



Cooperative Education Program

“Earn While You Learn”

**Upper Bucks County Technical School
3115 Ridge Road
Perkasie, Pennsylvania 18944
215-795-2911
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

Academic

- Ability to integrate classroom theory with workplace practice
- Clarity about academic goals
- Academic motivation
- Technical knowledge through use of state-of-the-art equipment

Professional

- Clarity about career goals
- Understanding of workplace culture
- Workplace competencies
- New or advanced skills
- Career management professional network
- After-graduation employment opportunities

Personal

- Maturity
- Determination of strengths and weaknesses
- Development/enhancement of interpersonal skills
- Earnings to assist college expenses or to support financial responsibilities
- Productive and responsible citizenship skills
- Lifelong learning skills

ADVANTAGES TO THE EMPLOYER

- Well-prepared, short-term employees
- Flexibility to address human resource needs
- Cost-effective long-term recruitment and retention
- Access to candidates with sought-after skills and/or background
- Increased staff diversity
- Partnership with schools
- Input on quality and relevance of school's curricula
- Cost-effective productivity

Capstone Cooperative Education is a method of instruction developed through a signed agreement that is planned, coordinated and supervised by the school, where students alternate in-school academic and career and technical instruction with employment in an occupational field.

The Cooperative Education Program is designed to provide students with in- depth “real world” career experience. This program, approved for credit by the Pennsylvania Department of Education connects school-based classroom/laboratory instruction with career and technical knowledge learned on a work site. It provides students with on-the-job training that is directly related to their future career objectives. The cooperative education experience is often viewed as the “capstone” or completing element of a secondary career and technical educational experience. It provides a valuable connection when the student graduates and continues with post-secondary education or enters directly into the workforce.

Cooperative Education requires the close planning and cooperation of four major groups: the school, the parents, and students and business and industry. The cooperation of these four parties and supervision by the School to Work Coordinator enables this program to provide learning opportunities in the real world of work.

Eligibility Requirements

Eligibility of a Cooperative Education applicant will be determined by an administrative team review of the applicant, based on cumulative data provided by CTE (Career and Technical Education) teachers and other professional staff members. Staff derived data will include quantitative values such as a completion percentage of applicant’s task list (skill attainment), grades and attendance, as well as qualitative data such as anecdotal notes, behavior referrals and other references (e.g., IEP team recommendations, Guidance Counselor recommendations, parental input). The information will be collected in the Cooperative Education Application. In addition, the Cooperative Education teacher will confer with prospective employers to determine whether the applicant has demonstrated sufficient competencies (i.e., tasks) to be successful at a given position. Cooperative education guidelines may be temporarily suspended or modified if placement or temporary suspension of a student is in the student’s best educational interest.

The cooperating employer, in conjunction with the School to Work Coordinator, shall jointly conduct the student evaluation and grade reporting. Every attempt will be made to encourage the employer to retain the cooperative education student as a full-time employee upon graduation.

Program Guidelines

When a student begins their Cooperative Education (Co-Op) work experience, it is important that the student is aware of the Program Guidelines. The employer is investing time to train and guide UBCTS students through the work experience. Students will receive academic credit for approved work experience in the program. Students are preparing for the world of work and establishing a reputation and record, which will follow the student after graduation. Our expectation is that all UBCTS Cooperative Education students will take this experience seriously and to abide by the Program Guidelines, as well as those of the employer.

Failure to adhere to the following Program Guidelines will lead to immediate termination from Cooperative Education:

- Submit work reports, time cards, and assignments on time.
- Follow Child Labor Laws.
- Students are required to meet with the School to Work Coordinator and/or their Career & Technical Program instructor at least 45 minutes per week, or 90 minutes every other week.
- Students must carry a valid driver's license, registration, and auto insurance.
- Students must provide their own transportation to and from their place of employment.
- 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 lwalck@ubtech.org or mdeose@ubtech.org
- Students may schedule work during school holidays if needed by the employer.
- Work schedule arrangements should also be made in the event of inclement weather or other school closings / delays.
- Cooperative Education students are evaluated by the employer on a daily and quarterly basis. The daily grade is derived from the student journal that is evaluated by the employer. Failure to keep Work Journals current may result in removal from the Cooperative Education Program. A detailed evaluation is completed by the employer on a quarterly basis. These grades are then placed into the teachers grading system by the School to Work Coordinator.
- Students must report to their Career and Technical program when they do not have to report to work. Under no circumstances are students permitted to stay home when they do not need to report to work.
- If a student learner is laid off, the student cannot apply for Unemployment Compensation Benefits per the Unemployment Compensation Law of Pennsylvania as amended in 1971.
- A student learner who is fired from the Cooperative Education employment is required to attend a meeting with the School to Work Coordinator to discuss the circumstances of the termination. This meeting may include the employer, parents, Career and Technical Instructor, or others. The purpose of the meeting will be to determine the cause of the unsuccessful placement and to develop strategies to ensure that the student will have a better chance of success in future employment opportunities.
- The Work Based Education Training Plan will list tasks from the Program of Study or local curriculum, along with any additional tasks on the worksite. Currently, the teacher provides current task list to the School to Work Coordinator, who will complete with the employer. A copy of the form is given to the teacher with the student's quarterly evaluation. The instructor will be able to check off tasks completed on the worksite.

