



2021-22 On-the-Job Training Manual

Keys to a Successful OJT Program



INTRODUCTION

The purpose of this On-the-Job (OJT) Training Manual is to assist the school district in the implementation of consistent and effective high school Cooperative Education-OJT programs. Specific authorization governing On-the-Job Training is found within the State Board of Education, Administrative Rules, Chapter 6A-6.0571. These policies and procedures may be found at www.fldoe.org. A high school OJT education program is an academic program that combines a comprehensive classroom curriculum with a directly related work experience in the business community. On-the-Job Training programs provide the student with a meaningful opportunity to gain professional job experience related to an identified career goal. The Florida Department of Education (FLDOE) has provided a way for schools to offer students a variety of exciting and encompassing business-based programs in the following areas:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business, Management & Administration
- Education & Training
- Energy
- Engineering & Technology Education
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Mathematics (STEM)
- Transportation, Distribution & Logistics
- Diversified Education

The Adult, Career, and Technical Education (ACT) department expects every OJT teacher-of-record to become very familiar with and follow the Florida Department of Education (FLDOE) Curriculum Frameworks for the particular area he or she is assigned. The ACT department has additional responsibilities for OJT teachers as outlined within this document which must be followed in addition to the FLDOE requirements. The DOE Curriculum Frameworks can be found on the www.fldoe.org website. Please know that the FLDOE has specific guidelines as does the School Board of Manatee County for OJT programs. We believe that working together while aligning our efforts with both sets of guidelines will lead to a successful OJT program. The DOE has developed a COOPERATIVE EDUCATION MANUAL, entitled "STEPS MANUAL", which is also located on the Department of Education website www.fldoe.org and is another resource guide in addition to this manual for OJT coordinators.

Our School Board offers high school students OJT courses after successfully completing at least one other Career and Technical Education (CTE) course. Ideally, the OJT component is taken at the end of a student's CTE program (completion of 3 courses within a program).

OJT is not a stand-alone course and should not be taken without the other courses within a CTE program.

OJT is an elective course (not required for graduation) that requires a participant to exhibit a high level of responsibility and motivation. Students who have excessive absences or discipline issues will not be considered for placement in OJT. Placement is at the discretion of the OJT teacher, school principal and district OJT supervisor. Should the school administration decide to put a student in OJT over the objection of the OJT teacher, the school is required to notify the district OJT coordinator in writing prior to admission. The form on page 30 is required for issues dealing with absences.

OJT Requirements

- All documentation must be submitted and approved by the OJT teacher prior to the student's first day of work within this work program. Any falsification of documentation will result in immediate dismissal from OJT and disciplinary action by the school.
- Documentation submitted **MUST** be **accurate, complete** and **legible**. No student may begin working, under the supervision of the OJT teacher, within this program until this step is complete and approved by the teacher.
- Students may not work under the direct supervision of a family member.
- All employment sites must follow and be in alignment with the Manatee County Student Code of Conduct.
- If a student changes a job placement without prior approval from his/her OJT teacher they will be immediately withdrawn from the work program and receive a failing grade.
- Prior approval must be received before a student may change his/her place of employment after a job has been secured.
- If a student fails to submit an accurate, complete and legible OJT Monthly Time Card within the two weeks following the completion of a previous month they run the risk of being withdrawn from the course.
- A student may not report to the work site on a day in which he/she has been marked absent from school.
- Child Labor Laws **MUST** be followed at all times.
- If a student is fired from his employment the OJT teacher will determine if the student remains in the work program. If a student is fired twice from employment they will be permanently withdrawn from the work program.
- OJT students will be employed in a business that possesses a tax I.D number.
- Students may not be employed by a family member.
- Students may not take "vacation" during participation in OJT if the required number of hours per week will not be met, and may **NEVER** take vacation during FTE windows (see instructor for dates). Failure to follow this requirement will result in removal from the program.
- If a student cannot meet the required number of hours for OJT for any reason, including excessive absences, they will be removed from the program.
- Students may not be employed in a "home based business" that does not have a direct supervisor on site. This includes but is not limited to: in home childcare, multilevel marketing, and on-line sales or marketing. ***The OJT teacher will have approval of the work site.***

High School Paid OJT Programs

The OJT course offered to high school students directly correlates to one of the career clusters listed above and may only be taken by the student who has successfully completed at least one credit within one of the clusters listed above. The student is not eligible for OJT having never successfully completed a CTE course as this learning experience is not intended to be a stand-alone course but a culmination of the standards gained in the employment portion of a CTE program.

Drop Out Prevention OJT Programs

The OJT program offered to high school students enrolled in the alternative education program/Drop-Out Prevention (DOP) is to provide support for at-risk students. This support shall be provided through instruction in the methods of acquiring the necessary human relations skills, work ethic, and common knowledge required for successful employment. A student shall not enroll in a Work Experience class without concurrent enrollment in Work Experience-OJT (8301650). Also, a student may not enroll in Work Experience-OJT (8301650) without previous or concurrent enrollment in a Work Experience class. The student must be paid and must be directly supervised following all other requirements set forth within this document. Cooperative Education Clubs of Florida/Business Professionals of America (CECF/BPA) or Future Business Leaders of America (FBLA) is the appropriate career and technical student organization for providing leadership training and reinforcing specific career and technical skills for students enrolled in this program. As outlined in the FLDOE Frameworks this is an integral part of this program.

