

# **GUIDELINES FOR WORKSITE SUPERVISORS**

## **COOPERATIVE EDUCATION BENEFITS EVERYONE**

### **Students...**

- Gain competitive work skills
- See the relationship between classroom learning and practical on-the-job skill application
- Develop maturity by strengthening resourcefulness, problem-solving skills, self-confidence, self-discipline and responsibility
- Develop human relations skills through personal interaction with employers, customers, and clients
- Develop valuable job references for future employment needs
- Receive educational guidance, counseling, and supervision to match career interests
- Enhance employment opportunities after program completion

### **Employers...**

- Create a partnership between business and education
- Gain an opportunity for community involvement
- Have significant input into the shaping of future business leaders
- Assist in the recruitment of present and future workers

### **Schools...**

- Extend classroom/laboratory experiences to the world of work
- Involve employers in the educational process
- Provide school personnel with access to current business and technological developments helping to assure up-to-date and relevant curriculum

The TBAISD Career Technical Center extends our deepest appreciation to local business and industry leaders who are willing to participate in the Cooperative Education Program. Your involvement is vitally important to the success of our students.

## **PROGRAM ELIGIBILITY**

### **Eligible Employers**

- Documented workers' compensation and general liability insurance coverage
- Compliance with all MIOSHA regulations and standards
- Compliance with all state and federal child labor laws
- Desire to assist students with work-based learning opportunities and career mentoring

### **Eligible Students**

- Be at least 16 years of age
- Approval of parent/guardian
- Completion of at least 50% of their CTC program (one semester)
- Be recommended by their CTC instructor for co-op
- Be in compliance with school attendance and academic policies
- Be able to provide their own transportation to and from the worksite
- Adhere to all school policies, worksite safety, and company policies and procedures
- Meet federal and state Department of Labor guidelines for employment of minors

## **SUPERVISING CO-OP STUDENTS**

Good supervision at the worksite is essential for the success of cooperative education. As supervisor, you play an important role in the education of your co-op student.

Together our goals are to help the student:

- Gain the experience to compete in the labor market
- Assist the student with career mentoring
- Develop a positive work ethic

### **Orientation**

As the supervisor of a new employee, please take time to:

- ✓ Introduce the student to other employees
- ✓ Inform the student of your organization's policies, rules, and procedures
- ✓ Review with the student a description of his/her specific job tasks (refer to the training plan)
- ✓ Give a brief description of the organization and its products/services
- ✓ Encourage the student to ask for help

## **Standards**

The student should be expected, within conditions of the training plan, to perform up to the same standards you require of all other employees. These should be discussed with the student and should include:

- ✓ Follow **safety** and employment rules
- ✓ Accept all assignments willingly
- ✓ Work efficiently
- ✓ Demonstrate a positive attitude toward work
- ✓ Follow written and verbal instructions
- ✓ Complete tasks accurately and on time
- ✓ Get along with fellow employees
- ✓ Report to work on time daily
- ✓ Accept constructive criticism
- ✓ Dress appropriately for the job
- ✓ Ask questions when needed

It is especially important that safety instruction has been received in school, and that the student continues to receive constant safety instruction while at your worksite.

## **Training**

While the student will have learned many job tasks in related programs, this is not the same as performing them at work. At the worksite, you are the teacher. You will find that the student will perform new tasks according to your standards if training is systematic:

- **Review safety as it relates to each task. Safety is the #1 priority**
- Break the task into its elements or steps
- Explain and demonstrate each step
- Emphasize quality and standards expected
- Have the student explain and demonstrate
- Provide positive feedback and reinforcement as a new task becomes part of the regular work

## **Related Instruction**

The student will be required to attend their CTC class at least one day per week. This is an opportunity for the student to seek additional training from their instructor on problem areas he/she may be having at the worksite. As the supervisor, please communicate any concerns with the co-op coordinator, instructor and/or student as soon as possible.