The following should be brought to the immediate attention of the Cooperative Education Coordinator:

- Any change concerning wages, hours, or job tasks
- Employment lay off or termination
- Any difficulties students may encounter on the job
- Any difficulties students may encounter in school that are directly related to their employment.

UPPER BUCKS COUNTY TECHNICAL SCHOOL

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Rd Perkasie, PA 18944 ~ Phone: 215-795-2911 ext 242 ~ Fax: 215-795-0530 ~ www.ubtech.org

Lisa Walck - lwalck@ubtech.org Marianne Deose - mdeose@ubtech.org

Cooperative Education / Internship Guidelines for Students and Parents/Guardians

1. Co-op placement requires paperwork from the employer & student, which may take several weeks before the student is eligible to begin working as part of the co-op program.
2. Students under 18yo must provide a valid work permit, resume, portfolio, and proof of transportation. It is recommended that students have an 80% or higher in their tech area, have good attendance and no discipline referrals. Their task list should be more than 50% complete. Students should be recommended by their tech teacher before being approved for co-op.
3. If an employer is to hire a student who is under 18yo, the employer is required to obtain and provide a child abuse clearance, criminal background check, and FBI fingerprinting. No exceptions. Clearances can take weeks to obtain.
4. Students must be punctual at school and work. Attendance is closely monitored. Students must attend UBCTS on days they are not scheduled to work. If students are absent from the sending school, they are not permitted to work. If students are regularly absent on days they are required to be at UBCTS, they will lose their privilege to work with the co-op program.
5. It is the student's responsibility to communicate with the employer mandatory school functions that affect their work schedule. UBCTS is not responsible to notify the employers. This also includes any absences or vacations. Notify employer immediately and text Mrs. Lisa Walck 570-657-5911 or email lwalck@ubtech.org or Mariane Deose @ mdeose@ubtech.org
6. Students may be asked to provide a drug screening prior to employment and subsequently throughout their employment. If the student is under 18yo, a parent/legal guardian must accompany them to the drug screening. Failure to comply within the time limitations set will automatically exclude the student from obtaining employment for that specific company.
7. Changes to work schedules must be approved by the employer, school, teacher, & parents. A form must be completed.
8. Students must refrain from talking about controversial issues at work. Students are expected to follow their mentor's lead and be subordinate. If the student shows defiance of authority or intentional workplace disobedience or if the employer feels the student is not making significant progress or is unsafe, the student can be let go without notice.
9. If the student wishes to leave the employer, 2 weeks notice and a resignation letter must be submitted. Students must work out the 2 weeks. Failure to do so may result in loss of future co-op program opportunities.
10. Monthly time cards approved by your supervisor and monthly pay stubs must be submitted to Mrs. Walck.
11. Student will join google classroom & complete required work promptly. Failure to comply will result in removal from program.
12. Students are encouraged to work on days in which there is no school. Please comply with child labor laws.
13. Students' employer grades will be part of the UBCTS technical program grade. Students will be visited on the job monthly.
14. Employers will make a conscious effort to give the student varied experiences at work, however the student may need to participate in general housekeeping, packing and receiving, etc. or other duties as needed.
15. Any violations of the student handbook at school or at the worksite will result in consequences including suspension from co-op program or determined school consequences. Poor attendance, grades or discipline will affect your co-op placement.
16. Co-op is a privilege, not a right at UBCTS. You should be a role model for underclassmen.

I have read and fully understand all stated policies affecting my participation in UBCTS's co-op program. I further understand that violation of any above regulation will result in my full suspension from the program.

PRINTED STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

PRINTED PARENT NAME _____

PARENT SIGNATURE _____

DATE _____

Upper Bucks County Technical School
Lisa Walck, School to Work Coordinator
215-795-2911 x242
lwalck@ubtech.org or mdeose@ubtech.org

Employer must provide:

STUDENT'S JOB TITLE:

ESTIMATED START DATE:

COMPANY NAME:

COMPANY ADDRESS:

DIRECT SUPERVISOR'S NAME:

DIRECT SUPERVISOR'S PHONE:

DIRECT SUPERVISOR'S EMAIL:

HOURLY WAGE:

*****PREFERRED METHOD OF CONTACT - EMAIL / PHONE CALL / TEXT:**

ANTICIPATED SCHOOL YEAR SCHEDULE:

COVID 19 GUIDELINES (IF ANY):

DETAILED JOB DESCRIPTION:

FORM OF PAYMENT (CHECK OR DIRECT DEPOSIT):

