

# Career Internship Program



**Upper Bucks County Technical School**  
**3115 Ridge Road**  
**Perkasie, PA 18944**  
**215-795-2911**  
**[www.ubtech.org](http://www.ubtech.org)**

## **MISSION STATEMENT**

The mission statement of the Upper Bucks County Technical School is to educate students for successful careers and to inspire lifelong learning in a challenging and changing economy.

## **BELIEF STATEMENTS**

- We believe in advocating the Upper Bucks County Technical School as an option for educational and career excellence.
- We believe in promoting self-respect, character development, integrity, and respect for diversity.
- We believe in providing a challenging and progressive curriculum that is an essential component for workforce development and post-secondary readiness.
- We believe in creating strong partnerships and relationships with all student, parents, community members, sending schools, and industry by fostering open communication.

The Upper Bucks County Technical School will not discriminate on the basis of age, sex, handicap, race, color, national origin, religion, genetic information, or any other legally protected classification in its educational programs, activities, or employment. The school will also take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational programs. 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 Individuals with Disabilities Education Act, amended 2004 and Title II of Genetic Information Nondiscrimination Act of 2008. For information about rights or grievance procedures, contact the Title IX and Section 504 Coordinator, at Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA 18944. Phone: 215-795-2911. For information regarding services, activities and facilities that are accessible to and usable by disabled persons, contact 215-795-2911.

### **ADVANTAGES TO THE STUDENT**

- The program encourages students to obtain employment in the local community.
- The program develops good work habits and attitudes.
- The program makes possible an easier transition from school to employment.
- The program allows students to earn wages while they learn.
- The program helps the students experience employment opportunities and responsibilities.

### **ADVANTAGES TO THE EMPLOYER**

- Establishes a partnership between the school and the employer
- Gives the employer an opportunity to evaluate potential regular employees.
- Increases the pool of skilled workers in the community.
- Provides the employer with a training program that stresses employability skills and good work habits.
- Reduces the time and cost of training when the Career Internship Program students are hired for employment after graduation.

### **ADVANTAGES TO THE SCHOOL**

- The school district's career education program is enriched.
- The skills and experiences of experts in business and industry are utilized in the training of student learners.
- Through good employer relationships the program demonstrates the concept of education as a practical community-wide service

In conjunction with the Palisades, Pennridge and Quakertown School Districts, the Upper Bucks County Technical School offers the Career Internship Program to students as an alternative method of earning credit towards graduation while gaining valuable workplace experience with community employers. The program is delivered through the balanced combination of weekly classroom instruction and paid work-based experience. Career Internship Program students do not attend UBCTS. All classes are held at the sending district high school. Students in 11<sup>th</sup> and 12<sup>th</sup> grade may be recommended by their high school guidance department to participate in the program.

Students traditionally work half days in entry-level positions to obtain training in occupational areas that are not offered at UBCTS. Students work under the supervision of a work-site mentor who will share his or her expertise and provide training through an Occupational Training Plan. The employer is responsible for evaluating the student's performance on the work site and for tracking attendance

A UBCTS Cooperative Education certified coordinator is responsible to deliver related competency-based classroom instruction on a weekly basis at the student's high school and to conduct monthly visits with the student at their place of employment. Students are formally evaluated and receive a grade based on a combination of their workplace evaluation and their grade earned in classroom instruction. UBCTS complies with state and federal statutes regarding employment. Insurance protection will be provided for the school and students.

Early workforce training in a supervised environment provides a solid basis for developing a positive work ethic and a pathway for future success in the workplace. The program is also beneficial to local employers, providing an avenue to recruit new workers who are prepared to accept the challenges of today's workforce.

Career Internship Program students will:

- Be responsible for securing employment prior to entry into the program
- Have a work-based experience held at a school-approved worksite and be paid the existing legal wage
- Have school-based academic and career specific instruction and will meet with his/her teacher-coordinator for one 40 to 45-minute period per week
- Obtain working papers prior to beginning the Career Internship Program
- Complete monthly time logs, journals and assignments
- Be legally employed a minimum of 15 hours a week during the school year. Graduation credits can be awarded for hours worked outside of school hours
- Provide their own transportation to the worksite
- Complete the NOCTI (National Occupational Competency Testing Institute) assessment on worked based learning

Career Internship Program employers will:

- Adhere to all state and federal regulations regarding employment, child labor laws and worker's compensation insurance. This would include obtaining all required clearances ( Act 34-Criminal Background Check, Act 114-FBI Fingerprint Report, Act 115 Child Abuse Clearance) if a student is under the age of 18.
- Provide the student learner a variety of work assignments, comprehensive instruction and supervision under the direction of a qualified, experienced mentor
- Provide the student learner instruction in safety procedures and safe work practices
- Provide an existing legal wage and complete periodic evaluations of the student learner's job progress on a rating form provided by the school. The employer evaluation is 50% of student grade.



