

**NON-PAID WORK EXPERIENCE
LABOR LAW REGULATIONS AGREEMENT**

According to this agreement, _____ agrees to
(Business Sponsor)
permit _____ age _____ to enter its work site for the
(Student)
purpose of receiving community-based vocational training for _____.
(Job Tasks)

Specific skills to be learned and duties to be performed by the student may include but are not limited to:

This training agreement will serve as a guide to ensure that the student receives opportunities for training in the specific skills for the job activities selected, as well as, the vocational and social skills related to the job. Instructional programs have been developed and will be used by (Teacher/Trainer) _____. The use of the these programs has been agreed upon by:

_____, and _____,
(Business Sponsor) (School Representative)
_____, and _____.
(Student) (Parent)

The trainer will be responsible for ensuring that the student follows company policies and regulations that apply to all employees. The student agrees to attend vocational training according to the schedule and participate in the instructional program. It is understood that the employer will not pay the student for the job duties completed while on this community-based training site. It is also understood that the activities of the student will not result in an immediate advantage to the business.

All instructional program procedures for this experience are part of the student's IEP goals and objectives. The teacher/trainer will be responsible for the direct supervision of the student and will collect data on all skills that are being trained. The business sponsor reserves the right to discontinue the training placement at any time. However, if a problem arises, the employer agrees to discuss the situation with the teacher/trainer immediately to identify solutions prior to discontinuing the training experience.

Parent Permission and Verification of Non-Paid Work Experience

Please complete the following:

1. Please describe work activities which you would permit your child to perform at home.
2. What work activities would you not permit your child to perform at home or in the community because you consider them to be dangerous?
3. After considering the duties your child will be asked to perform on this work site, is there anything described which you would consider to be potentially dangerous? Yes _____ No _____

If yes, what?

1. The degree of supervision to be provided by school personnel for your child on the worksite is described here:

Do you consider this level of supervision to be adequate for your child?

Yes _____ No _____

If no, how much supervision do you believe your child requires?

2. Do you allow your child to transport himself/herself independently to and from school and other activities? Yes _____ No _____

Would you allow your child to transport himself/herself to and from the worksite? Yes _____ No _____

If no, what other transportation options would you consider appropriate?

3. Parents must agree to certify that their son or daughter will be adequately covered by medical, accidental, and automobile (if applicable) insurance during the course of the vocational experience and that no further insurance will be needed. Please certify below:

Insurance Verification

This is to certify that my son or daughter _____, will be adequately covered by medical, accidental, and automobile insurance during the course of the vocational experience and that no further insurance will be needed.

Parent or Guardian _____

Address _____

Home Phone _____ Business Phone _____

Emergency Contact _____

Relationship to Student _____

(Parent/Guardian's Signature)

(Date)

This training period begins the _____ day of _____, 20 _____,

and will end the _____ day of _____, 20 _____.

The student will be on site from _____ to _____, on _____.
(Starting Time) (Ending Time) (Days)

Approvals

Supervision:

How much? _____

By whom? _____

Transportation provided by: _____

Insurance provided by: _____

Safety inspection of the job site completed by:

Whom? _____ Date? _____

(Parent or Guardian) (Date)

(Student) (Date)

(Business Sponsor) (Date)

(School Administrator) (Date)

(Teacher) (Date)

Parent(s) have been given a copy of the U.S. Department of Labor and U.S. Department of Education guidelines governing unpaid vocational training.

Yes _____ No _____

**U.S. Department of Labor and U.S. Department of Education
Guidelines for Unpaid Vocational Training**

All parties agree to abide by the guidelines developed by the U.S. Department of labor and U.S. Department of Education for non-paid vocational training sites to include the following:

The student participating in this training experience is an individual for whom competitive employment at or above the minimum wage level is not immediately obtainable and who, because of his/her disability, will need intensive on-going support to perform in a work setting.

The student will participate under the general supervision of public school personnel; however, school personnel may not be present during the actual vocational experience.

Community-based training will be clearly defined in the student's IEP, and will be designed specifically to benefit the student.

Documentation of student enrollment in the community-based placement program will be made available to the Department of Labor and Education, if requested.

All parties entering into this agreement realize that participation in this training does not entitle the student-participant to wages.

The activities of the student at this job site will not result in an immediate advantage to the business. This will include the following:

1. There has been no displacement of employees; vacant positions have not been filled (by students); employees have not been relieved of assigned duties; and the students are not performing services that, although ordinarily performed by employees, clearly are of benefit to the business.
2. The students are under continued and direct supervision by representatives of the school; however, school personnel may not actually be present on the training site.
3. Such placements are made according to the requirements of the student's IEP and not to meet the labor needs of the business.
4. The periods of time spent by the students at any one site or in any clearly distinguishable job classification are specifically limited by the

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IEP. Each component will not exceed the following limitation during any one school year:

Vocational exploration	<u>5</u> hours per job experienced
Vocational assessment	<u>90</u> hours per job experienced
Vocational training	<u>120</u> hours per job experienced

Students are not entitled to employment at the business at the conclusion of their IEP. However, once a student has become an employee, the student cannot be considered a trainee at that particular community-based placement unless in a clearly distinguishable occupation.

If any of the above fails to be met during this student's placement, he/she will be withdrawn from the training site. It is also agreed that all students, ages 14-17, will not be participating in any training activities that have been declared hazardous by the Secretary of Labor. According to Wage Hour Publication 1330, these hazardous occupations include:

1. Manufacturing and storing explosives.
2. Motor vehicle driving and outside helper.
3. Coal mining.
4. Logging and sawmilling.
5. Power-driven woodworking machines.
6. Exposure to radioactive substances.
7. Power-driven hoisting apparatus.
8. Power-driven metal forming, punching, and shearing machines.
9. Mining, other than coal mining.
10. Slaughtering, or meat packing, processing or rendering.
11. Power-driven bakery machines.
12. Power-driven paper-products machines.
13. Manufacturing brick, tile, and kindred products.
14. Power-driven circular saws, band saws, and guillotine shears.
15. Wrecking, demolition, and ship breaking operations.
16. Roofing operations.
17. Excavation operations.