FREQUENCY OF PAYMENT (WEEKLY, BI WEEKLY, ETC):

DRESS CODE/REQUIREMENTS:

BREAK/MEAL INFO:

CELL PHONE POLICY:

TOOLS STUDENT MUST PROVIDE:

TOOLS THE COMPANY PROVIDES:

***PLEASE PROVIDE A COPY OF YOUR WORKERS COMPENSATION DECLARATION PAGE**

***PLEASE PROVIDE A COPY OF COMPANY HANDBOOK/POLICIES THAT PERTAIN TO
THE STUDENT**

Please email all above information to lwalck@ubtech.org or mdeose@ubtech.org

If the student is under 18, 3 clearances also have to be obtained by the supervisor and submitted to UBCTS.

Cooperative Education Employer Clearance Requirements

We strongly recommend you keep copies of your clearances as UBCTS keeps the email for a 48 hour window then deletes and shreds them.

- **Act 34 – PA Access to Criminal History**

Obtain a criminal record check online via PATCH (**Volunteer** or \$22)

<https://epatch.pa.gov/home>

Pennsylvania Access To Criminal History

- Click new record check "SUBMIT VOLUNTEER RECORD CHECK" or "SUBMIT NEW RECORD CHECK"
- Check box and accept
- Complete info
- Check info
- Next
- Complete SS# & Aliases/Maiden name info
- Submit
- Your results should come back nearly instantaneously
- Print Certificate

- **Act 151 – PA Child Welfare Child Abuse**

Obtain a child abuse record check online (\$13) or **Volunteer**

<https://www.compass.state.pa.us/CWIS/Public/Home>

- Click on child welfare portal, create individual account
- Create 3 security questions
- Get temporary password
- Relog in to create a new password
- Check Volunteer Having Contact with Children
 - Category - Other; Agency - Upper Bucks County Technical School
- Continue with all prompts (addresses, people, and ages of people you have lived with since 1975)
- Go to account, click view results
- Print certificate

- Act 114 – FBI Clearance

Obtain a digital FBI fingerprint record check (\$26.20)

<https://www.identogo.com/services/live-scan-fingerprinting>

- You'll select PA
- Then select digital fingerprinting
- Enter the service code: **1KG6NX**
- Schedule an appointment
- Complete name, birth, and method of contact
- Create security question
- Complete citizenship
- Answer 2 pages of questions (you do not have a voucher)
- Complete address
- Complete document type for verification of name and address (select Driver's License)
- Search for a facility closest to you using zip code
- Schedule appointment online
- You will have to physically go to a site to be fingerprinted.
- Please provide us with a number on the bottom of the receipt beginning with the letter U.
- They will email results to you

The entities do not forward results. You will need to forward them to us.

Once all paperwork is in order, we will have a meeting with the student, parents, Upper Bucks Representative and employer to finalize the agreement.



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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 in a Vocational-Cooperative Education Program

| | |
|----------------------|-----------------------|
| Student | Cell/Email |
| Address | Pnt Cell/Email |
| Birthdate | Work Permit No. |
| Career Objective | Job Title ENTRY LEVEL |
| Employment Beginning | Ending |
| Training Agency | Telephone |
| Address | Supervisor Email |
| Supervisor | Hourly \$ |

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. This company is an Equal Opportunity Employer.
2. Employer will recognize and support the student's educational objectives of the program and provide employment for the student on a regular, continuous basis.
3. Employer agrees to follow the student's Individualized Training Plan and Task List (provided); to provide the student with a variety of work assignments, to expose student to current industry tasks, and to provide comprehensive instruction and supervision under the direction of a qualified, experienced person. The student cannot be left alone at the jobsite.
4. Employer will make periodic evaluations of the student's job progress on a rating form provided by the school. Employer will permit Upper Bucks County Tech School representative(s) to visit the student's training site to determine progress and obtain direct feedback.
5. Employer will arrange a conference if there is problem with trainee (student). **Supervisor's preferred method of contact is:**
6. Employer will provide necessary safety instruction throughout the student's training period.
7. Employer will not employ a student to displace a regular worker.
8. Employer will assure that exposure to hazardous work will be incidental and not a part of the student's training.
9. Employer agrees that treatment of illness or injury to the student 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 to the student while under the training program. This is provided in section 4(1)(4)(10)(C) in Pennsylvania Unemployment Compensation Law.
11. Employer will verify records of student's attendance and job duties to be turned into the school. If student is a 'no call/no show', this could be grounds for termination.
12. Employer agrees to pay the student wages as agreed upon at the time of placement. Students must be paid by check or direct deposit with all correct deductions withdrawn.
13. Without proper certification, employer agrees that if student is under 18 yo, will not be permitted to drive as part of the job description, use a deli slicer, operate a tractor, fork lift, scissor lift, or a crane.
14. Employer agrees to provide a safe environment free from harassment and physical dangers.
15. Employer has provided UBCTS the required clearances for the immediate supervisor if student is under 18: Act 34-Criminal Background Clearance Act, 115-Child Abuse Clearance, & Act 114-FBI Fingerprint Clearance.
16. If employer deems the student is unsafe or not making significant progress in the workplace, the student may be terminated. In this instance, student will return to UBCTS.

