

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 payroll-students cannot work as a 1099 contractor

Emergency Contact Information

- Brian Smith, CO-OP Placement Counselor (978) 671-3619
- David Norkiewicz, Vocational Director (978) 671-3642
- Nina Brophy, School Nurse Leader (978) 671-3625
- Jessica Cook, School Principal (978) 671-3640

***Employer signature** _____

Date _____