Partner/Employer Handbook

Rockford Area School Work Experience



2025-2026 School Year

Program Overview

The purpose of the Work Based Learning class is to provide opportunities to get real experience in the work force. Students are allowed to leave school early each day or come in a period late depending on their work situation. They do not have to work during these periods of time, but they do need to complete at least 5 hours of work each week per class period they are in. They must be learning and working on skills to help them be a successful employee.

How to Become a Host Site

- A business can be a host site if they are willing to host a high school student.
- They can be a host site if they are safe in the following ways
    - Physical Plant/Environment (e.g. accessible to students, noise, lighting, aisles open, ventilation, cleanliness, protective safety gear)
    - Equipment/Machines (e.g. machine guarding, hazardous occupation orders prohibiting use of specific equipment/machines, safe operating conditions)
    - Training (e.g. identify who provides orientation safety training, safety training for operation of specific equipment, the person who is responsible for day-to-day supervision while operating equipment)
- Employer complies with Federal FLSA and State Child Labor Laws
- Employer complies with OSHA
- Employer provides documentation for workers' compensation and liability insurance
- Rate of pay, benefits, scheduling of work hours are identified and are appropriate for the student
- Complete a training agreement and training plan that
    - Identify skills and competencies to be developed
    - Identify expectations of employer, parent/guardian, student, school
    - Identify contact person and student's worksite supervisor
    - Hazardous Occupations are addressed in the training agreement

Student Expectations

- Meet the academic and attendance requirements established by the School District and employer. Students whose grades are below passing standards, may be required to remain in school during OJT hours until grades reach passing standards.
- Abide by the employer's policies and procedures (e.g., attendance, confidentiality, accountability, safety, rules of conduct, etc.).
- Patterns of negative behavior that result in disciplinary action or detention may result in the loss of OJT class. A meeting with the principal and counselor will be held to discuss continued participation in the program.

- Maintain acceptable performance at school and on the job.
- Participate in progress reviews scheduled with mentors, school personnel and/or parent/guardian; and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between school and employer while this agreement is in effect.
- Complete all assignments specified by the Agriculture Instructor, or receive no credit for the course

Employer Expectations

- Provide a work-based learning experience and supportive supervision for the length of the agreement.
- Pay at least the state minimum wage for hours worked by the student and issue a statement of earnings to the student.
- Provide evidence of workers' compensation and general liability insurance coverage for the student for all paid hours worked.
- Provide adequate training for the student learner in the required competencies provided for this program
- Conduct progress reviews with the student (which may include the parent/guardian and school personnel) and provide copies of those reviews to the school.
- Create a safe workplace for the student and protect them from discrimination or harassment.
- Comply with all applicable state and federal child labor laws
- Ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person
- Ensure that the work of any student learner in the occupations declared hazardous that are incidental to his/her training, shall be intermittent and only for short periods of time
- Not exclude students from participation in the opportunity on the basis of race, color, creed, religion, gender, national origin, age, disability, marital status, and status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Ensure that safety instruction will be provided
- Authorize the mentor to attend training related to the program
- Authorize the mentor to participate in progress reviews scheduled with the student learner, the student learner's parent or guardian, and school personnel.
- When needed, obtain an exemption permit from the Minnesota Department of Labor and Industry (in collaboration with work-based learning coordinator) for work designated as "hazardous" for employing 14- or 15-year-olds, and/or for work hours

extending after 11 p.m. and before 5 a.m. on school days for 16- and 17-year-olds. The exemption permit must be obtained before the student begins work.

Work Based Learning Experience Instructor Expectations

- Ensure the student learner will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the work-based learning program
- Participate in progress reviews scheduled with mentors, the student learner, and student learner's parent or guardian
- Ensure a safe workplace environment for the student
- Provide safety instruction for work considered hazardous under child labor laws.

Training and Progress Monitoring

- At midterm and the end of the trimester, the employer and student will complete an individual performance review.
- These documents will all be submitted for review by the instructor.
- If a student takes work experience more than once in a year, they do not need to fill out a training agreement each trimester. They will need to complete training plans and performance reviews each trimester.
- If a student switches jobs mid trimester, they must resubmit a new training agreement.

Attendance policy

- Students are required to work at least 5 hours a week per class they are enrolled in.
- A student can only miss only 6 shifts before they will not receive credit for the class.
- **Every time a student misses a shift, without calling in with an excused reason, the employer should notify the class instructor.**

Termination of employment procedures

- An employer should try to correct any behaviors before outright terminating a student. But employers hold the right to terminate as they would with any other employee.
- Upon termination, the employer needs to alert the classroom instructor about the termination.
- Within 1 week of termination, the employer needs to submit a performance review of the student which outlines reasons for termination as well as any strengths the student had.

If you would like more information on student expectations and class procedures, please see the following documents.
-Seminar Presentation
-Syllabus

WHY HOST WORK BASED LEARNING?

BENEFITS:

CREATE A FUTURE WORKFORCE

You will teach students skills to create better employees in the future.

BUILD COMMUNITY

Providing jobs to students in our community helps put money back into the town. Plus, its a great way to promote your business.

GIVE BACK

This is an easy way to give back to our school and community.

CREATE A WORKFORCE NOW

These students will be your current employees. They can fill open positions in your business today.

RESPONSIBILITIES:

-Supervise student work
-Mentor skill development
-Pay student worker appropriately
-Provide safe work environments
-Train students on procedures
-Conduct progress reviews

OTHER OPPORTUNITIES:

Can't host a student employee?
You can still:

1. Offer to be a speaker in a class
2. Offer a job shadow experience
3. Create an unpaid internship
4. Participate in our job fairs
5. Mentor students