Student Intern/Apprentice Responsibilities:

1. The student agrees to perform assigned duties in a loyal manner and work to the best interest of all concerned. Student agrees to ask for guidance from their mentor.
2. The student will adhere to all company policies; employment may be terminated for the same reasons as apply to regular employees.
3. The student must be regular in attendance at school and on the job. If unable to report to work, the student must notify the employer and school before the start of the normal workday. If you do not attend sending district, you cannot attend work.
4. The student may not receive credit for the program if they withdraw from school. Student must be in **regular attendance at UBCTS & complete required work from their instructors on a weekly basis.**
5. The student will report to the school for related instruction. The student may be required to remain at the school for several weeks in April to prepare for their NOCTI exam. It is the student's responsibility to communicate with employer mandatory school functions that affect their work schedule.
6. The student/parent-guardian will be responsible for providing transportation to and from the training site.
7. The student/parent-guardian agrees to provide medical insurance and car insurance coverages to satisfy student'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.
8. Student will provide UBCTS with employer approved, time cards on a consistent basis. Student will provide UBCTS with one monthly pay stub for their file.
9. Student agrees to keep all UBCTS grades above passing or will be removed from the program.
10. Any violation of the student handbook while on school grounds or worksite will result in disciplinary consequences including suspension from co-op program or other school determined consequences. If there is not work available on a normally scheduled co-op day, the student must report to UBCTS.
11. If student wishes to leave employer, 2 weeks' notice and letter of resignation must be given to employer. If 2 weeks' notice is not given, student will not be permitted to participate in future co-op opportunities.
12. With permission, your photo with the employer will be posted to social media to recognize our partnership.

School Responsibilities:

1. The program is under the direct supervision of a certified cooperative-education coordinator/instructor.
2. The student intern/apprentice will receive related instruction and safety instruction from the technical instructor or the Cooperative Education Coordinator prior to job placement.
3. An UBCTS representative will visit the student and training supervisor on a regular basis at the training site to determine progress of the student in this program. Progress is shared with their technical teacher.
4. An UBCTS representative will investigate compatibility of job circumstances with requirements for student's attainment of advanced standing in technical program upon graduation from high school.
5. The school will maintain signed copies of the written training agreement and plan, time cards, and a current pay stub for each student participating in the program for three years from start date of program. Afterwards, all paperwork will be shredded.

| | |
|----------------|------|
| Student/Leamer | Date |
|----------------|------|

| | |
|-----------------|------|
| Parent/Guardian | Date |
|-----------------|------|

| | |
|-----------------------------------|------|
| Employer/Training Site Supervisor | Date |
|-----------------------------------|------|

| | |
|-------------------------------|------|
| Career & Technical Instructor | Date |
|-------------------------------|------|

| | |
|----------------------------|------|
| School to Work Coordinator | Date |
|----------------------------|------|

| | |
|----------------------|------|
| School Administrator | Date |
|----------------------|------|

Upper Bucks County Technical School
Cooperative Education/Career Internship/Program

INDIVIDUALIZED TRAINING PLAN

| | |
|----------------------|-----------------------|
| Student: | Phone: |
| Parent/Guardian: | Phone: |
| Training Agency: | Phone: |
| Training Supervisor: | Email: |
| CTE Teacher: | Phone: 215-795-2911 X |

Signatures:

| | |
|-----------------------------------|-------------|
| Student: _____ | Date: _____ |
| Parent: _____ | Date: _____ |
| Employer/Supervisor: _____ | Date: _____ |
| CTE Teacher: _____ | Date: _____ |
| School to Work Coordinator: _____ | Date: _____ |

COMPETENCIES TO BE DEVELOPED

1. Schedule:
At UBCTS: On normally scheduled co-op days when there is not work and every:
2. COVID 19 Policies: As required by current CDC guidelines at the job site.
3. Safety guidelines: Following company policies and industry standards.
4. Job Description:

LEARNING ACTIVITIES

1. See provided task list. Please use Cooperative Education Task Sign Off Sheet (provided) for competencies completed to satisfaction while at work.
2. Employer will provide relevant safety training and provide student with opportunity for growth in their respective trade.

EMPLOYER INFORMATION

TOOLS TO BE USED

| | |
|------------------------|--|
| Insurance Information: | Student will provide: Company will provide: |
| Form of check payment: | |
| Frequency of payment: | |
| Meal/Break Info: | |
| Uniform: | |
| Cell Phone Policy: | |

Employers/Training Sites of Work Based Education student 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.