## **Attendance**

- Please explain your attendance policy to the student.
- All absences must be reported to the supervisor and to the CTC as soon as possible.
- If a student is a “no call, no show”, please call the Co-op Coordinator immediately.
- A student cannot be absent from school and report for work the same day, except for Dr. or dentist appointments or other such scheduled routine appointments.
- Attendance at CTC is required if the student is not scheduled to work.
- SCHOOL VACATION DAYS: If school is not scheduled, students are not required to work. However, the student must make arrangements well in advance to pre-excuse the days off. In many cases, the student may ask for more hours during school vacations.
- SNOW DAYS: The decision to work on snow days will be between the student/parent and the employer. The student should contact the employer as soon as possible and discuss the snow conditions and together make a logical and safe decision.

## **Time Cards—Student Hours Report**

It is a requirement of the State of Michigan that all students in work-based learning programs provide documentation of the days and hours they work. It is the student’s responsibility to bring their Student Hours Report (pink card) to CTC once per week -- these cards need to be verified by you with your signature.

**If a student is delinquent in turning in their Student Hours Report (one week grace period), they may be temporarily removed from the work site (up to 5 days), or be subject to permanent removal from the co-op/work experience.**

## **Contact**

The co-op coordinator and/or instructor will visit the worksite at least once every nine weeks to confer with you and the student. Periodic telephone calls will also be made to check on the student’s progress. If any problems arise between visits, do not hesitate to discuss your concerns with the student and to call the co-op coordinator or instructor.

## **Evaluation**

An essential part of the training/learning process is frequent feedback from the supervisor. This communicates to the student how well he/she is meeting your occupational standards. At the end of each term (9 weeks) you will be asked to evaluate the student’s work habits and the achievement of the specific job tasks assigned. The training plan will be reviewed each term to insure that the student is making progress on mastering certain job tasks while learning new tasks at the worksite.

## **RISK MANAGEMENT**

The purpose of risk management in designing high school work-based learning programs is to provide guidance to schools, business and industry and public agencies. The profusion of laws, regulations, liability and risk management issues which face public and private sector participants in operating work-based learning programs present a compelling case for a ready source of information regarding the basic provision of child labor, safety and health, and liability.

Unfortunately, this guide will not provide all the answers. Liability rules vary by industry sector and insurance needs of participants and sponsors. Risk management strategies need to be jointly developed between school and work-based learning partners on a case-by-case basis. The objective of developing this section is to identify general guidelines, responsibilities, and procedures that all work-based programs have in common.

## **REGULATORY COMPLIANCE**

There are state and federal statutes, regulations and court decisions that set standards for employers, schools, and agencies when they engage youth in a work setting. The Federal Fair Labor Standards Act, Michigan Youth Employment Act and Michigan Occupational Safety and Health Act are the three primary laws that regulate youth employment.

### **Federal Fair Labor Standards Act**

The primary law governing the employment of workers under the age of 18 is the Federal Fair Labor Standards Act, which is enforced by the Wage and Hour Division of the U.S. Department of Labor. Child labor provisions of this act are designed to:

1. Protect the educational opportunities of minors.
2. Prohibit their employment in certain jobs and under conditions that could harm their health or well-being.
3. Establish minimum ages for general and specific types of employment.
4. Regulate the number of hours and times of day that a minor under 18 years of age may work.
5. Pay minors at least minimum wage.
6. Prohibit minors from working in hazardous employment activities. Minors may perform all work except in 17 occupations considered too hazardous for all youth under the age of 18. The Hazardous Occupations Orders (HO's) in non-farm jobs are:

HO1: Manufacturing and storing explosives.

HO2: Motor-vehicle driving and outside helper, including driving motor vehicles or working as outside helpers on motor vehicles or driving as a part of any occupation.

HO3: Coal mining.

HO4: Logging and sawmilling.