Alternative Education programs offered within our schools, such as the Students at Risk (STAR), along with the individual dropout prevention programs such as those found at Horizons, Learning Is For Everyone (L.I.F.E.), and select Charter Schools, all serve dropout prevention students. The students served in the above-referenced programs are at-risk for dropping out of school. These programs are specifically designed to motivate participating students and provide them an opportunity to succeed in the academic environment along with increasing the students' opportunities for graduation. In these programs, students are provided instruction in academic courses along with career and technical education. The teacher-of-record is responsible for monitoring and maintaining all required OJT records as set forth within this document. All records are to be kept up-to-date and easily accessible for audit purposes. Among these responsibilities is a monthly Excel spreadsheet due electronically on the last day of each month to the CTE Curriculum Specialist from each OJT teacher-of-record. All requirements established for CTE OJT programs in our district MUST follow the requirements and guidelines found within this document.

OJT Funding

The OJT program in Manatee County is funded through the generation of Vocational Full Time Equivalent (FTE) dollars and must adhere to the policies and procedures set forth by the School District of Manatee County (SDMC) CTE Director. Each OJT teacher must strictly adhere to all rules outlined in this document. There will be no exceptions. It is imperative that each OJT teacher in the district understands his or her critical role in monitoring and reporting

accurate OJT data. It is the responsibility of the OJT teacher to work closely with his or her school-based administrator responsible for FTE data to make certain all OJT data is accurate and complete. It is imperative that **each student enrolled in an OJT program during FTE windows are actively working an equal or greater number of hours/minutes he/she is being released weekly for OJT.** It is important if a particular student is not actively working during FTE windows they be withdrawn from the OJT program prior to the close of the FTE window. Educators must understand that weighted vocational programs will be audited on a regular basis. State and district level staff will periodically conduct audits of the school based program to verify documentation. If inaccurate data is maintained at schools for an OJT program the level of FTE funding decreases to “Basic” causing loss of weighted funding. All required paperwork is to remain on file (applications, Time Cards and Parental Acknowledgement Forms) for at least three years following the current school year.

OJT communications will be sent throughout the school year to provide administrators and teachers with updates necessary to enable them to successfully report accurate OJT data. It is the goal of the Adult, Career and Technical Education Department that there will NOT be a loss of FTE funding associated with OJT programs in the district. Should loss of funding be experienced reevaluation of the OJT program will take place by the SDMC CTE Director. Any time OJT questions arise it is the teacher’s responsibility to contact the ACT department immediately to seek guidance. Waiting until the school year ends makes it impossible to rectify deficiencies.

The OJT program is a five-spoke partnership between the student, parent, school, employer, and the district personnel. Each partner must do his or her part in contributing to a successful working relationship. Each partner brings to the table specific responsibilities that he/she must fulfill in order for the program and learning experience to be successful.

It is the intention of this document to assist administrators, supervisors, and teacher-coordinators in successfully establishing and maintaining cooperative training in Manatee County. All forms included in this document are required and are designed to be easily duplicated by the teacher. It is the responsibility of the teacher to have on hand an adequate number of forms needed for his/her program. The teacher is to request needed forms as needed. A limited supply of forms will be available to OJT teachers at the beginning of the school year. **Outdated, obsolete and teacher generated forms are unacceptable forms of documentation.** One copy of each required form is to be held on file by the teacher and the electronic Excel spreadsheet are to be submitted to the CTE department each month. Each OJT coordinator shall conduct one face-to-face meeting with a supervisor at the job site of each working student each quarter. One visit should take place within the first month of school. Documentation of each visit is required and is to be placed within each student’s OJT folder.

An OJT teacher may have no more than twenty-five (25) OJT students per OJT period or the teacher must have at least one OJT period for every twenty-five individual students on their roster. Due to the paperwork and workplace visit requirement, along with the possible FTE loss this expectation must be followed.



The Curriculum

The Department Of Education Curriculum Frameworks serve as a general teacher's guide and can be obtained by downloading the frameworks from the Florida Department of Education's website at www.fldoe.org/workforce/dwdframe/ and selecting "curriculum frameworks." Each program is broken down into courses; programs have the On-the-Job Training course component, which makes that program "cooperative." The Florida Sunshine State Standards have been incorporated in all cooperative education programs and are included in the curricular frameworks of each program.

All program courses are composed of two parts: Curriculum Frameworks and Student Performance Standards. The Curriculum Frameworks include four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student Performance Standards are listed for each intended outcome.

Special attention will be given to the major concepts/content section of each framework for each work experience course to make certain that all prerequisite coursework has been satisfied prior to the first day of work for the student. It will be the responsibility of the OJT teacher to work hand-in-hand with the appropriate guidance counselors to check the course history of each student to make certain that all prerequisite course work has been satisfactorily completed prior to accepting a student for placement within the OJT program.