SITE INSPECTION CHECKLIST

| | |
|-------------------------------------|--|
| EMPLOYER | |
| EMPLOYER CONTACT & EMAIL | |
| ADDRESS | |
| PHONE | |

| | YES | NO |
|--|-----|----|
| IS THE WORKSITE IN LINE WITH STUDENT'S TASK LIST AND IS IT APPROPRIATE FOR THEIR TRADE/CIP AREA? IS THERE OPPORTUNITY TO REINFORCE UBCTS TASKS DURING WORK? | | |
| DOES THE EMPLOYER HAVE AND UNDERSTAND THE CHILD LABOR LAWS? IS THE STUDENT PAID MINIMUM WAGE OR BETTER? | | |
| DOES THE EMPLOYER HAVE A COPY OF UPPER BUCKS COUNTY TECHNICAL SCHOOL COOPERATIVE EDUCATION POLICY? IS THE EMPLOYER ABLE TO COMPLY WITH THE TRAINING PLAN & AGREEMENT? | | |
| IS THE STUDENT AWARE OF PHYSICAL AND ERGONOMIC HAZARDS OF THE JOB DESCRIPTION, INCLUDING REPETITIVE MOVEMENT, STANDING OR SITTING FOR LONG PERIODS, AND REQUIRED LIFTING? | | |
| IF APPLICABLE, WILL THE STUDENT BE TRAINED ON THE CHEMICAL & BIOLOGICAL HAZARDS OF THE REQUIRED JOB DUTIES? WILL THE STUDENT BE TAUGHT PROPER MATERIAL STORAGE AND HANDLING? | | |
| WILL THE STUDENT BE MADE AWARE OF FIRE INSTRUCTIONS, PPE USE, LOCATION OF FIRST AID MATERIALS AND EXPECTATIONS, INCLUDING EYE WASH STATIONS/SHOWERS? | | |
| DID THE WORKSITE HAVE ANY REPORTABLE SAFETY OR HEALTH INJURIES OVER THE PAST YEAR? | | |
| IS THE STUDENT COMFORTABLE WITH ELECTRICAL SAFETY AND HAZARDS, INCLUDING USING TRADE SPECIFIC TOOLS AND EQUIPMENT? | | |
| WHAT IS THE PROTOCOL IN CASE OF AN EMERGENCY AT WORK? WHO NEEDS TO BE CONTACTED AND HOW? AT WORK: _____ PARENT/GUARDIAN: _____ | | |
| WAS A COMPANY TOUR OFFERED? DOES PARENT/GUARDIAN OR STUDENT HAVE ALL QUESTIONS ANSWERED? | | |
| IS THE STUDENT WILLING TO ABIDE BY THE COMPANY POLICIES? IS THE STUDENT WILLING TO WORK HERE IN THE CO-OP PROGRAM? | | |

STUDENT SIGNATURE _____

DATE _____

EMPLOYER SIGNATURE _____

DATE _____

INFORMAL EVALUATION COOPERATIVE EDUCATION / CAREER INTERNSHIP

| | | |
|---|---------------------|--------------|
| STUDENT | | DISTRICT: |
| EMPLOYER | | |
| EMPLOYER CONTACT | | |
| EMPLOYER PHONE/ EMAIL | | |
| TECH TEACHER | | TECH AREA: |
| HIRE DATE | | GRADE LEVEL: |
| TODAY'S DATE | | TIME : |
| MTG LOCATION | OFFICE: JOBSITE: | |
| DESCRIPTION OF TASKS STUDENT IS WORKING ON | | |
| CHARACTERISTICS: PROGRESS, INITIATIVE, ATTITUDE, APPEARANCE, ACCURACY OF WORK, MAINTAINING SAFE WORK AREA, INTELLECT/MATURITY, ATTENDANCE, JUDGMENT/GOOD SENSE, RAPPORT WITH CO-WORKERS, RAPPORT WITH SUPERVISORS, ABILITY TO HANDLE CONSTRUCTIVE CRITICISM | | |
| COMMENTS | | |
| AREAS THAT NEED IMPROVEMENT | | |
| EVALUATION DUE: | *** | |

Employer Signature: _____ Date: _____

Student Signature: _____ Date: _____



UPPER BUCKS COUNTY TECHNICAL SCHOOL
 3115 Ridge Rd, Perkasie, PA 18944 • 215.795.2911 X 242 • 215.795.0530 FAX
 Lisa Walck, School to Work Coordinator, lwalck@ubtech.org



Cooperative Education Program – Career Internship Program Student Evaluation

Student: _____ Training Agency: _____

Title: _____ Hire Date: _____ Supervisor's Name: _____

E-mail: _____ Telephone: _____ Marking Period # _____

Instructions: Evaluate the student for each category by placing a check ☒ in the box that most accurately reflects the student's performance.

