Date

# APPROVAL FORM: UNPAID WORK EXPERIENCE IN AN IRS-APPROVED COMMUNITY-BASED TAX EXEMPT/ NON-PROFIT ORGANIZATION

This form is to be used for the approval of Unpaid Work-based Learning Experience in a community-based tax exempt/non-profit organization for a student enrolled in a Career Pathways/CTE program approved by the CT State Department of Education. <u>Directions:</u>

• Fill in all fields with the requested information.

Department of Labor Approval: Signature and Title

- Complete the attached work-based learning plan that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.
- Attach documentation of the employer's non-profit status if the State Department of Education doesn't have it on file.

### Note:

- Except for the unpaid, exempted work sites approved by the CT State Department of Labor, all other work-based learning activities must be paid in accordance with Connecticut's minimum wage statutes.
- The UNPAID waiver may not be utilized for work experience determined to be hazardous under CT child labor laws.
- Approval is NOT necessary for school-based enterprises.

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✓ <u>Check off one of the categories below</u> this waiver:	hat identifies	the student's unpaid work-	based learning	experience to	be cover	ed by
Volunteer work in an established progra NON- PROFIT ORGANIZATION	am of a bona	fide IRS-APPROVED COM	MMUNITY-BA	ASED TAX E	XEMPT,	
☐ Supervised Agricultural Science Exper	ience (SAE)					
☐ Career Pathways structured classroom	work-based a	ctivity with a community se	ervice learning	component		
Student's Name:				Date of Birth:		
Career Pathway/Cluster approved by the CT Dep	eartment of Ec	ducation:				
Student Career Pathways Supervisor:						
School:	Phone	<b>:</b> :	E-mail:	:		
Address:						
City:				State:	Zip:	
Career Path Coordinator Name:				School-ye	ar	Summe
Work Site Name:				P	Phone:	
Non-profit documentation is attached On file at	SDE (previous	sly utilized SAE site):				
Work Site Mentor Name:		Phone:	E-ma	il:		
Address:						
City:				State:	Zip:	
Start Date: End Date: Septem	ber 30,					
Student Signature	Date	Parent or Guardian Sign	nature			Date
Principal's Signature	Date	Career Pathway Superv	isor Signature			Date
Department of Education Work-based Learning	Consultant A	pproval				Date

### **Universal Structured Work-based Learning Plan**

Student Name:		Work Site Title:
School Name:		Career Pathways Program Supervisor Name:
Employer Name:		Work Site Mentor Name:
Start Date:	End Date: September 30,	

Placement:

Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways)

Agricultural Science and Technology Education paid/unpaid Supervised Agriculture Experience (SAE)

Other paid Work-based Learning Experience (describe):

UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

CTE Performance Standards/Competencies: <a href="http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf">http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf</a> stand comp.pdf

Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source		
1. Complies with labor and safety regulations on the job.	CTE "WorkSafe!" Curriculum; or other Safety Awareness Training (indicate):		
2. Exposed to "All Aspects of the Industry"	Industry/Business Partner		
3.			
4.			
5.			
5.			
7.			
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10.			

List all power equipment the student will be required to operate at the work site.

# Student Name: Address: City: State: Zip: Home Phone: Parent or Guardian: Emergency Phone: E-mail:

Employer
Work Site Name:
Address:
City:
State: Zip:
Work Site Phone:
Work Site Mentor:
Work Site Mentor Phone:
Work Site Mentor E-mail:

### **School**

School Name:

Address:

City:

State: Zip:

Students' Career Pathways Supervisor:

Phone:

E-mail:

### Type of Work-based Learning Experience

Career Pathways paid, credit-bearing Work-based Learning Experience (All Career Pathways).

Agricultural Science and Technology Education paid/unpaid

Other paid Work-based Learning Experience:

Unpaid Work-based Learning Experience.

Start: End date: 09/30/

Work Site Title:

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, employer and educational/community institution in the delivery of this individual's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

### All parties agree to:

- 1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student;
- 2. Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
- 3. Support the policies of the school relative to attendance and behavior;
- 4. Support all rules and regulations of the cooperating business;
- 5. Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
- 6. Ensure that related classroom/program requirements have been met and appropriate work records maintained;

- 7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the employment placement;
- 8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
- 9. Inform all parties of work-based learning schedules.

## The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:

- 1. No student shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- 2. No work-based learning program shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
- 3. No student shall be employed or fill a job:

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- i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
- ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
- 4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Student.	Signature	Date
Parent/Guardian:		
Employer:	Signature	Date
	Signature	Date
School Career Pathways Supervisor:		
Work site Mentor:	Signature	Date
(Check if mentor and employ	yer is the same individual.)	
	Signature	Date