EMPLOYER HANDBOOK
FOR STUDENTS IN

Work-Based Learning

WBL

Georgia's Future Workforce

ACADEMIES & CTAE
GWINNETT COUNTY PUBLIC SCHOOLS

College and Career ACADEMIES
Career, Technical, and Agricultural Education
GWINNETT COUNTY PUBLIC SCHOOLS

Rigor ● Relevance ● Relationships

Revised 2026

INTRODUCTION TO
Gwinnett County Public Schools Work-Based Learning Programs

The *Gwinnett County Public Schools Work-Based Learning Programs* *(apprenticeship, coop, and internship)* allow Juniors and Seniors the opportunity to obtain experience and skills in a workplace setting. It offers students a unique opportunity to prepare for future educational and career goals while in high school. Any work-based learning program is an elective course, and students are issued 0.5, 1.0, and 1.5 Carnegie units per semester based on the individual student's registered course, assessed performance and work release time.

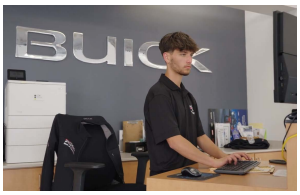
Work-Based Learning students receive support from four sources:

1. A work-site mentor/employer
2. The local school Faculty and/or Community-Based Advisory Committee
3. The local school Work-Based Learning Coordinator
4. The Gwinnett County Public Schools Work-Based Learning Coordinator

No matter a student's plans for the future, the Gwinnett County Public Schools Work-Based Learning Programs offer real-world experience that will benefit students in any program of study. These programs provide students with teachable moments in a work setting, supplying essential lessons that a young person can use in making decisions about future school or career plans.

A Work-Based Learning Program:

1. Connects student learning more directly to the world of work
2. Provides high-quality, work-based experiences for students
3. Assigns each student in the program to an employer whose job opportunity matches as closely as possible to the student's academic and career goals
4. Enhances the educational foundation and career preparation students will need to succeed as adults
5. Cultivates the knowledge and skills of students to help them become business leaders for our economic future



It is the policy of the Gwinnett County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to request an accommodation or modification or to make a complaint due to discrimination in any program, activity or service, contact

The Office of Internal Resolution
437 Old Peachtree Road, NW
Suwanee, GA 30024

TYPES OF WORK-BASED LEARNING PLACEMENTS

Work-Based Learning placements represent the pinnacle of the Career-Related Education experience. Working in your business will ensure that students make informed decisions on career choices based on academic and work-site experiences.

To qualify for a WBL placement, a student must be in grades 11 or 12 and at least 16 years old by September 1st. A student placed at your business will fall into one of three categories based on the job tasks you require and skills related to the curriculum. Those placement types are:

1. Apprenticeship placement – the student has received a minimum of 144 hours of classroom instruction relating to the type of job they are placed in. They have a career plan in place to continue this career path through post-secondary instruction and continued work experience in their career field. Must be a paid position.

2. Cooperative Education placement – the student's job responsibilities are an application of what is being learned in a class in which he/she is concurrently enrolled. May be a paid or unpaid position.

3. Internship placement – the student has earned a minimum of one unit of credit prior to being placed in a career related job. May be a paid or unpaid position.

SUMMARY OF EMPLOYER RESPONSIBILITY

1. Offer the student the opportunity to gain valuable skills in a work-place setting to enhance the student's academic and future career goals
2. Assign a work-site mentor (supervisor)
3. Provide training so that the student may acquire new skills and job knowledge; job must be complex enough to require training; provide a variety of work experiences
4. Review and sign the WORK-BASED LEARNING TRAINING AGREEMENT
5. Assist the student in developing a TRAINING PLAN outlining job duties and performance expectations
6. Meet all requirements of the Fair Labor Standards Act and, if the student is in a paid position, meet requirements for minimum wage, overtime, child labor, equal pay and applicable tax withholding.
    a. 1099s positions require a copy of the company's Business License, coordinator's approval, and approved mentor.
    b. Co-ops and Interns can be in a paid or non-paid position.
7. Provide the required hours for student to earn academic credit depending on the type of placement. Hours required will either be 5, 10, 15 or 20 per week. However, depending on the needs of your business, the student may work more hours than what is required for course credit.