| Evaluation Categories | Exceeds Industry Standards A+ = 10 | Above Industry Standards A = 9 | Meets Industry Standards B = 8 | Minimal Industry Standards C = 7 | Below Industry Standards D = 6 | N/A |
|--|---|---|---|---|---|-----|
| 1. Attendance: Notification of absences, regular attendance, justifiable reasons for absences | | | | | | |
| 2. Punctuality: Arrives on time for work | | | | | | |
| 3. Attitude/Application to Work: Enthusiasm, energy, willingness to work, industrious, diligent | | | | | | |
| 4. Cooperation: Ability to work with supervisors and co-workers, teamwork | | | | | | |
| 5. Initiative: Interest in assuming additional responsibility; work independently | | | | | | |
| 6. Professionalism: Maturity, business-like demeanor, appropriate dress/appearance | | | | | | |
| 7. Willingness to Learn: Learned work with or without supervision, understands and follows directions. Asks questions for clarification, accepts corrective criticism | | | | | | |
| 8. Judgment: Ability to make sound decisions | | | | | | |
| 9. Written Communications: Writes accurate information, writes concisely, uses proper grammar, spells correctly | | | | | | |
| 10. Verbal Communication: Speaks clearly and persuasively in positive/negative situations; Listens and gets clarification; Responds well to questions | | | | | | |
| 11. Quality of Work: Ability to do satisfactory work following specified procedures | | | | | | |
| 12. Quantity of Work: Ability to perform all tasks assigned productively and in an acceptable timeline | | | | | | |
| 13. Customer Relations: Courteous, respectful and responsive to customers | | | | | | |
| 14. Safety Skills: Follows safety procedures, use of personal protective equipment, use of safety devices & guards | | | | | | |
| 15. Housekeeping: Clean work area and organized | | | | | | |
| 16. Materials & Equipment Use: Care of tools and equipment, good use of resources | | | | | | |

Supervisor's Signature _____

Title _____

Date _____



School-To-Work Attendance Form

Note to employer: Students in an approved School-To-Work program can earn credit. State guidelines require a record of the student's attendance be maintained by UBCTS. It is the student's responsibility to complete & return this form to school. Employers verify the student's work hours. Hours listed are only for awarding credit for work-based learning experiences & may not be the exact number of hours the student was compensated. If the hours listed vary significantly from the actual hours worked please decline & specify why.

LAST NAME:
EMPLOYER:
SUPERVISOR:
SUPERVISOR EMAIL:

FIRST NAME:
TECH PROGRAM:
TIME CARD MONTH:
TODAY'S DATE:

| | DATE | IN | OUT | HOURS | | DATE | IN | OUT | HOURS |
|--------------------------|------|----|-----|-------|--------------------------|------|----|-----|-------|
| MON | | | | | MON | | | | |
| TUE | | | | | TUE | | | | |
| WED | | | | | WED | | | | |
| THUR | | | | | THUR | | | | |
| FRI | | | | | FRI | | | | |
| SAT/SUN | | | | | SAT/SUN | | | | |
| TOTAL HOURS FOR THE WEEK | | | | | TOTAL HOURS FOR THE WEEK | | | | |

| | DATE | IN | OUT | HOURS | | DATE | IN | OUT | HOURS |
|--------------------------|------|----|-----|-------|--------------------------|------|----|-----|-------|
| MON | | | | | MON | | | | |
| TUE | | | | | TUE | | | | |
| WED | | | | | WED | | | | |
| THUR | | | | | THUR | | | | |
| FRI | | | | | FRI | | | | |
| SAT/SUN | | | | | SAT/SUN | | | | |
| TOTAL HOURS FOR THE WEEK | | | | | TOTAL HOURS FOR THE WEEK | | | | |

| | DATE | IN | OUT | HOURS | <p>We, the undersigned, agree this form was completed by the student and verified by the employer. To the best of our knowledge, this form accurately reflects the dates and hours the student worked. Digital signatures accepted.</p> <p>REVISED 06-27-2023</p> | |
|--------------------------|------|----|-----|-------|---|-------|
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | STUDENT SIGNATURE BELOW: | |
| THUR | | | | | | DATE: |
| FRI | | | | | EMPLOYER SIGNATURE BELOW: | |
| SAT/SUN | | | | | | DATE: |
| TOTAL HOURS FOR THE WEEK | | | | | TOTAL HOURS FOR THE MONTH | |

Cooperative Education Task Sign-Off Sheet

Student's Last Name: _____ First: _____

Company: _____ Supervisor: _____

UBCTS Technical Program: _____

Please rate the student on the following tasks performed at work using the rating scale below. Take photos of the completed tasks & write a summary of the procedure/tools involved to receive full credit.

