



COOPERATIVE EDUCATION EMPLOYER AGREEMENT

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as required by the Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts.

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 Greater Lowell Technical High School to provide a student who is enrolled in a (Ch. 74-approved) vocational technical education program with an organized progressive and diversified paid employment experience that will provide the student with employability and technical skills that are not acquirable in a school-based setting. Applicants with disabilities and/or significant health issues may voluntarily self-identify for the purpose of requesting reasonable accommodations at the workplace.

Student Information

Name: _____

Technical Program: _____

Grade Level: _____ Age: _____

Employer Information

Employer Name: _____

Address: _____

Industry: _____

Supervisor: _____

Phone: _____ Fax: _____

Email: _____

Employment Information

Work Hours: _____ Hourly Pay Rate: _____

Start Date: _____ Orientation Date: _____

Work Schedule: _____



Greater Lowell Technical High School

Respect - Effort - Accountability - Commitment - Honesty

Cooperative Education Employer Responsibilities and Expectations:

1. **Comply with MA Legislative Act Chapter 385: An Act Further Protecting Children (CORI) background check on an employee who will be one on one with our students.** Greater Lowell Technical High School's Human Resource Department processes all MA CORIs.
2. **Students must be covered under the company's workers' compensation policy.** Provide a copy of the worker's compensation policy for evidence.
3. Provide continuous supervision by a qualified / experienced employee(s).
4. Provide an orientation and safety training.
5. Evaluate students each co-op week via the Co-op Weekly Timecard. Semi-annually, complete the Midterm / Final evaluation for each student, which will be emailed electronically.
6. Follow OSHA regulations and enforce OSHA safety practices.
7. Follow all Federal and State labor and wage laws and regulations. **Students on co-op cannot work on a 1099.**
8. Provide the opportunity for the student to develop technical and employability skills that are directly related to their trade.
9. Notify the Co-op Office if a student is injured, any serious problems arise, absent from work, or student is terminated.
10. Students are not to be scheduled to work on their academic week during school hours.
11. Comply with Federal and State Child Labor Laws as they pertain to cooperative education students.
12. Provide a minimum of 6 hours per day or 30 hours per co-op week of meaningful employment.
13. Must be an equal opportunity employer who does not discriminate against any applicant because of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness, or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.
14. Agrees to provide sufficient site visit time between the student employer and the school's cooperative education director 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.

IMPORTANCE 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.

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: _____ Date: _____

Parent / Legal Guardian: _____ Date: _____

Co-op Employer: _____ Date: _____

Co-op Department: _____ 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.