OJT SUBJECT AREAS



AGRICULTURE, FOOD & NATURAL RESOURCES

Agriculture, Food & Natural Resources includes various combinations of subject matter and learning experiences in agriculture production, agricultural supplies/services, agricultural mechanics, agricultural products processing, ornamental horticulture, agricultural (natural) resources, forestry, and planned leadership/employability skills. Opportunities for employment in agricultural and natural resources occupations are found at all levels including technical, managerial, and professional. Programs and courses are available at Braden River, Lakewood Ranch, Palmetto, and Southeast High Schools. The purpose of this OJT course is to provide an on-the-job training component in conjunction with a job preparatory program to prepare students for employment in agricultural occupations. The OJT placement is to be directly related to the field of agriculture.

Major objectives of vocational education in Agriculture, Food & Natural Resources include:

1. To develop agricultural competencies needed by individuals engaged in or preparing to engage in agriscience and natural resources occupations.
2. To develop, through exploratory experiences, an understanding of, and an appreciation for, occupations in agriscience and natural resources.
3. To develop the ability to secure satisfactory placement and advance in an agriscience occupation through a program of continuing education.
4. To develop the abilities in human relations which are essential to success in agriscience occupations.
5. To develop the abilities needed to exercise and follow effective leadership in fulfilling occupational, social, and civic responsibilities.
6. To reinforce basic skills in English, mathematics, and science appropriate for the job preparatory programs through vocational classroom instruction and applied laboratory procedures or practice.

National FFA is the organization available to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agriculture education.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS and a SITE TRAINING AGREEMENT along with the Parental Acknowledgement Form. An accurately documented MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due electronically on the last day of each month to the CTE Curriculum Specialist. All required forms are found in this document.



ARCHITECTURE & CONSTRUCTION

Industrial Cooperative Education (ICE) provides an on-the-job training component for post-secondary students and dual enrolled high school students who are currently enrolled in job preparatory programs. ICE is a method of instruction that compliments the student's industrial training. Student-trainees receive a combination of technical industrial instruction in the classroom and related on-the-job training through employment in an occupational area directly related to their program of study.

In preparation for admission into the ICE program, a student's classroom instruction must be seventy percent (70%) complete and has included communication skills; safe and efficient work practices; and OSHA training, employability, and leadership skills.

Admission into the ICE program is determined by the attainment of an appropriate level of competencies gained through a combination of classroom and laboratory instruction. Each student must receive the recommendation of his or her instructor and must have maintained acceptable attendance. Participants must complete all the necessary paperwork, register for the class, and pay related fees prior to being admitted.

SkillsUSA is the career technical organization affiliated with Industrial Cooperative Education. SkillsUSA prepares America's high performance workers. The organization provides quality education experiences for students in leadership, teamwork, citizenship, and character development. Student members have the opportunity to compete in local, state, and national competitions in which students demonstrate occupational and leadership skills.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS and a SITE TRAINING AGREEMENT and Parental Acknowledgment Form. An appropriately signed MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgment Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due electronically on the last day of each month to the CTE Curriculum Specialist. All required forms are found in this document.



BUSINESS, MANAGEMENT & ADMINISTRATION

Business, Management & Administration programs and courses are available at most middle and high schools for secondary students in this program area. Business education is a group of planned, specialized instructional programs structured to prepare students to enter, advance, and refine prescribed competencies for employment in a cluster of business occupations or in a specific occupation chosen as a career objective. Congruent to all programs are the identified economic concepts and leadership activities, which enable the individual to function as a consumer, voter, worker, and leader in the American business system.

The on-the-job training course for Business, Management & Administration will prepare students for employment in the business occupation cluster. Participants in the course must have on file with the OJT instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgment Form. An appropriately signed/dated MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out completely and accurately in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgment Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. All jobs MUST have a direct link to the business field. A monthly Excel spreadsheet is due electronically on the last day of each month to the CTE Curriculum Specialist. All forms are included in this manual.



EDUCATION & TRAINING

OJT programs in Hospitality & Tourism are found at Lakewood Ranch, Manatee and Palmetto High Schools. These schools offer courses leading to successful programs, services and activities designed to prepare youth for occupations in hospitality and tourism. These programs provide subject matter and practical learning experiences in the areas of food and nutrition, consumer education, family living, child development and parenting, housing, home management, including resources management, and clothing and textiles. Training provided for employment opportunities in all areas range from entry level through technical, managerial, and professional.

Family, Career and Community Leaders of America (FCCLA) is the student organization affiliated with Family and Consumer Sciences. This organization promotes personal growth and leadership development through family and consumer sciences education. Members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge, and vocational preparation.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgement Form. An accurate MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due to the CTE Curriculum Specialist electronically on the last day of the month. All required forms are found in this document.





HEALTH SCIENCE

Programs and courses in the area of health science are available at Bayshore High, Braden River High, Lakewood Ranch High, Palmetto High and Manatee High School at the secondary level. Health Science comprises subject matter and planned learning experiences designed to prepare individuals with competencies required to assist qualified health professionals in providing diagnostic, therapeutic, preventive, restorative, and rehabilitative services to patients in health care facilities, in the home, and in the community.

Health Occupations Students of America (HOSA) is the organization available to students to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development to all health occupation education students therefore helping students meet the needs of the health care community.

The on-the-job training course for Health Science will prepare students for employment in the health occupation cluster. Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgement Form. An accurate MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due to the CTE Curriculum Specialist electronically on the last day of each month. All forms are found within this document.