4 – Advanced/Skilled: Can perform the task as an entry level employee

3 – Competent/Proficient: Has performed the task independently during training; additional training is required

2 – Practicing: Has practiced the task during training, additional training required to develop skill

1 – Demonstrated Only: Task has been demonstrated by the teacher with no practice time; close supervision needed; additional training required

| Task # | Task Description | Date Performed | Overall Score (1 – 4) |
|--------|------------------|----------------|-----------------------|
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Supervisor's Signature: _____ Date: _____

Child Labor Law Student Hours

16-17 year olds

| School Days/Vacation (non-school) Days | Co-Op Hours for 1 Week |
|---|-------------------------------|
| 5 School/ 0 vacation | 28 |
| 4 School/ 1 vacation | 32 |
| 3 School/ 2 vacation | 36 |
| 2 School/ 3 vacation | 40 |
| 1 School/ 4 vacation | 44 |
| 0 School/ 5 vacation | 48 |

*** Cannot work more than 8 hours in one school day ***

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

*** Cannot work more than 6 days in a row ***

*** Must have 30 minute duty free lunch/break after 5 hours of work ***

*** Cannot start work prior to 6am ***

*** Cannot work past 10pm if student has school the following day (12:30am on evenings preceding a non-school day) ***

*** 12 hours must lapse between end of one work day and start of the next work day ***

Driver's licenses for students under 18 are only valid until 11pm

14-15 year olds

*** Cannot start before 7am ***

*** Cannot work past 7pm (unless vacation time and then can work until 9pm) ***

*** Cannot work more than 3 hours on a school day. Unless combined with school approved school to work program (cannot exceed 8 hrs) ***

*** Cannot exceed 18 hours per week ***

*** From June until Labor Day, they can work until 10pm ***

*** Must have 30 minute duty free lunch/break after 5 hours of work ***

*** 12 hours must lapse between end of one work day and start of the next work day ***

*** Maximum hours during vacation is 40 hours per week ***

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.

EMPLOYER NOTIFICATION: Within five days of the minor's beginning of employment, an Employer's must submit written notification of the minor's normal duties and employment hours, the minor's age and the work permit number to the issuing officer who issued that work permit. Within five days of the minor's last day of employment, the minor shall submit written notification to the issuing officer that the minor is no longer employed.

For further information on the Child Labor Act,
please consult the Department of Labor & Industry's website at www.dli.pa.gov 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 12th 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
717-705-5969 or 800-932-0665

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

Pittsburgh District Office
301 5th 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

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.pa.gov and click on "Labor Law Compliance."

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Pittsburgh District Office
301 5th Ave.
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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

Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex Prohibited:

Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under **equal** conditions on jobs which require **equal** skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration:

Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination:

Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for

collection. Limits the period for such action to **two** years from the date upon which the violation occurs.

Records Required:

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law.

Penalties:

Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links.

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

STATE AND LOCAL GOVERNMENT EMPLOYEES

OVERTIME PAY

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

Law enforcement and fire protection personnel: You may be paid overtime on the basis of a "work period" of between 7 and 28 consecutive days in length, rather than on a 40-hour workweek basis.

COMPENSATORY TIME

Employees may receive compensatory time off instead of cash overtime pay, at a rate of not less than 1½ hours for each overtime hour worked, where provided pursuant to an agreement or understanding that meets the requirements of the Act.

EXEMPTIONS

The Act does not apply to persons who are not subject to the civil service laws of State or local governments and who are: elected public officials, certain immediate advisors to such officials, certain individuals appointed or selected by such officials to serve in various capacities, or employees of legislative branches of State and local governments. Employees of legislative libraries do not come within this exclusion and are thus covered by the Act.

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements.

Any law enforcement or fire protection employee who in any workweek is employed by a public agency employing less than 5 employees in law enforcement or fire protection activities is exempt from the overtime pay provisions.

YOUTH EMPLOYMENT

16 years old is the minimum age for most occupations. An 18-year old minimum applies to hazardous occupations. Minors 14 and 15 years old may work outside school hours under certain conditions. For more information, visit the YouthRules! Web site at www.youthrules.dol.gov.

ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Some state laws provide greater employee protections; employers must comply with both.
- Employees under 20 years of age may be paid a youth minimum wage of not less than \$4.25 an hour during their first 90 consecutive calendar days after initial employment by an employer.
- Employers are required to display this poster where employees can readily see it.

The law requires employers to display this poster where employees can readily see it.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1325 REV 07/16



U.S. Department of Labor Wage and Hour Division

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.

17 year-olds may drive on the job **ONLY if all of the following requirements are met:**

1. The driving is limited to daylight hours;
2. The 17 year-old holds a state license valid for the type of driving involved in the job performed;
3. The 17 year-old has successfully completed a State approved driver education course and has no record of any moving violation at the time of hire;
4. The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle;
5. The automobile or truck does not exceed 6,000 pounds gross vehicle weight; AND
6. Such driving is only occasional and incidental to the 17 year-old's employment. This means that the youth may spend no more than 1/3 of the work time in any workday and no more than 20% of the work time in any workweek driving.