- \*HO5: Work using power-driven woodworking machines, including the use of saws on construction sites.
- HO6: Work where exposed to radioactive substances.
- HO7: Work involving the operation of power-driven hoisting devices, including the use of fork lifts, cranes and non-automatic elevators.
- \*HO8: Work using power-driven metal forming, punching, and shearing machines (but HO8 permits the use of a large group of machine tools used on metal, including lathes, turning machines, milling machines, grinding, boring machines and planing machines).
- HO9: All mining other than coal mining, including work at gravel pits.
- HO10: Work involving slaughtering or meat-packing, processing, or rendering, including the operations of power-driven meat slicers in retail stores.
- HO11: Work involving the operation of power-driven bakery machines.
- \*HO12: Work using power driven paper-products machines, including the operation and loading of paper balers in grocery stores.
- HO13: Work in manufacturing of brick, tile and kindred products.
- \*HO14: Work involving the use of circular saws, band saws, and guillotine shears.
- HO15: All work involving wrecking, demolition and ship-breaking.
- \*HO16: All work in roofing operations.
- \*HO17: All work in excavating, including work in a trench as a plumber.

### **\*Exceptions to Hazardous Occupations**

Special Provisions for Student-Learners and Apprentices - The HO's identified with an asterisk (\*) permit the employment of apprentices and student-learners ages 16 and 17 in career-technical education programs under certain conditions. Student-learners in "cooperative education" programs will meet the student-learner exemption if the student is employed under a written training agreement, which provides that:

1. Hazardous work shall be incidental to the training .
2. Any hazardous work shall be intermittent and for short periods of time and such work shall be under the direct and close supervision of a qualified and experienced person.
3. Safety instruction shall be given by the school and correlated by the employer with on-the-job safety training.
4. A schedule of organized and progressive work processes to be performed on the job shall have been prepared (training plan).
5. Previous training has been given by the school and mastery documented for all hazardous order job duties listed on the training agreement.

### **Michigan Youth Employment Standards Act**

The primary law in Michigan governing the legal employment and protection of youth is contained in the Michigan Youth Employment Standards Act and Youth Employment Standards Rules. The Wage and Hour Division within the Michigan Department of Labor and Economic Growth enforce Michigan's child labor provisions.

### **Teen Driving On The Job**

Employees 16 years of age and under may not drive motor vehicles on public roads as part of their jobs, even if they possess a valid state drivers license.

Employees 17 years of age may drive cars and small trucks on public roads as part of their jobs ONLY in limited circumstances.

Additional information about YouthRules can be found at [www.youthrules.dol.gov/factsheets.htm](http://www.youthrules.dol.gov/factsheets.htm) Driving Automobiles and Trucks.

For information about the laws administered by the Wage and Hour Division, log on to the Internet at [www.wagehour.dol.gov](http://www.wagehour.dol.gov) or call the Department of Labor's toll-free help line at 1-866-4uswage.

### **Work Permits**

All minors (person under 18 years of age) must have a work permit. In a Co-op or Work Exploration situation, the Training Agreement from the school serves as the work permit. The Training Agreement must be kept on file at the worksite.

### **Hours Minors Allowed to Work**

Ages 16-17: May work no more than:

- 6 days in 1 week
- A weekly average of 8 hours per day
- 10 hours in 1 day (nonschool days)
- 48 hours combined school and work hours in 1 week

Ages 16-17: Allowable times

- 6:00 AM to 10:30 PM (school in session)
- 6:00 AM to 11:30 PM (summer vacation)
- 6:00 AM to 11:30 PM (Friday and Saturday)

### **Breaks for Rest or Meals**

A teenager must receive an uninterrupted 30-minute meal or rest period after not more than five (5) continuous hours of work.

## **Adult Supervision**

A minor shall not be employed unless the employer or an employee who is 18 years of age or older provides supervision.

## **What To Do When Something Goes Wrong**

An injury or loss can occur despite the district and the work-site's best efforts to prevent it from happening. The following checklist should be followed:

- Ensure that the student is getting the appropriate medical attention.
- Contact the person listed on the student's Training Agreement as the Emergency Contact.
- Call the Co-op Coordinator, 922-6298 or the CTC Placement Office, 922-6300.
- Fill out an incident report and submit a copy to the Career Tech Center as soon as possible.