Employers decide whom to hire
- Minimal paperwork to request tax credit
- Both tax credits can be claimed on the same individual in the same taxable year

Work Opportunity Tax Credit (WOTC)

Created by the Small Business Job Protection Act of 1996 and extended by the Small Business and Work Opportunity Act of 2007, the federal WOTC is available to employers who hire persons who have been deemed to have barriers to employment*. This tax credit is in effect for new hires starting before September 1, 2011.

Employment Incentive Payment (EIP) Tax Credit

Created by the Tax Reform Code of 1971, the state tax credit is also available to employers who hire persons who have been deemed to have barriers to employment*. This tax credit is in effect for new hires starting before January 1, 2010.

Minimum Employment or Retention Period

WOTC:

New hires must work a minimum of 120 hours before an employer is entitled to claim the Work Opportunity Tax Credit.

EIP:

New hires must remain on the payroll for a full year before an employer is entitled to a full tax credit. However, if a person voluntarily quits, becomes disabled or is terminated for a just cause, this tax credit can be pro-rated.

Applying for Tax Credits

WOTC:

- The applicant completes the front of the two-page IRS Form 8850, Pre-Screening Notice and Certification Request; the employer completes the back. The completed IRS Form 8850 with original signatures must be postmarked within 28 calendar days after the new hire's start date; **and**
- Complete the USDOL Form ETA 9061, Individual Characteristics Form. This form has no required postmark date but should be mailed with the IRS Form 8850.

EIP:

- The new hire completes the New Employee Information section of the Rev. 1601 (A) (01/06), Tax Credit Certification Request Form; the employer completes the Employer Information section. This form must be postmarked within 21 calendar days after the new hire's start date.

Note: *The tax credit document(s) must indicate at least one potentially eligible target group in order for the request to be processed.*

Who and What Doesn't Qualify

- No tax credit may be claimed for federally subsidized On-The-Job Training (OJT); however, wages paid after OJT expires can qualify for the credit. Requests must be filed within the time guidelines indicated above.
- Not-for-profit employers
- Wages paid to relatives
- Rehires are not eligible for the federal tax credit

* *For target group definitions and other details, see reverse side.*

Tax Credit	Target Group Name	Target Group Definition	Maximum Amount of Credit	Length of Credit	Qualifying Wages Capped At:
WOTC	Title IV-A Recipient	A member of a family who received Temporary Assistance to Needy Families (TANF) for any 9 out of the 18 month period ending on the hire date.	40% of first-year Qualifying Wages for those new hires employed at least 400 hours; 25% of first-year Qualifying Wages for those new hires employed between 120 and 399 hours.	1 Year	$6,000
WOTC	Food Stamp Recipient	An 18-39 year-old member of a family who received Food Stamps for at least six consecutive months ending on the hire date, **OR** for at least three of the five month period ending on the date of hire, but no longer receiving on the hire date.	Same as above.	Same as Above	Same as Above
WOTC	Qualified Veteran	An individual who served at least 180 days of active duty and is a member of a family who received Food Stamps for at least three consecutive months during the 15-month period ending on the hire date.	Same as above.	Same as Above	Same as Above
WOTC	Qualified Disabled Veteran	An individual who is entitled to compensation for a service-connected disability **AND** is hired within one year after having been discharged or released from active duty, **OR** has been unemployed for six months or more (whether or not consecutive) within the one-year period ending on the hire date.	Same as above.	Same as Above	$12,000
WOTC	Designated Community Resident	An 18-39 year-old who is a resident of one of the federally designated Renewal Communities (RC), Empowerment Zones (EZ), Enterprise Communities (EC) or Rural Renewal Counties (RRC). (Areas in Philadelphia have been designated as Renewal Communities, and/or Empowerment Zones; parts of Fayette County have been designated a Rural Enterprise Community; Venango and Warren Counties have been designated Rural Renewal Counties. For verification information on RC/EZ/EC locations, call 1-800-998-9999, or visit the HUD website at www.hud.gov. Type "ezec locator" in search box.)	Same as above.	Same as Above	$6,000
WOTC	Summer Youth	A 16 or 17 year-old who is a resident of one of the federally designated Renewal Communities (RC), Empowerment Zones (EZ), Enterprise Communities (EC) or Rural Renewal Counties (RRC) hired between May 1 and September 15. (Areas in Philadelphia have been designated as Renewal Communities, and/or Empowerment Zones; parts of Fayette County have been designated a Rural Enterprise Community; Venango and Warren Counties have been designated Rural Renewal Counties. For verification information on RC/EZ/EC locations, call 1-800-998-9999, or visit the HUD web-site at www.hud.gov. Type "ezec locator" in search box.)	Same as above.	Same as Above	$3,000
WOTC	Vocational Rehabilitation Referral	An individual receiving or having received services pursuant to an Individual Plan of Employment through a state Office of Vocational Rehabilitation or the U.S. Dept. of Veterans Affairs within 2 years prior to the hire date, including eligible Ticket-to-Work individuals receiving Social Security Disability Insurance (SSDI).	Same as above.	Same as Above	$6,000
WOTC	Ex-Felon	An individual who was convicted of or released after serving time for a felony within one year prior to the hire date.	Same as above.	Same as Above	Same as above.
WOTC	SSI Recipient	An individual who received Supplemental Security Income (SSI) benefits within 60 days prior to the hire date, including eligible Ticket-to-Work individuals receiving Social Security Disability Insurance (SSDI).	Same as above.	Same as Above	Same as above.
WOTC	Long-Term Family Assistance Recipient	A member of a family who has received TANF for at least the last 18 consecutive months ending on the hire date; **OR** for any 18 months beginning after 8/5/97, and was hired within two years of the 18th month.	1st year: 40% of Qualifying Wages for those new hires employed at least 400 hours; 25% of Qualifying Wages for those new hires employed between 120 and 399 hours. 2nd year: 50% of Qualifying Wages for those new hires employed at least 400 hours; 25% of Qualifying Wages for those new hires employed between 120 and 399 hours.	2 Years	$10,000
EIP	PA Cash Assistance Recipient	Received PA Cash Assistance in the GA or TANF category within one year prior to the start date.	1st year: 30% of Qualifying Wages* 2nd year: 20% of Qualifying Wages * 3rd year: 10% of Qualifying Wages * * An additional $1,800 in credits may be earned over the three years of eligibility if the employer provides or reimburses for child care or transportation to work.	3 Years	$9,000
EIP	Vocational Rehabilitation Referral	An individual receiving or having received services pursuant to an Individual Plan of Employment through a state Office of Vocational Rehabilitation or the U.S. Dept. of Veterans Affairs within 2 years prior to the hire date, including eligible Ticket-to-Work individuals receiving Social Security Disability Insurance (SSDI).	Same as above.	Same as Above	Same as above.