- **Complete the following reports:**

  1. Verify and sign-off on time and attendance
  2. Complete an employer evaluation after nine weeks
  3. Complete an employer evaluation after eighteen weeks

- **Meet with work-based learning coordinator to discuss progress or need for improvement.**

FORMS REQUIRING SIGNATURE

1. Review and sign the employer portion of the Work-Based Learning Training Agreement
2. Complete the Employer Section of the Work Permit if student is under 18
3. Along with the help of the Work-Based Learning Coordinator and the student, assist in developing a Training Plan outlining job duties and performance expectations
4. Go over safety rules within your company and sign-off on the Work-Based Learning Safety Training Agreement
5. Verify and sign off on time and attendance required for earning academic credit
6. Complete an employer evaluation after nine weeks and eighteen weeks each semester
7. Complete "quick" employer survey at the end of the school year (return with final student evaluation)

Work-Based Learning

WBL

Georgia's Future Workforce

Having a Work-Based Learning student at your business is easy. As you can see, we have streamlined the paperwork and minimized the requirements to save you time and effort during your busy work schedule. We look forward to working with you as you partner with us in giving these students a head start in their future academic and career pursuits. By offering a unique opportunity for them to gain valuable work experience and job skills, they will be better prepared for success as they continue their education and/or enter the workforce.

Child Labor Summary Sheet

The Georgia Department of Labor's Child Labor Section administers and monitors the guidelines and restrictions for the employment of anyone who has not reached his or her 18th birthday.

When there is a difference in state, federal, or local law regarding child labor, the law providing the most protection to the minor takes precedence. Below are the more restrictive requirements for employing a minor.

RESTRICTION	DETAILS	JURISDICTION
MINIMUM AGE FOR EMPLOYMENT	14 YEARS OF AGE	**FEDERAL**
EMPLOYMENT CERTIFICATE REQUIRED	**Under 16 Years of Age** Obtained from Georgia School attended OR County School Superintendent *Includes home schooled minors and minors from out-of-state working in Georgia*	**STATE**
MAXIMUM HOURS OF WORK Allowed for minors 15 years of age and younger	3 Hours (school day) 8 Hours (non-school day) 18 Hours (school week) 40 Hours (non-school week) Not during normal school hours. Not before 7 a.m. Not after 7 p.m. (Evening hours extended to 9 p.m. June 1, to Labor Day)	**FEDERAL**
HAZARDOUS OCCUPATIONS Minors 17 years of age and younger may not work in these occupations or industries.	Manufacturing and storing explosives; motor vehicle driving and outside helper; coal mining; logging and saw milling; power-driven woodworking machines; exposure to radioactive substances; power-driven hoisting apparatus; power-driven metal-forming, punching, and shearing machines; mining; slaughtering; meat-packing, processing or rendering; power-driven bakery machines; power-driven paper products machines; manufacturing brick, tile, and kindred products; power-driven circular saws, band saws, and guillotine shears; wrecking; demolition, and ship-breaking operations; roofing operations; excavation operations.	**FEDERAL**
ALCOHOLIC BEVERAGE RESTRICTIONS	May not: Dispense, serve, sell or take orders for alcoholic beverages. (EXCEPTION: Where alcohol is sold for consumption OFF the premises). **NOTE:** Local law may be more restrictive.	**STATE**