MARKETING, SALES & SERVICE

Marketing, Sales & Service encompasses programs of occupational instruction in the field of distribution and marketing. The marketing program is designed to prepare individuals to enter marketing simulation competitions. Emphasis is on the development of attitudes, skills, and understandings related to marketing, merchandising, and management. Marketing occupations are found in such areas of economic activity as retail and wholesale trade,

finance, insurance, real estate services and service trade, manufacturing, transportation, utilities, and communications.

DECA is the student organization appropriate for marketing students and is available at Manatee, and Palmetto High Schools. The mission of this organization is to enhance the co-curricular education of students who have an interest in marketing, management, and entrepreneurship. DECA seeks to help students develop skills and competencies for marketing careers.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgement Form. An accurate MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due to the CTE Curriculum Specialist electronically on the last day of each month. All required forms are found in this document.



SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)

Science, Technology, Engineering & Mathematics (STEM) Education is a logical link in the educational process that treats both academic and career and technical skills in a theoretical and applied way. Students are provided optimum experiences, both abstract and concrete, through the applied study of technological tools, materials, systems, and processes. Students in technology education learn to apply problem-solving skills to the solution of community, industry, and life problems and technological issues. The STEM program is organized around, but not limited to, the technological categories of drafting, electronics, communications, construction, production, power, transportation, aerospace, engineering, and supporting content areas.

The on-the-job training course, work-based experience, prepares students for employment in a variety of career and technical occupations. Students gain knowledge and an appreciation for the importance of technology while engaged in this curriculum. The OJT course teaches students how to survive in a modern world and in an economy that needs, uses, and rewards an array of human talents much wider than the narrower academic and occupational skills that are traditionally taught.

Technology Student Association (TSA) is the organization available to students to enhance the development of the skills, creative abilities, positive self-concepts, and individual capabilities to use a variety of technologies. This organization promotes growth and leadership development through technical education.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgement Form. An accurate MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due to the CTE Curriculum Specialist electronically on the last day of each month. All forms can be found within this document.



DIVERSIFIED EDUCATION

Diversified Education includes courses, programs and activities designed to: (1) prepare the student for employment in selected occupations utilizing the cooperative method of instruction; (2) motivate the student to remain in school by providing a variety of supervised, occupational on-the-job experiences combined with general human relations and employability skills; and (3) reinforce the basic skills in English, mathematics and science appropriate for any job preparatory program in which the student is enrolled.

Cooperative Education Clubs of Florida (CECF)/Business Professionals of America (BPA) are the appropriate vocational student organizations to provide the student with leadership training and reinforce specific vocational skills.

Participants in the course must have on file with the instructor a current and accurate STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS, a SITE TRAINING AGREEMENT and Parental Acknowledgement Form. An accurate MANATEE COUNTY OJT ATTENDANCE AND TIME CARD is required monthly. The Time Card is to be filled out in blue or black ink. Student work hours are to be in accordance with Child Labor Laws. A Parental Acknowledgement Form is to be signed by the parent and dated for each OJT experience associated with the program and filed in the student file prior to the first day of working. A monthly Excel spreadsheet is due to the CTE Curriculum Specialist electronically on the last day of each month. All required forms are found in this document

WHO DOES WHAT?

Role of the OJT Teacher

It is the responsibility of every OJT teacher to obtain accurate and up-to-date records for each student enrolled in his/her program. District office staff will work closely with school based OJT teachers to ensure that all information is accurate and complete to eliminate potential loss of FTE funding. All OJT teachers are required to send to the Adult, Career, and Technical Education Department (ACT) by the last day of the first month of the class, a roster of OJT students that includes the following information:

1. Student Name (Full)
2. Place of Business (Complete)
3. Employer Address (Complete)
4. Employer/Supervisor Name (As found on the Signature Authorization Form)
5. Employer Phone Number
6. Primary job task of the OJT student (Specific Task)
7. Documentation of first site visit

This information must be computer generated monthly. Anyone needing assistance with this task can contact the ACT Department and receive the help needed to generate this report. In addition, all OJT teachers are required to submit an Excel spreadsheet that provides valuable information on each student on a monthly basis. This information will help guarantee eliminating potential loss of FTE funding. Each Excel spreadsheet must include the following:

1. Last, First Name
2. Name or Number of Prerequisite Course
3. State of FL Application Date
4. Site Training Agreement Date
5. Parental Acknowledgement Form Date
6. Date of First Workday for Job 1 and Subsequent
7. Date of Site Visit 1
8. Date of Site Visit 2
9. Date of Site Visit 3...
10. Number of Hours/Minutes Worked During FTE Windows
11. Monthly OJT Time Cards

All teachers are required to keep on file a copy of the STATE OF FLORIDA APPLICATION FOR EMPLOYMENT CERTIFICATE AND TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS and a copy of the SITE TRAINING AGREEMENT; and a copy of the Parental Acknowledgement Form to the Adult, Career and Technical Education Department, the student may not count the hours for OJT until the day after these forms are signed and dated. These forms are required to be updated as students change jobs throughout the school year. It is each teacher's responsibility to send legible records to the ACT Department on time. The OJT teacher is responsible to have an OJT folder for each working student containing the required paperwork to be reviewed by district and DOE staff periodically throughout the year. The folder must contain the following:

1. A copy of the State of Florida Application for Employment Certificate and Training Agreement for Cooperative Education Students. This application and agreement must be filled out completely, legibly, and **in ink** for each OJT student. The date on this form is prior to the first workday for the student. The “Duties of Minor” portion of this form will reflect duties directly corresponding to the curriculum area for which the OJT student is enrolled. The “days per week” and “hours” section of the form must reflect the appropriate hours as specified in the Florida Child Labor Laws found in this document. If the signature portion of this document cannot be read, then it is the responsibility of the teacher to attach a copy of the accurate spelling of each signature sending this information with the document to the district office.
2. A copy of the Site Training Agreement that has been filled out completely, legibly, and in ink for each OJT student. The “occupation” portion of this form will directly correspond to the curriculum area for which the OJT teacher supervises. The date on this form must reflect a date prior to the first workday for the student.
3. A copy of the monthly Manatee County OJT Attendance and Time Card (Appendix D: OJT Time Card) for each student. The OJT Time Card is to be kept as a record of the hours the student worked. The OJT teacher must have copies of this form printed as needed. This document must be filled out in ink and submitted to the teacher with all verifying signatures attached. It will be the responsibility of the student to fill in the “date” portion and accurate time, along with the number of hours worked and “gross earnings” for each day worked. The Time Card will be submitted to the teacher on the next school day following the last day of each month. The teacher will keep all Time Cards in individual student folders along with the State and Site Training Agreements for audit purposes. The Time Card is the official audit record for the school and is an important document needed for adequate funding purposes. The student must complete this Time Card each month. The employer or current supervisor at the training site must sign each Time Card. The teacher must place the Time Card in the school audit folder at the end of each month. The district office personnel will conduct periodic “mock audits” of OJT programs across the district and will require teachers to verify proper documentation of this unique program by submitting the required forms for review. Mock audit findings will be shared with the school principal and district CTE director.

A Job Placement Acknowledgement Form must be signed and dated by the parent/legal guardian and submitted to the teacher-of-record prior to the student reporting to his/her first day of work.

For students who change jobs, all of the required paperwork must be submitted to the OJT teacher and **approved prior** to the student reporting for work on the first day. **No student will report to work until the OJT teacher approves the submitted paperwork.** A Time Card will not reflect a date worked which is prior to the date found on the three (3) required forms (State Agreement/Site Agreement/Parental Acknowledgement).

It is the ongoing responsibility of the OJT teacher to monitor the worksite of his/her students making certain that the worksite does not breach any school board policy found in the 2021-2022 Code of Student Conduct. It is the responsibility of the OJT teacher to make certain that each student is working a number of the hours minimally equal to or greater than the number of hours a student is released to work on a weekly basis. It is the responsibility of the teacher of working OJT students to inform the parent of OJT policies and procedures of the program.

Employer Visits and Evaluations

The OJT teacher will **VISIT** (in person) each training agency a minimum of once during each quarter (as outlined in the FLDOE Frameworks) for the purpose of evaluating the student's progress in attaining the competencies listed in the student's Training Plan. If the OJT teacher is unable to complete the required site visits, he/she is **required** to contact his or her principal and then the CTE Curriculum Specialist to inform them of the inability to do so. The teacher will keep a log documenting dates and times of all worksite visits as well as document the visits on the OJT spreadsheet. This information will be assessable to an auditor. It is recommended that the site visit dates be logged in the individual students' OJT folder. ***The ACT Department will not be responsible for paying for teacher travel/mileage. This will be the responsibility of the principal.*** It is recommended that teachers visit sites in close proximity to one another to cut down on the use of gas. Each site visit must be carefully planned to benefit the OJT program.

Appropriate Job Placement

It is the belief of the ACT Department that all OJT work experience opportunities are an extension of the career & technical classroom experience, directly correlating to the appropriate DOE Curriculum Frameworks and will be viewed as an extension of the classroom experience by following all rules found in the 2021-2022 Code of Student Conduct. All rules shall be held constant for both the workplace and school. Rules broken at the workplace shall result in the same disciplinary action as for those broken on school board property. Job placement shall be a reflection of the same high standards as set forth for any school related function. Specific job placement is not the responsibility of the district; however, no credit will be granted to a student whose job would expose students to the following:

1. Violence
2. Disruptive Acts/Defiance
3. Contraband
4. Obscene Acts/Sexual Situations
5. Improper and/or Illegal Use of Technology
6. Discrimination
7. Improper Dress Code
8. Alcohol and Drugs
9. Or any other breach of the Student Code of Conduct

There may be an OJT location placement or job duties that are deemed inappropriate for High School credit. The final decision of a job placement will be at the discretion of the Executive Director of Adult, Career and Technical Education.

The parent/guardian of a student or an emancipated student holds the responsibility to investigate a proposed employer and job site to determine that the job site will be safe and will not expose the student to harm. The parent shall check with the U.S. Department of Justice website at www.nsopr.gov to determine if any of the persons at the job site are on the sexual predator or sexual offender registry in which case prohibiting the student from working.