# Upper Bucks County Technical School

*Serving: Palisades, Pennridge, and Quakertown*

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3115 Ridge Road • Perkasio, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: 215-795-0530 • [www.ubtech.org](http://www.ubtech.org)

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## Career Internship Program Work Based Guidelines

In order to insure the successful operation of the Work Based Education Program, the following guidelines must be adhered to.

- Students must attend the weekly class, submit work logs and assignments.
- Students must be punctual at work and school.
- If absent from sending district during the AM session, students are not permitted to report to their job placement in the PM. Students who report to their job placement in the morning must attend the PM session at their sending district
- Cutting work or school may be cause for suspension or removal from the program.
- When ill or absent, students should contact their employer, sending district, and School to Work Coordinator by 8:00 AM. Please email the school work coordinator at [mreese@ubtech.org](mailto:mreese@ubtech.org) .
- Students may not leave the job site for personal business during working hours.
- Work schedule changes should be reported to the School to Work Coordinator immediately.
- Controversial employment concerns should be discussed with the School to Work Coordinator who, in turn, will discuss them with the employer.
- Any student that is fired may receive a failure grade for that portion of the grading period that the student spent on the worksite
- Students wishing to terminate employment must give the employer and the School to Work Coordinator two (2) weeks' notice. Failure to give proper notice may result in the failure grade for that portion of the grading period.
- Students are encouraged to work on school holidays. Please record the hours and tasks on your weekly journal. Please comply with Child Labor Laws if you are under 18.
- If UBCTS is delayed or closed due to inclement weather, you must communicate with the employer if you are unable to attend work. Safety of our students is always a priority at school and the workplace.

I have read and fully understand all stated policies affecting my participation in the Work Based Education Program. I further understand that violation of any above regulation will result in a partial or full suspension from the program and /or additional schoolwork assignments.

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Print Student Name

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Student Signature

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Date

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Print Parent Name

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Parent Signature

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Date

Upper Bucks County Technical School  
Career Internship Program

UPPER BUCKS COUNTY TECHNICAL SCHOOL  
3115 Ridge Rd, Perkasie, PA 18944 (215)795-2911 X 242 FAX (215)795-0530  
Ms. Marilyn Reese, School to Work Coordinator, mreese@ubtech.org




Cooperative Education Program – Career Internship Program  
Student Evaluation



Student-Learner: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Training Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_

Instructions: Please evaluate the student-learner as an **ENTRY LEVEL EMPLOYEE** for each category by placing a check mark in the box that most accurately reflects his/her performance in the specific area .

Evaluation Categories	Highest level of performance	Exceeds industry standards	Industry standard	Below industry standards	N/A
	10	9	8-7	6-0	
<b>Attendance:</b> Notification of absences, regular attendance, flexibility					
<b>Punctuality:</b> Arrives on time for work					
<b>Attitude/Application to Work:</b> Enthusiasm, energy, willingness to work, relation to others, industrious, diligent					
<b>Cooperation:</b> Ability to work with supervisors and co-workers, teamwork					
<b>Initiative:</b> Interest in assuming additional responsibility; works independently					
<b>Professionalism:</b> Maturity, business-like demeanor, appropriate dress/appearance					
<b>Willingness to Learn:</b> Learned work with or without supervision, understands and follows directions. Asks questions for clarification, accepts corrective criticism					
<b>Judgment:</b> Ability to make sound decisions					
<b>Written Communications:</b> Writes accurate information, writes concisely, uses proper grammar, spells correctly					
<b>Verbal Communication:</b> Speaks clearly and persuasively in positive/negative situations; Listens and gets clarification; Responds well to questions					
<b>Quality of Work:</b> Ability to do satisfactory work following specified procedures					
<b>Quantity of Work:</b> Ability to perform all tasks assigned productively and in an acceptable timeline					
<b>Customer Relations:</b> Courteous, respectful and responsive to customers					
<b>Safety Skills:</b> Follows safety procedures, use of personal protective equipment, use of safety devices & guards					
<b>Housekeeping:</b> Clean work area and organized					
<b>Materials &amp; Equipment Use:</b> Care of tools and equipment, good use of resources					
<b>Overall Performance/Work Ethic</b>					
Absence Dates: _____	Late Dates: _____				
Absences/tardiness properly and timely reported by student-learner?	YES NO				
Additional Comments (Strengths/Areas of Improvement):					
Supervisor's Signature		Title		Date	