MINORS IN ENTERTAINMENT	Requires special application and certificate of consent. Certificate of consent must be issued by Georgia Child Labor Section prior to minor beginning work.	**STATE**
TEEN DRIVING RULES	Sixteen-year-olds may not drive at all on public roadways, but may on dealership property. Seventeen-year-olds may drive on public roads while on the job, if they: ♦ Hold a valid state driver's license; ♦ Have completed a state-approved driver education course; ♦ Are instructed that seat belts must be used; and ♦ Have no record of a moving violation at the time of hire. Motor vehicles being driven must: ♦ Not exceed 6,000 lb. gross vehicle weight; ♦ Be equipped with a seat belt; and ♦ Not be used for towing vehicles. ♦ Driving is permitted if it is: ♦ Restricted to daylight hours; ♦ Within a 30-mile radius of the place of employment; and ♦ Occasional and incidental (i.e., no more than 1/3 of an employee's worktime/day nor more than 20 percent of an employee's worktime/week). Seventeen-year-olds may not be employed as delivery or shuttle drivers, but may make limited daily trips for delivery and passenger transport: ♦ Up to 2 trips/day delivering goods to customers, but vehicle deliveries are *not* subject to this limit; ♦ Transport of up to 3 passengers, including employees, with the transport of non-employee passengers limited to 2 trips/day; and ♦ Certain deliveries are prohibited, including route deliveries or sales, *urgent, time-sensitive deliveries*, or the for-hire transportation of property, goods, or passengers. ♦ *Urgent, time-sensitive deliveries* are trips which, because of such factors as customer satisfaction, the rapid deterioration of the quality or change in temperature of the product, and/or economic incentives, are subject to time-lines, schedules, and/or turnaround times which might impel the driver to hurry to complete the delivery. For more information regarding child labor laws visit the following websites: http://www.dol.gov/esa/forms/whd/AG/ag_pocket_guide.pdf http://www.uada.com/public/pages/Teen_Driving_NADA_Summary_Jan2005.pdf http://www.youthrules.dol.gov/ http://www.dol.gov/compliance/audience/youth.htm http://www.dol.state.ga.us/em/cl_hazardous_occupations.htm	**FEDERAL AND STATE**

Child Labor personnel are usually available for presentations to school classes, issuing officers, PTA's, employer groups, etc. Please contact the Child Labor Section if you are interested.

Georgia Department of Labor -*Child Labor Section*
Phone: (404) 232-3260
U. S. Department of Labor Wage and Hour Division
ATLANTA - (404) 893-4600
SAVANNAH - (912) 652-4221

Note: Minors working for a parent/guardian who owns the business are exempt from all but the hazardous/prohibited occupation restrictions.

Work-Based Learning
WBL
Georgia's Future Workforce

GWINNETT COUNTY PUBLIC SCHOOLS
WORK-BASED LEARNING
SAFETY AND TRAINING AGREEMENT
(SAMPLE * SAMPLE * SAMPLE * SAMPLE)

GWINNETT COUNTY PUBLIC SCHOOLS

Student Name: Click here to enter text. **School** Click here to enter text.

Employer: Click here to enter text. **Address:** Click here to enter text.

Work Site Supervisor: Click here to enter text. **Title:** Click here to enter text.

Work Phone Number: Click here to enter text. **FAX:** Click here to enter text. **E-MAIL:** Click here to enter text.

Please print this form after the top portion is completed, read it, and sign below.

The Student-Learner Agrees:

1. **To be 16 years of age and possess documentation required to work in the United States required by the employer. Social Security number will be required for payroll purposes by the employer.**
2. The student must be 16 years of age by September 1st and provide proof of age documentation.
3. To assume the responsibility for finding a job; the coordinator may assist with job leads but cannot promise a job to a student or demand one from an employer.
4. To provide transportation to and from work.
5. To attend school and work regularly and not go to work when absent from school unless previously discussed with the coordinator. Student may be required to sign out with the coordinator each day and if so, failure to do so will affect the student's grade.
6. To attend meetings with the coordinator, scheduled in advance, or deductions will be made to the final grade.
7. To discuss unpleasant job situations, including harassment, with the coordinator and with the supervisor--not with anyone else.
8. To represent the school and employer by showing honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment or requires disciplinary action at school due to negligence or misconduct, proved by school investigation, the student may be dropped from the program and may lose school credit.
9. To work the average number of hours required by your work-based learning program. Hours for your program are based on credit and periods enrolled. However, your employer may require you, within reason, to work more than your course credit required hours and may schedule you during school breaks and holidays. Your schedule is determined by the employer and meets all child labor standards.
10. To provide a typed two-week notice when terminating a job unless the employer gives special permission to do otherwise.
11. To make job changes only with the prior approval of the coordinator. The coordinator reserves the right to change the student's job if necessary.
12. To refrain from socializing with or telephoning friends and family while on the job. Students are not to use work time to study (unless the employer gives permission after work is complete), and may not use the company's computer for non-work related activity.
13. To be evaluated by the coordinator and the employer as needed. (Employer evaluations are done twice per semester).
14. To be aware that part-time, work-based learning students are not eligible to receive unemployment compensation.
15. To submit to the coordinator a Monthly Work Record showing total hours worked and salary earned **supported by pay stubs.**
16. To actively participate in the local chapter of the co-curricular organization supported by your work-based learning program.
17. To take part in any Employer Appreciation Activity sponsored by your work-based learning coordinator.
18. To complete promptly all necessary reports.

19. To leave campus immediately after his/her classes on campus are over and not return without approval of the coordinator.
20. To allow the release of student records regarding grades, attendance, and discipline for the purpose of employment.
21. To call the employer and coordinator by 10:00 a.m. on day of absence if absence has not been previously arranged.
22. To remain at school the entire school day if assigned to In-School Suspension (ISS).
23. To understand that if suspended from school, the hours worked after school during a suspension will not count toward the hours required for work credit.
24. To report to the coordinator during the scheduled work periods if temporarily unemployed and remain under the supervision of the coordinator or designee until the end of the regular school day.
25. That as an apprenticeship student upon high school graduation, he/she will complete an annual survey sent out by the work-based learning coordinator to document continued progress toward meeting the requirements of becoming a completer of the apprenticeship program.

The Parents/Guardians of the Student-Learner Agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquiries concerning the student-learner's training, wages, or working conditions through the coordinator rather than directly to the employer. It is imperative that any problem the student is having should be discussed with the coordinator and not the employer.
4. To understand that the student-learner must attend school and work regularly and not go to work without going to school, nor go to school without going to work unless previously discussed with the coordinator.
5. To offer assistance to the coordinator, serve as a resource person, or help in other ways that could benefit the school and the students.
6. To allow the release of student records regarding grades, attendance and discipline for the purpose of employment.
7. To assume responsibility for adequate insurance, including but not limited to, health and automobile coverage.
8. To make sure the student has transportation to and from work that does not interfere with the student getting to work when scheduled.
9. To understand, that when my child is temporarily unemployed, (s)he must report to the coordinator during the scheduled periods and that (s)he is under the supervision of the coordinator or designee until the end of the regular school day.
10. I have read the requirements for my son/daughter/ward's participation in a Gwinnett County Public School Work-based learning program. I understand the commitment to class and work, and I will support him/her in that commitment. I understand that he/she must adhere to these guidelines and complete the training outlined in the documentation to remain in the program.

The Employer Agrees:

1. To provide a variety of skilled work experiences for the student-learner that contribute to the attainment of his/her career objective.
2. To assist the student in the development of his/her training plan.
3. To employ the student-learner for at least the minimum number of hours per week.
4. To provide a progressive wage scale established by the employer if student is in a paid work-based learning category.
5. To adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay.
6. To provide instructional materials and occupational guidance for the students by providing a work-site mentor.
7. To assist in the evaluation of the student-learner.
8. To adhere to all Federal and State regulations including child labor laws, minimum wage regulations,

worker's compensation insurance and work permits. Student unemployment insurance is not mandatory for part-time students.