The parent will need from the employer the last name and first initial of the employees at the site to run the names to determine if there is a sexual predator or offender employed at the site.

Each parent must become aware of the appropriate steps that need to be taken to ensure safe placement of his or her student at a job site within the OJT program. The parent will acknowledge receipt of this information by signing and returning the OJT Job Placement Acknowledgement Form to the OJT teacher prior to the student reporting to work on the first day.

A business that promotes any of the above behaviors will be considered an inappropriate job site for any and all Manatee County On-the-Job Training students.

Being an OJT student is a privilege and any breach of school district policies and procedures will not be tolerated and will result in immediate removal from the program. The student represents the school district at all times and is expected to demonstrate professional qualities of responsibility, dependability, ethical behavior, and maturity while performing tasks for the employer.

Role of the OJT Student

1. Students learn the importance of good attendance and promptness along with other work ethics that go hand-in-hand with securing and keeping a job.
2. Students have an opportunity to learn useful career and technical skills in the classroom and apply these on the job.
3. Students develop an appreciation and respect for work.
4. Students have the opportunity to obtain gainful employment leading to enhanced career opportunities and economic responsibility.
5. Students have the opportunity to develop useful leadership skills.
6. Students will submit required paperwork accurately, completely and on time.
Falsification/forgery of any documents will result in immediate removal from the program and disciplinary action at the school.
7. Students will inform their parent(s)/guardian and teacher on the day a job is terminated for any reason. **Should a student fail to report termination they will receive a failing grade and be immediately withdrawn from the work program.**
8. Students will not be enrolled in the OJT program at a community business that can be viewed in direct opposition of rules found in the district 2021 – 2022 Code of Student Conduct (example: school dress code, improper and/or illegal use of technology).
9. Students will report to work each assigned day or be removed from the work program.
10. Each OJT student will write a letter of resignation at the close of an employment period. Should a student become terminated he/she is required to write a letter of resignation. Copies of resignation letters are to be placed in the students OJT folder at the school. This signifies a formal close of the school sanctioned experience. The

student may continue to work for the employer while **not** under School Board supervision.

Role of the School/Teacher

1. The skills, knowledge, equipment, and facilities of business enterprises are utilized in the training of students.
2. The relevancy of the program encourages many students to accomplish their educational career goals.
3. **The teacher is in control of the program making sure each requirement of student, parent/guardian and employer is being followed as set forth in this document. Should a rule be compromised the teacher will take the needed action to correct the situation.**
4. Parent/guardian involvement lends support to the school and to the cooperative education program.
5. Business partnerships provide information and resources to the school.
6. Careful attendance records indicate that when a student is not in school he/she is not to work. An exception is school holidays.
7. A healthy communication between principal, teacher and guidance counselor is necessary when communicating timely information resulting in OJT student course withdrawals. If a student is NOT working for over a two week period consecutively for any reason during the course of the school year the student is to be withdrawn from the work program.
8. A student not assigned to work during the two FTE windows during the school year shall be withdrawn from the OJT program prior to the end of FTE week.
9. Provide the employer a copy of the current Code of Student Conduct.

Role of the Parent/Guardian

1. Parents/guardians will determine the worksite to be safe and free from harm for the student. The parent will then sign the Acknowledgement Form and return it to the OJT teacher at the school.
2. Parents/guardians will complete and sign all required OJT paperwork and return them in a timely manner to the OJT teacher.
3. Students **MUST** have good attendance at school. Students may **NOT** report to their OJT job site on regular school days if they were not in attendance at school.
4. Parents/guardians participate in the school's activities promoting the cooperative education program.
5. Parents/guardians are considered a part of the support team.
6. Parents/guardians must know when a student terminates or is terminated at the work site and notifies the OJT teacher immediately.
7. Parents/guardians support the school by abiding by all of the rules of the OJT program.
8. Parents are to "be in the know" of the OJT policies and procedures set forth by the district.
9. The parent/guardian will deem the workplace a safe environment for their child.
10. Should the parent find out about an unhealthy situation at the student's worksite they are to contact the teacher immediately.

Role of the Business

1. The employer shall provide to the parent/guardian important information needed to allow the parent to deem the place of business safe and free from harm for his or her student.
2. **The employer will abide by Child Labor Laws.**
3. Employers will abide by all school rules at the work place as outlined in the Student Code of Conduct.
4. The relationship between the community and the school is expanded and strengthened.
5. The employer's expectations are shared at the onset of the OJT Agreement with the student and teacher.
6. The employer signs the required forms associated with the OJT program and complies with all guidelines set forth.
7. The employer notifies the teacher immediately of the following:
 - if the student's employment is terminated
 - absences become excessive
 - unsatisfactory behavior is exhibited by the student or employer.

