



# Site Based Work Experience Agreement

MCPS Form 280-83  
August 2010

Division of Career and Technology Education  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

Student: \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_ School Year \_\_\_\_\_

### CONDITIONS UNDER WHICH THE SITE BASED WORK EXPERIENCE (SBWE) 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 14–17 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 site based work experience coordinator if you want him/her to work hours other than those prescribed above.*

### SITE BASED WORK EXPERIENCE REQUIREMENTS AND CONDITIONS

1. Minors 14–17 years old must submit a completed work permit before beginning site based work experience (SBWE).
2. The student’s work site for SBWE must be approved by the teacher/coordinator.
3. Concurrent enrollment in College/Career Seminar is required in order to participate in SBWE.
4. Students enrolling in the SBWE program are required to maintain continuous employment for the duration of the semester.
5. The student will earn 1.0 credit for each 135 hours worked, up to a maximum of 3 credits per school year. A minimum of 270 hours of SBWE (2 credits) plus credits from the College/ Career Research Development and College/Career Seminar are required for career development program completion (CCRD–1 credit; College/Career Seminar–1 credit; SBWE–minimum of 2 credits).
6. Students enrolled in SBWE may not remain on school grounds during their assigned SBWE periods, unless under the direct supervision of a school staff member approved by the SBWE Coordinator.
7. Students not reporting to work during assigned SBWE periods are the responsibility of their parents/guardians.
8. When the student is unable to report to work, he/she must contact the SBWE coordinator and employer by a mutually agreed-upon time.
9. The student must agree to maintain a businesslike attitude and to observe school and work site policies, rules, and regulations.
10. 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.
11. A student may NOT terminate employment or transfer to another employer without permission from the SBWE coordinator. The employer, however, maintains the right to dismiss the student at any time.
12. The student’s parents or guardians are responsible for the conduct of the student, both at school and at the work site.
13. The student’s SBWE hours must be verified by a pay stub or signed documentation of hours by the supervisor.
14. Student MUST have 135 hours of verified work experience by the end of the semester in order to receive a passing grade in SBWE. If the minimum required hours for the semester are not met, the student will not receive credit for the semester in SBWE.

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

_____	____/____/____	_____	____/____/____
Signature, Student	Date	Signature, Parent/Guardian	Date
_____	____/____/____	_____	____/____/____
Signature, Teacher/Coordinator	Date	Signature, Supervisor/Manager	Date

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