9. **To adhere to income tax and social security withholding regulations. Students will receive a W-2 or a 1099 for taxable earnings.**
10. To provide time for consultation with the teacher-coordinator concerning the student-learner and to discuss with the coordinator any difficulties that may arise.
11. To inform the coordinator before or immediately following the dismissal of the student-learner.
12. To adhere to all Federal and State regulations regarding the hiring and employment of apprenticeship students including non-United States citizens.
13. The student has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown and/or demonstrated to the student and that, in case of emergency, the student has been given instructions on what to do to resolve the emergency situation. The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all safety rules and regulations of the current employer.
14. The employer also certifies that he/she has received a copy of the Employer Handbook for students in Gwinnett County Public Schools Work-Based Learning Program.

The Coordinator Agrees:

1. To provide instruction on requirements for successful completion of the Work-Based Learning program.
2. To conduct supervisory visits to the student's place of employment; to telephone or conference as needed with the student, employer, or parents.
3. To render assistance with training problems of the student-learner. The coordinator has the authority to immediately remove the student from the job.
4. To assist in the evaluation of the student-learner.
5. To keep accurate records pertinent to the student and the school.
6. To relate any job leads appropriate to the skill level of the student seeking employment. Coordinator does not guarantee the student a job.

I have read, understand and agree to carry out the responsibilities delegated to me per the above.

Student Signature	**Date**	**Parent/Guardian Signature**	**Date**
Employer Signature	**Date**	**Coordinator Signature**	**Date**

For 1099 employment, please attach a copy of the Business license.

It is the policy of the Gwinnett County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service. If you wish to request an accommodation or modification or to make a complaint due to discrimination in any program, activity or service, contact:

The Office of Internal Resolution
437 Old Peachtree Road, NW, Suwanee, Georgia 30024

Work-Based Learning
WBL
Georgia's Future Workforce

EVALUATION FORM FOR GENERAL EMPLOYMENT TRAITS

Student Progress Report

Student: **Employer/Company:**

Date: **Semester (Check One):** **Fall** **Spring**

School: **Evaluation (Check One):** **1st** **2nd**

Directions: Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Circle the number for each statement that most accurately reflects the student's performance in that category.

Category	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Unsatisfactory (F)
Produces quality work *(accurate and thorough, careful, few errors)*	10	9 8 7	6 5 4	3 2 1	0
Attendance *(punctual, willing to fill in the gap as needed, reports as scheduled, follows reporting protocol)*	10	9 8 7	6 5 4	3 2 1	0
Uses time wisely *(takes initiative, helps others as needed, makes best use of time)*	10	9 8 7	6 5 4	3 2 1	0
Demonstrates honesty and integrity *(ethical decision making and behavior)*	10	9 8 7	6 5 4	3 2 1	0
Demonstrates proper rapport toward superiors and coworkers *(respectful, helpful, accepts criticism, cooperative)*	10	9 8 7	6 5 4	3 2 1	0
Effective Communication *(courteous, proper language, effective written communication)*	10	9 8 7	6 5 4	3 2 1	0
Critical Thinking *(ability to assess a situation, problem solving, needs little direction)*	10	9 8 7	6 5 4	3 2 1	0
Uses/maintains materials and equipment appropriately *(respectful use of company materials and equipment, reports issues in a timely manner)*	10	9 8 7	6 5 4	3 2 1	0
Follows company policies *(follows company protocol as trained, proper use of social media and electronic devices)*	10	9 8 7	6 5 4	3 2 1	0
Maintains appropriate personal appearance *(dressed and groomed according to company protocol)*	10	9 8 7	6 5 4	3 2 1	0

General Comments**:** _____

_____

Supervisor/Mentor/Employer Signature: _____ Date _____

Student Signature: _____ Date _____

Work-Based Learning Coordinator: _____ Date _____

Revised December 2022

Work-Based Learning

WBL

Georgia's Future Workforce

Website: https://www.gcpsk12.org/programs-and-services/college-and-career-development/academies-and-career-technical-and-agricultural-education/work-based-learning-internships

Contact your local school WBL Coordinator for more information.

District Support:
College and Career Development
Office of Academies & CTAE
678-301-7050

GWINNETT COUNTY PUBLIC SCHOOLS