

**SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL**  
**Cooperative Education Program**

**Employer's Responsibilities**

- 1. EMPLOYER WILL CONDUCT A SAFETY ORIENTATION WITH STUDENT IN COMPLIANCE WITH THE MASSACHUSETTS CHILD LABOR LAW/NEW HAMPSHIRE PRIOR TO THE STUDENT STARTING JOB ASSIGNMENT**
- 2. MAINTAIN A FOLDER ON FILE WITH ALL PROGRAM PAPERWORK**
  - a. Student application
  - b. Co-op Agreement
  - c. Weekly Time Cards – retain original pink copy for your records
3. Employer will conduct a COVID-19 and safety orientation with student prior to student working
- 4. FILL OUT PAPERWORK IN A TIMELY MANNER**

**Weekly Time Cards** at the conclusion of every co-op week – the student must have this time card when he or she returns to school each week.

**5. NOTIFICATION OF PLACEMENT COORDINATOR**

- a. When student is absent from work.
- b. If student is being terminated or if student initiates termination of placement.
- c. If student is not working on co-op days that school is in session. (see co-op calendar)
- d. Of any issues or concerns as they arise so that the placement counselor may offer assistance in the resolution of the matter.

**Agreement and Application**

- a. Adhere to all provisions as agreed to on the Cooperative Education Application and Agreement.
- b. Adhere to all state and federal employment laws and regulations including child labor laws as they apply to employees under the age of 18.
- c. Notice of Non-Discrimination Act: Employer will employ students, without regard to race, color, gender, religion, gender identity, national origin, sexual identity, sexual orientation, disability or homelessness status.

Student must be on pay role students can not work as a 1099 contractor

**Emergency Contact Information**

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| ➤ Brian Smith, CO-OP Placement Counselor | (978) 671-3619 |
| ➤ David Norkiewicz, Vocational Director  | (978) 671-3642 |
| ➤ Margaret Joyce, School Nurse           | (978) 671-3625 |
| ➤ Jessica Cook, School Principal         | (978) 671-3640 |

**\*Employer signature** \_\_\_\_\_

**Date** \_\_\_\_\_