DISTRICT OJT GUIDELINES

GETTING A JOB

If the student has not secured a part-time job by the time school starts, he or she will have two (2) weeks to do so. Documentation of job interviews must be presented to the OJT teacher. This documentation is to be filed within the student's OJT folder. If a student has not obtained a job by the 11th day following enrollment in the class, the OJT teacher must contact the guidance counselor/administration and have the student removed from the program. During the two weeks of job searching the student must document work related skills learned (resume writing, calculating taxes paid on salaries etc.). The OJT teacher will advise the principal and parent/guardian when a student is recommended for removal from an OJT program. A teacher must make parental contact on day five of the job search to advise the parent of the consequences should the student not find employment by day ten of his search. If a student is withdrawn from OJT and placed in another class it is the students' responsibility to make up all missed assignments associated with the new class. Students **MUST** obtain employment in a job **DIRECTLY** related to the course curriculum which he/she is enrolled. **It is the responsibility of the OJT teacher to make certain that each OJT student enrolled in his or her program during FTE week is employed and working during those two windows of time. The OJT Time Card must reflect working hours during the FTE week at least equal the number of hours the student is released weekly in the work program.** It will be the responsibility of the student to make-up all missed work within the timeline of the district. Being a part of OJT is a privilege which must be earned on a daily basis.

JOB CHANGES

Students who wish to change jobs after the beginning of the school year or after being enrolled in an OJT class **MUST** confer with the teacher prior to the actual job change or run the risk of being withdrawn from the OJT program. The student will be granted two (2) weeks to secure employment or be withdrawn from the OJT program.

The criteria for a job change:

1. Discuss a possible job resignation with the OJT teacher and parent/guardian prior to any action being taken.
2. Discuss a possible job resignation with employer prior to any action being taken.
3. Submit a letter of resignation giving at least two (2) weeks notice prior to leaving a position.
4. The new job **MUST** be an advancement and/or better match with the student's career goals. Job hopping will not be tolerated and will be grounds for removal from the program.
5. If the student is terminated for cause, or fails to follow the job change procedures as outlined within this document, he or she will receive a failing grade for OJT.
6. A new job will be one that falls directly within the occupational cluster defined by the OJT program.

Attendance

The OJT student is under the jurisdiction of the school throughout the school day via class, training station, and club activities. The training station is viewed as an extension of the school day. Regular attendance at school/training station is the first step to success. If a student does not attend his/her assigned classes he/she may **NOT** attend his or her OJT job site on that specific day (days absent from school must not be included on the OJT timecard). Being an OJT student is a privilege and should be viewed as such on a daily basis. OJT is an extension of the regular school day even if actual work hours do not begin until after the regular school day ends.

Criteria for attendance

1. When the student is absent from school or suspended, he or she will be marked absent from OJT, and will not report to the job site. Students **MUST** attend school, when in session, on days they report to work.
2. When a student is going to be absent from the job, he or she must notify his or her employer and OJT teacher on that same day.
3. School rules governing signing-out of school **MUST** be followed and documented each day. The teacher is to know that OJT students have followed proper procedures

associated with leaving campus. It is recommended that each student be issued an OJT Identification Card to enable him/her to be easily identified when called upon leaving the campus.

Letter of Resignation

Two weeks prior to the completion of an OJT program it is the responsibility of the student to write a formal letter of resignation to the employer as a school related OJT experience ends at the close of the school year. If a student wishes to end his or her OJT experience for another reason, other than the close of the school year, the student must write a letter of resignation. Either situation requires a formal letter of resignation to be written and signed by the student. This letter tells the employer that the particular student is no longer under the requirements of the school district OJT guidelines. A copy must be submitted to the OJT teacher and placed in the student file. A Sample Letter of Resignation may be found in this manual. It is the responsibility of the OJT teacher to make certain that a letter of resignation is in the folder of each OJT student under his/her supervision at the end of the course. It is recommended that this exercise be a class assignment at the beginning of the OJT experience for students.

May 7, 2022

Dr. Frank Stevenson, D.D.S.
6340 Venture Avenue NW
Bradenton, Florida 34206

Dear Dr. Stevenson,

My experience this past year has been invaluable. It made me realize that a career in dentistry is one that I wish to pursue. The hands-on experience that you and your staff afforded me at your office has taught me real life situations that I will always remember. It has been those experiences, which I would never have been exposed to in a high school classroom that have helped me make a life-long career decision. I will pull from my experiences as I enter my freshman year of college and look forward to visiting you during the summers off.

My school-based experience will soon end. Please accept this letter of resignation effective on May 25, 2021

Sincerely,

Joe Student

2021-22 OJT Excel Spreadsheet

High School

Mr. / Ms. OJT Teacher

Grade	Last Name	First Name	Required Course # Completed	State of Florida Application Dated	Site Agreement Dated	First Day of Work Date	Job 1 Last Day of Work	Job 2 First Day of Work	Parental Perm.	T C # 1	T C # 2	S V # 1	T C # 3	Oct. FTE	Feb FTE Hrs.	NOTES

STATE OF FLORIDA

APPLICATION FOR EMPLOYMENT CERTIFICATE
AND
TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS

Employer _____ Date _____

I intend to employ _____
(First Name) (Middle) (Last Name) (Number & Street) (City)

Capacity of _____ Beverage license _____ Type _____
(Duties of Minor) (Yes/No)

_____(Name of Firm) _____(Street Address) _____(City) _____(Telephone)

_____ days per week _____ hours per day _____ between the hours of _____ AM/PM an _____ AM/PM

EMPLOYER'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given employees with regard to safety, health, social security, and general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, child labor laws and minimum wages, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

TEACHER/COORDINATOR'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator will meet with each trainee's parent and/or guardian prior to job placement and during the school year. The local education office will keep each trainee's Training Agreement on file for three (3) years.

