

Student _____ Grade _____ School Year _____
School _____ Program _____

CONDITIONS UNDER WHICH THE COOPERATIVE EDUCATION STUDENT WILL WORK

Source: State of Maryland, Department of Licensing and Regulation, Division of Labor and Industry Employment Standards and FLSA (Federal) Fair Labor Standards Act. Where a federal or local differs from the state law the employer must comply with the law which provides the most protection or sets the higher standard.

LEGAL HOURS OF EMPLOYMENT FOR MINORS 14 THROUGH 17 YEARS OLD: A minor may not work more than 5 hours continuously without a nonwork period of at least 30 minutes.

AGES 14-15

No minor 14-15 years old shall work before 7 a.m. or after 8 p.m. – except from Memorial Day through Labor Day when the evening hours shall be 9 p.m.

HOURS FOR WORK DURING SCHOOL WEEK

- Not more than 4 hours per day during school days.
- Not more than 3 hours per day if subject to FLSA.
- Not more than 8 hours per day during nonschool days.
- Not more than 23 hours in any week when school is in session for 5 days.
- Not more than 18 hours per week if subject to FLSA.

NONSCHOOL WEEK

- Not more than 8 hours per day.
- Not more than 40 hours per week.

AGES 16-17

- Minors 16 and 17 years old may not spend more than 12 hours in a combination of school hours and work hours per day.
- They must have at least 8 consecutive hours of nonwork, nonschool time in each 24-hour period.

The hours worked by a minor enrolled in a bona fide work-study or student –learner program when school is normally in session may not be counted toward the permissible hours of work prescribed above.

Have the minor consult with his/her cooperative education teacher/coordinator if you want him/her to work hours other than those prescribed above.

COOPERATIVE EDUCATION AND ON-THE-JOB TRAINING REQUIREMENTS AND CONDITIONS

1. Minors 14 through 17 years old must submit a completed work permit before beginning on-the-job training (OJT).
2. The student's work site for OJT **must** be approved by the teacher/coordinator.
3. Concurrent enrollment in a cooperative education class is required in order to participate in OJT.
4. The student will earn credit for the cooperative education course and OJT, provided he/she passes both components.
5. Students enrolling in the CWE/OJT program are required to maintain continuous employment for the duration of the semester.
6. The student will earn 0.5 OJT credit for each 75 hours worked, up to a maximum of 3 credits per school year. A minimum of 450 hours of OJT (3 credits) plus credits from the cooperative education class are required for career development program completion (cooperative work experience class – 1 credit, marketing education classes – 2 credits).
7. If the student receives "Loss of Credit" in the cooperative education class, he/she will **NOT** receive credit for the corresponding OJT hours.
8. Students enrolled in OJT may not remain on school grounds during their assigned OJT periods, unless under the direct supervision of a school staff member.
9. Students not reporting to working during assigned OJT periods are the responsibility of their parents/guardians.
10. A student who is absent from morning classes may not report to the work site in the afternoon without permission from the teacher/coordinator. A student absent from the cooperative education class will not receive credit for OJT hours worked that day.
11. When the student is unable to attend school or report to work, he/she must contact the teacher and employer by a mutually agreed-upon time.
12. The student must agree to maintain a businesslike attitude and to observe school and work site policies, rules, and regulations.
13. The student may be scheduled to work on days when schools are closed, such as snow days and holidays. Transportation to the work site is the student's responsibility.
14. A student may **NOT** terminate employment or transfer to another employer without permission from the teacher/coordinator. The employer, however, maintains the right to dismiss the student at any time.
15. The student's parents or guardians are responsible for the conduct of the student, both at school and at the work site.
16. The student's OJT hours must be verified by a pay stub or a *Cooperative Education Program Time Card* (MCPS Form 280-78) signed by the student's supervisor.

This is to certify that we understand the requirements and conditions listed above, and failure to comply may jeopardize continued participation in the program.

_____ <i>Signature, Student</i>	____/____/____ <i>Date</i>	_____ <i>Signature, Parent/Guardian</i>	____/____/____ <i>Date</i>
_____ <i>Signature, Teacher/Coordinator</i>	____/____/____ <i>Date</i>	_____ <i>Signature, Employer</i>	____/____/____ <i>Date</i>

In accordance with relevant laws and regulations, the Montgomery County Public Schools prohibits discrimination on the basis of race, color, national origin, marital status, religion, sex, age, disability, or sexual orientation in employment or in any of its education programs and activities. Make inquiries or complaints concerning discrimination to 301-279-3100 and TDD at 301-279-3323, or write to Montgomery County Public Schools, Department of Family and Community Partnerships, 451 Hungerford Drive, Suite 508, Rockville, Maryland 20850.