WORK BASED EDUCATION TRAINING PLAN				
Student Name:		Date:		
Employer Name:		Company:		
	<b>4-Advanced/Skilled</b> Can perform the task as entry level employee	<b>3-Competent/Proficient:</b> Has performed the task independently during training; additional training may be required.	<b>2-Practicing:</b> Has practiced the task during training; additional training required to develop skill.	<b>1-Demonstrating Only:</b> Task has been demonstrated by the employer with no practice time; additional training required.
	EMPLOYER: PLEASE LIST JOB TASKS			
Indicate the student's ability by placing a check mark in the appropriate column				
Company rules and regulations				
Safety instruction-on the job				

The Upper Bucks County Technical School is an equal opportunity educational institution.

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## COOPERATIVE EDUCATION/CAREER INTERNSHIP TRAINING AGREEMENT

*Pennsylvania Vocational Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for each Student-Learner in a Vocational-Cooperative Education Program*

Student Learner \_\_\_\_\_ Home \_\_\_\_\_  
Address \_\_\_\_\_ Cell \_\_\_\_\_  
Birthdate \_\_\_\_\_ Work Permit No. \_\_\_\_\_  
Career Objective \_\_\_\_\_ Job Title \_\_\_\_\_  
Employment Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Training Agency \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Schedule \_\_\_\_\_ Hrs. \_\_\_\_\_ Salary \_\_\_\_\_

### EMPLOYER TRAINING SITE RESPONSIBILITIES:

1. Employer will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and worker's compensation, the Pennsylvania Worker/Community Right-To-Know Act and the Pennsylvania Human Relations Act.
2. Employer will recognize and support the student-learner's educational objectives of the program and provide employment for the student-learner on a regular, continuous basis.
3. Employer agrees to follow the student-learner's Individualized Training Plan (attached hereto as Exhibit 'A'); to provide the student-learner with a variety of work assignments; and to provide comprehensive instruction and supervision under the direction of a qualified, experienced person.
4. Employer will make periodic evaluations of the student-learner's job progress on a rating form provided by the school.
5. Employer will arrange a conference with the Cooperative Education Coordinator if a trainee problem arises.
6. Employer will provide necessary safety instruction throughout the student-learner's, training period.
7. Employer will not employ a student-learner to displace a regular worker.
8. Employer will assure that exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
9. Employer agrees that treatment of illness or injury to the student-learner at the training site will not be given without the signed permission of the Parent/Guardian, except under emergency conditions.
10. Employer is not liable to the unemployment compensation fund for wages paid to the student-learner while under the training program. This is provided in section 4(1 in Pennsylvania Unemployment Compensation Law.
11. Employer will keep an accurate record of student-learner's attendance and will notify the school if the student-learner fails to report to work.
12. Employer agrees to pay the student-learner wages as agreed upon at the time of placement. (Students must be paid by check with all correct deductions withdrawn)
13. Employer will permit the school's representative(s) to visit the student-learner's training site to determine progress and obtain direct feedback.
14. Employer agrees that a student-learner if under 18 years of age should not be permitted to drive company/customer vehicles or a fork lift.
15. Employer agrees to provide a safe environment free from harassment and physical dangers.



**STUDENT-LEARNER INTERN/APPRENTICE RESPONSIBILITIES:**

1. The student-learner agrees to perform assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student-learner agrees to report job problems to the training site supervisor/mentor and to the Cooperative Education Coordinator.
3. The student-learner will adhere to all company policies; employment may be terminated for the same reasons as apply to regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the student-learner must notify the employer and School Attendance Office before the start of the normal workday.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. The student-learner will report to the school for designated meetings and related instruction.
7. The student-learner/parent-guardian agrees to be responsible for providing transportation to the training site.
8. The student-learner/parent-guardian agrees to provide medical insurance and automobile insurance coverage to satisfy student-learner's placement and travel responsibilities and agrees that both the driver and vehicle used for the cooperative education placement are properly licensed, insured and safe.
9. The student-learner's employment may be terminated if student is not in compliance with the school's Student Code of Conduct as outlined in the Student Handbook.

**SCHOOL RESPONSIBILITIES:**

1. The program is under the direct supervision of a certified cooperative-education coordinator/instructor.
2. The student-learner intern/apprentice will receive related instruction and safety instruction from the occupational instructor or the Cooperative Education Coordinator prior to job placement.
3. Cooperative Education Coordinator will visit the student-learner and training supervisor on a regular basis at the training site.
4. Cooperative Education Coordinator will investigate compatibility of job circumstances with requirements for student-learner's attainment of advanced standing in apprenticeship program upon graduation from high school.
5. Except as otherwise set forth herein, the student-learner's transportation, insurance, and attendance at school and work will be covered by school policy.
6. The school will maintain signed copies of the written training agreement and plan for each student-learner participating in the program for three years from the date of enrollment in the program.

