

**NEW JERSEY MODEL EMPLOYER AGREEMENT  
FOR COOPERATIVE EDUCATION EXPERIENCES, HAZARDOUS OCCUPATIONS**

*(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-6.5 Cooperative Vocational-Technical Education Programs)*

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coop Coordinator: \_\_\_\_\_ Coop Coordinator Phone #: \_\_\_\_\_

Coop Coordinator E-mail: \_\_\_\_\_ **Student Emergency Phone #:** \_\_\_\_\_

**EMERGENCY CONTACT Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer ID #: \_\_\_\_\_

Coop Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coop Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Coop Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

Hours of Coop Activities: \_\_\_\_\_ to \_\_\_\_\_  All That Apply: Mon. \_\_\_ Tue \_\_\_ Wed \_\_\_ Thus \_\_\_ Fri \_\_\_

Student will report to the SLE site: Daily \_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

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**PART 2: SCHOOL ADMINISTRATOR AND EMPLOYER RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-6:4*, Structured learning experiences, the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) When the student is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work shall be intermittent and for short periods of time and under the direct and close supervision of a qualified and experienced person at the training site (*N.J.A.C. 6A:19-6.6(k)(1)5*).
- (4) The district will maintain the student's records reflecting the structured learning experience, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, and other regulations, the school district and employer understand that the intent of this cooperative education experience for hazardous occupations is instructional, not productive employment. Therefore, the cooperative education experience must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the cooperative education experience meets the following regulatory requirements:

- (1) The student is at least 16 years of age;
- (2) The cooperative education experience is a paid experience;
- (3) The cooperative education experience must be related to a formal training plan for the student\*\*;
- (4) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (5) Any productive work is incidental to the student achieving the planned learning objectives;
- (6) The student is expected to achieve the learning objectives and will receive a grade and credit for time spent at the worksite;
- (7) The student is supervised by an appropriately licensed school official and a workplace mentor; *and*
- (8) The student does not replace an employee.

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In addition, the school district and employer understand that the student is not entitled to an offer of employment at the conclusion of the cooperative education experience.

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name/Title of Employer Officer \_\_\_\_\_ Signature: \_\_\_\_\_

Employer Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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**PART 3: INSURANCE STATEMENT:** The cooperative education student is a paid employee during the school-sponsored, paid cooperative education experience and must be covered by the employer's liability insurance and workers' compensation insurance. The student is responsible for transportation from school to the cooperative education experience site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive.<sup>++</sup> The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the cooperative education coordinator prior to the start of the cooperative education experience.

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**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the paid, school-sponsored cooperative education experience (coop) listed below:

- (1) I am responsible for my own transportation from school to the coop worksite and from the coop site to home.+
- (2) I will maintain regular attendance both in school and at the coop worksite. I will notify the school and the appropriate employer contact person if I will be tardy arriving to or if I am unable to report to my coop worksite.
- (3) I will keep a daily record of my time and activities at my coop worksite, and I will submit my completed coop reports as required.
- (4) I will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (5) I will obey the rules and regulations of my coop worksite and comply with the employer's business practices and procedures.
- (6) I will talk to my coop coordinator and/or my workplace mentor about any difficulties arising during the cooperative education experience.
- (7) I will work to acquire the knowledge and skills as outlined in my coop student training plan.\*\*
- (8) I understand that my coop grades and credits will be based upon my the satisfactory completion of my coop assignments, time and activity reports, and evaluations.

I understand that this is a paid cooperative education experience, and I am not entitled to a promise of employment at the completion of the cooperative education experience.

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

<sup>++</sup> *Transportation of the student to and from the cooperative education training site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.*

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**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the school-sponsored, paid cooperative education experience (coop) listed below:

- (1) I will encourage my child or ward to effectively carry out the coop assignments and responsibilities as outlined in the student training plan.\*\*
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the cooperative education experience to the coop coordinator.
- (4) I understand that the student and/or I am responsible for providing transportation from school to the coop worksite and from the coop site to home and will ensure that the student is covered with appropriate auto insurance when driving.

I understand that this is a paid cooperative education experience, and that the student is not entitled to a promise of employment at the completion of the cooperative education experience.

I hereby give my consent for \_\_\_\_\_ to participate in this school-sponsored, paid cooperative education experience during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 5: COMPLETION OF COOPERATIVE EDUCATION EXPERIENCE-HAZARDOUS OCCUPATIONS**

Upon completion of the school-sponsored, paid cooperative education experience-hazardous occupations, I certify that the student has received training in the areas indicated on the attached student training plan\*\*:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coop Education Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Grade and Credit Awarded\*: \_\_\_\_\_

*\* If grade and/or credit are not awarded, explain why here:*

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**\*\*REQUIRED ATTACHMENTS: Student Training Plan and Employment Certificate (Working Papers)**

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**ADDITIONAL NOTES:**

Attach a copy of the proposed student training plan (*N.J.A.C. 6A:19*) to this document before signatures are gathered.

**\*\* Training Plan** (*N.J.A.C. 6A:19, NJ Department of Education*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following paid cooperative education experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- Cooperative Education Experience for Hazardous Occupations

Link to “Guidelines for Structured Learning Experiences”: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)

**Cooperative Education** (*N.J.A.C. 6A:19-1.2, New Jersey Department of Education*) is a component of a career and technical education program by which individuals receive work-based instruction through written cooperative arrangements between a district and employers. This instruction may include required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. Such alternation shall be planned and supervised by the district and employer so that each contributes to the education and employability of the individual.

**Employment Certificate** (*N.J.S.A. 34:2-21.1, New Jersey Department of Labor and Workforce Development*) means a certificate granted by the issuing officer authorizing the employment of a child as permitted under this act.

Link to “Child Labor Laws for Kids”: <http://www.nj.gov/labor/lsse/forms/MW-36.pdf>

**Hazardous Occupations** include occupations identified as prohibited employment for minors as defined under *N.J.S.A. 34:2-21.1, N.J.S.A. 34:2-21.57, N.J.A.C. 12:58*, and other state and federal laws, regulations and hazardous orders.

Link to New Jersey Child Labor Laws and Regulations: <http://www.state.nj.us/labor/lsse/childlabor.html>