Driving by 17 year-olds as part of their jobs **MAY NOT involve:**

- Towing vehicles
- Route deliveries or route sales
- Transportation for hire of property, goods, or passengers
- Urgent, time-sensitive deliveries (such as pizza deliveries)
- Transporting more than 3 passengers including employees of the employer
- Driving beyond a 30 mile radius of the teen's place of employment
- More than 2 trips away from the primary place of employment in any single day to deliver the employer's goods to a customer
- More than 2 trips away from the primary place of employment in any single day to transport passengers other than employees of the employer

Additional information about YouthRules! can be found at www.youthrules.dol.gov. For information about the laws administered by the Wage and Hour Division, log on to the Internet at www.wagehour.dol.gov or call the Department of Labor's toll-free help line at 1-866-4USWAGE.



COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION

EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT

(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES

It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to:

1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred for employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor as defined by Section 4(x) of the PHRA.

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT

The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT

Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE

Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787- 7279 (TTY) or visit us at [www .phrc.state.pa.us](http://www.phrc.state.pa.us)

To file a complaint, contact the Regional Office nearest you:

Pittsburgh

301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17104
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)

EMPLOYEE WORKPLACE NOTICE
PUBLIC SECTOR
Pennsylvania Worker and
Community Right To Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 651 Boas Street, Harrisburg, PA 17121, or by phone (717) 772-1635, or by email at RA-LI-BWC-SAFETY@pa.gov.

Employee Workplace Notice:

Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training:

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions.

Hazardous Substance Survey Form:

The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during the prior calendar year. All employers must complete a workplace HSSF annually. Public sector employers and private sector employers not covered by OSHA must post the HSSF prominently in the workplace and must provide a copy to any employee upon request.

Work Area List:

The Work Area List names the hazardous substances used or produced in a specific work area in the workplace. Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must update a Work Area List at least annually, must provide a copy to any employee of the work area upon request, and must offer a copy to any employee newly assigned to that work area.

Safety Data Sheet:

The Safety Data Sheet (SDS) provides detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an SDS must be accessible in the work area where the hazardous substance it describes is used. SDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an SDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an SDS is made to the employer in writing and, after five working days from the date the

request is made, the employer fails to furnish the employee with an SDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain the requested SDS from the manufacturer, importer, supplier or distributor and from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form:

The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employers are required to complete an EHSF when and if requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to any employee upon request.

Labeling:

All containers and parts of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employers must ensure that each label, sign, placard or other operating instruction is prominently affixed and displayed on the container or part of a pipeline system so that employees can easily identify the contents.

Health and Exposure Records:

Public sector employers and private sector employers not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under 30 CFR 70.210 and 71.210).

Non-discrimination:

If a public sector employee or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employee has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of Workers' Compensation.



| | |
|---------|---------------------|
| Book | Policy Manual |
| Section | 100 Programs |
| Title | Work-Based Learning |
| Code | 115 |
| Status | Active |
| Adopted | December 17, 2020 |

Purpose

The Joint Operating Committee endorses a cooperative relationship between the school and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers.

Authority

The Joint Operating Committee shall approve and support work-based programs, including cooperative education, diversified occupations and job shadowing, and shall supervise the nature and conduct of student placements.[1][2][3][4]

The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.[1][5][6][7][8]

Definitions

Cooperative education - a planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and career and technical instruction with entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the school in close cooperation with the employer.[9][10][11]

Diversified Occupations (DO) - a career and technical high school program of study in which students are given supervised work experience in any one of a variety of occupations combined with related classroom instruction.

Job shadowing - structured visits to worksites to acculturate students to the world of work, whereby students are paired with one (1) or more employees during the experience.

Delegation of Responsibility

The Executive Director or designee shall be responsible for developing administrative regulations or procedures which ensure that students participating in work-based learning programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.

Guidelines

Child Abuse Prevention Requirements

Employers who participate in school internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

Identification of Adult Responsible for Child's Welfare -

When a school student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the school and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[\[12\]](#)[\[13\]](#)

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[\[12\]](#)[\[13\]](#)

Certifications -

Prior to commencement of the program, the identified adult shall submit the following information to the Executive Director or designee:[\[13\]](#)

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement - which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[14\]](#)

The Executive Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Arrest or Conviction Reporting Requirements -

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[\[14\]](#)

An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[14\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[14\]](#)

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[14\]](#)

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Executive Director or designee in writing.[\[14\]](#)

Child Abuse Reporting -

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.[\[15\]](#)[\[16\]](#)

Legal

1. [22 PA Code 4.31](#)
2. [22 PA Code 11.8](#)
3. [22 PA Code 11.28](#)
4. [22 PA Code 339.29](#)
5. Pol. 103
6. Pol. 103.1
7. Pol. 113
8. Pol. 138
9. [24 P.S. 1801](#)

Questions?

Please contact Lisa Walck, School to Work Coordinator

lwalck@ubtech.org

215-795-2911 ext 242

Upper Bucks County Technical School
3115 Ridge Road
Perkasie, PA 18944