\_\_\_\_\_  
Student/Learner                      Date

\_\_\_\_\_  
Parent/Guardian                      Date

\_\_\_\_\_  
Employer/Training Site Supervisor      Date

\_\_\_\_\_  
Career & Technical Instructor              Date

\_\_\_\_\_  
School to Work Coordinator              Date

\_\_\_\_\_  
School Administrator                      Date

INDIVIDUALIZED TRAINING PLAN

Student Learner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Training Agency: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Training Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Signatures:**

School to Work Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
Worksite Training Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPETENCIES TO BE DEVELOPED**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**LEARNING ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employers/Training Sites of Work Based Education student-learners shall not discriminate in education programs, activities, or employment 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 American with Disabilities Act of 1990.

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**Attendance Reporting**

Note to employer: Students enrolled in an approved School-To-Career program can earn high school credit. State guidelines require that a record of the student's attendance be maintained by UBC T S. It is the student's responsibility to complete and return this form to the school. Employers must verify the student's work hours.

Student:
Sending District:
Employer:
Employer's Phone:
Employer's E-mail:
Month/Year:
<b>Total Hours Month</b> _____

	Date	In	Out	Total Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**Weekly Totals** \_\_\_\_\_

	Date	in	Out	Total Hours
Sunday				
Monday				
Tuesday				
Wednesda y				
Thursday				
Friday				
Saturday				

**Weekly Totals** \_\_\_\_\_

	Date	In	Out	Total Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**Weekly Totals** \_\_\_\_\_

	Date	In	Out	Total Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**Weekly Totals** \_\_\_\_\_

	Date	In	Out	Total Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**Weekly Totals** \_\_\_\_\_

*We the undersigned verify the above form was completed by both employer and UBCTS student-learner and accurately reflects the student's time worked.*

Student-learner \_\_\_\_\_ Date \_\_\_\_\_      Employer \_\_\_\_\_ Date \_\_\_\_\_



## ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

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

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

**Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.**

#### HOURS OF EMPLOYMENT—AGES 14 & 15\*

##### HOURS OF EMPLOYMENT

**During School Term:** Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

*Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.*

**During School Vacations:** Maximum eight hours/day, 40 hours/week.

##### WORK TIME

Employment prohibited after 7 p.m. and before 7 a.m.

*Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.*

#### HOURS OF EMPLOYMENT—AGES 16 & 17\* \*\*

##### HOURS OF EMPLOYMENT

**During School Term:** Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

**During School Vacations:** Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

##### WORK TIME

Employment prohibited before 6 a.m. and after 12 a.m.

*Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.*

\* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

\*\*EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

**MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).**

**30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.**

**For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on "Labor Law Compliance."**

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office  
1130 12<sup>th</sup> Ave.  
Suite 200  
Altoona, PA 16601  
814-940-6224 or 877-792-8198

Harrisburg District Office  
1301 Labor & Industry Building  
651 Boas St.  
Harrisburg, PA 17121  
717-787-4671 or 800-932-0665

Philadelphia District Office  
110 North 8<sup>th</sup> St.  
Suite 203  
Philadelphia, PA 19107  
215-560-1858 or 877-817-9497

Pittsburgh District Office  
301 5<sup>th</sup> Ave.  
Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

Scranton District Office  
201 B State Office Building  
100 Lackawanna Ave.  
Scranton, PA 18503  
570-963-4577 or 877-214-3962

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



## CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

### Child Labor Act Hours Rules for Performances By Minors

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

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office  
1130 12<sup>th</sup> Ave.  
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Altoona, PA 16601  
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Harrisburg District Office  
1301 Labor & Industry Building  
651 Boas St.  
Harrisburg, PA 17121  
717-787-4671 or 800-932-0665

Philadelphia District Office  
110 North 8<sup>th</sup> St.  
Suite 203  
Philadelphia, PA 19107  
215-560-1858 or 877-817-9497

Pittsburgh District Office  
301 5<sup>th</sup> Ave.  
Suite 330  
Pittsburgh, PA 15222  
412-565-5300 or 877-504-8354

Scranton District Office  
201 B State Office Building  
100 Lackawanna Ave.  
Scranton, PA 18503  
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: [RA-LI-SLMR-LLC@pa.gov](mailto:RA-LI-SLMR-LLC@pa.gov)

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Equal Opportunity Employer/Program*

ABSTRACT OF THE CHILD LABOR LAW, continued

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**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.

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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.

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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, motor-man, or conductor.

**ROOFING:** All occupations\*.

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

ABSTRACT OF THE CHILD LABOR LAW, continued

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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.

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

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

PHILADELPHIA 19130-4064  
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1400 SPRING GARDEN STREET  
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1-877-504-8354

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**Interpretation of Section 4 of the Pennsylvania Child Labor Law  
Bureau of Labor Law Compliance Directive No. 5A**

The following is an interpretation of Section 4 of the Child Labor Law with reference to the working hours for students whose employment is part of a recognized work-based learning program and is supervised by a certified school authority.

Paragraph 1 of Section 4 applies to 16- and 17-year olds, and stipulates that these minors may not work more than six consecutive days, nor more than 44 hours in any one week, nor more than eight hours in any one day. A minor enrolled in a regular day school and working outside school hours is permitted to work 28 hours during a school week, which constitutes five days, Monday through Friday. In addition, the student may work eight hours on Saturday and/or Sunday providing the student does not exceed the 44- hour week and not more than six consecutive days in any one-work week.

For the average student not working on Sunday, it is practically impossible to reach the 44-hour maximum unless there are four vacation days in one school week. When a school week is divided between part school days and part vacation days, the state law is interpreted to permit prorating of the hours in the following manner – add to the 28 hour school week limit for 16- and 17-year olds, four hours for each school vacation day thus:

5 school days	28 hours
4 school days, 1 school vacation day	32 hours
3 school days, 2 school vacation days	36 hours
2 school days, 3 school vacation days	40 hours
1 school day, 4 school vacation days	44 hours

Students in a work-based learning program are released from school for X number of hours per week for the intent purpose of receiving on-the-job training. Therefore, the 28 hours a school week can be added to the hours for released time to come up with a total not to exceed eight hours per day nor more than 40 hours per school week. This, in effect, is saying that from Monday through Friday, the supervised work-based learning program students are legally permitted to work 40 hours, whereas the full day student is limited to 28 hours in that same time period. The maximum is still 44 hours per week, for all students.

Paragraph 2 of Section 4 of Child Labor Law applies to 14- and 15-year olds, and restricts employment before 7:00 a.m. and after 7:00 p.m. of any day; however, from June to Labor Day, they may be employed until 10:00 p.m. A minor enrolled in school and working outside school hours shall not be permitted to be employed in any establishment or in any occupation for more than four hours on a school day, or more than eight hours on any other day, nor more than 18 hours during a week. Hours spent in employment, which is part of a recognized work-based learning program and is supervised by a recognized school authority, must be combined with the hours spent in school and the total may not exceed eight hours a day.

This liberal interpretation of Section 4 more nearly equalized the work hours permitted for students in work-based learning programs and those pursuing the academic or general courses, and great care should be exercised to adhere to these limits, thus students in all programs are limited to the number of hours specified in Section 4 of the Child Labor Law.

This needs to be re-verified by Pa. Department of Labor personnel.



#### **Hazardous Occupations Exemptions for Diversified Occupations (DO) Students**

*Student learners* – Minors enrolled in a course of study and training in a cooperative vocational training program under a recognized state or local educational authority or in a course of study in a substantially similar program conducted by a private school and employed under a written agreement, which provides the following:

- (i) That the work of the student learner in the occupations declared particularly hazardous shall be incidental to his training.
- (ii) That such work shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person.
- (iii) That safety instructions shall be given by the school and correlated by the employer with on-the-job training.
- (iv) That a schedule of organized and progressive work processes to be performed on the job shall have been prepared. Each such written agreement shall contain the name of the student learner and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer.

#### **Source**

The provisions of this §11.21 amended June 10, 1977, 7 Pa.B. 1591. Immediately preceding text appears at serial pages (8267) and (8268).

Concern: Are Diversified Occupations students eligible for the student-learner exemption under prohibited occupations?

Answer: To be eligible for the student-learner exemption, students must have **specific** and **adequate** occupational training in school. (Note the student-learner definition above.) As most Diversified Occupations students have had no training and are being placed specifically for the purpose of receiving initial training on the job, they are not eligible for the student-learner exemption.

#### **Definitions**

Specific Training – training directly related to the career objective.

Adequate Training – training in one of the six vocational areas normally considered adequate to develop occupational competence.

For more information on Regulations Governing the Employment of Minors in Industry, access the Department of Labor and Industry, Bureau of Labor Law Compliance website at <http://www.dli.state.pa.us/landi/lib/landi/laws-regulations/llc/r-1.pdf>.

**Reviewed by the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance, April 2, 2007.**