PARENT'S/GUARDIAN'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: Parents and guardians agree for the student to participate in Cooperative Education as provided by the public schools.

TRAINEE'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The trainee agrees to follow rules and guidelines established by the school, employer and coordinator with regard to hours of work, school attendance, and reporting procedures.

The document establishes an agreement between the school and employer on the conditions of training to be given a student while on the job. It should not be interpreted as a legal instrument or as any form of binding contract.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions.

Trainee _____ Teacher/Coordinator _____
Parent/Guardian _____ Employer _____

SITE TRAINING AGREEMENT

_____ will permit _____ to be employed in their
(Training agency) (Student)

business for the purpose of gaining practical knowledge and experience in the occupation of

_____. The training will be provided in accordance with the following conditions:

THE EMPLOYER AGREES TO:

1. Employ the student for an average of _____ hours per week and pay the student at the same rate as any other beginning employees in the same job.
2. Provide training of the student in accordance with the Training Plan.
3. Provide instruction in safe and correct procedures and supervise the student's work.
4. Work with the teacher/coordinator to ensure the best possible training.
5. Prohibit the student from working when classes are regularly scheduled.
6. Evaluate the student's performance on a regular basis.
7. Consult with the teacher/coordinator if dismissal or layoff is anticipated. Conferences about unsatisfactory situations should be held to avoid dismissals.
8. Permit the teacher/coordinator to regularly review the progress of the student.
9. Provide coverage for the student under the Worker's Compensation Act.

THE STUDENT AGREES TO:

1. Work for the employer in order to receive training and experience.
2. Demonstrate an interest in the job and cooperate with all persons involved in training.
3. Adhere to all rules and regulations of the business and act in an ethical manner at all times.
4. Inform the employer and the teacher/coordinator in the event of illness or emergency that prevents attendance.
5. Develop knowledge and skills necessary to become an effective employee of the business.
6. Be punctual and in attendance on-the-job and at all specified meetings.
7. Maintain an accurate daily record of hours worked. This information must be submitted to the teacher/coordinator no later than the last workday of each month.

(Student Signature/Date) (Parent/Guardian Signature/Date) (Employer Signature/Date)

(Supervising Teacher) (Date)

MANATEE COUNTY OJT ATTENDANCE AND TIME CARD

MONTH OF _____

Student Name _____
(Print Name)

Training Agency _____
(Print-Name of Business)

Type of Training _____
(Print- Job Tasks)

Training Address _____ City _____ Zip _____

Phone _____ Supervisor's Name _____
(Print)

Rate of Pay- Regular _____ Days Absent/Late This Month _____

Week 1

DATE	DAY	HOURS From	HOURS To	No. of Hours Worked	Gross Earnings
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL		-----	-----		

Week 2

DATE	DAY	HOURS From	HOURS To	No. of Hours Worked	Gross Earnings
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL		-----	-----		

Week 3

DATE	DAY	HOURS From	HOURS To	No. of Hours Worked	Gross Earnings
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL		-----	-----		

Week 4

DATE	DAY	HOURS From	HOURS To	No. of Hours Worked	Gross Earnings
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL		-----	-----		

Week 5

DATE	DAY	HOURS From	HOURS To	No. of Hours Worked	Gross Earnings
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL		-----	-----		

I verify the above to be a true and accurate record of time and wages, and understand that falsification WILL result in termination from the program.

Student

Employer

Date

Date

Supervisor/Teacher Signature _____ Date _____

**OJT Job Placement Acknowledgement Form
2021-2022**

I _____ acknowledge _____
(Print Name of Parent/Guardian) (Name of Work Site)

located at _____
(Complete Address)

to be a safe job site for my child _____ to
(Student Name)

complete his or her OJT training for the 2021-2022 school year. It is my understanding that my student's work experience cannot begin until this form is returned to the appropriate OJT teacher at the school. If my child's job site should change it is my responsibility to submit another form prior to my son/daughter beginning another work assignment.

Parent Signature _____ Date _____

**OJT Job Placement Acknowledgement Form
2021-2022**

I _____ acknowledge _____
(Print Name of Parent/Guardian) (Name of Work Site)

located at _____
(Complete Address)

to be a safe job site for my child _____ to
(Student Name)

complete his or her OJT training for the 2021-2022 school year. It is my understanding that my student's work experience cannot begin until this form is returned to the appropriate OJT teacher at the school. If my child's job site should change it is my responsibility to submit another form prior to my son/daughter beginning another work assignment.

Parent Signature _____ Date _____

Authorized Employers Signature Form

In an effort to better protect our students enrolled within the OJT program it is necessary for the OJT teacher to constantly communicate with workplace employers by way of oral and written communication. OJT is a unique program where students are placed within a community workplace under the charge of employers while enrolled at school. For the safety of our students we must require our teachers to have on file verifying signatures of employers for each OJT student. These signatures will be obtained at the onset of student employment. The employers listed on the Authorized Employers Signature Form are the only authorized employers authorized to sign Time Cards and all required paperwork associated with the OJT Program. We understand that from time to time a change in supervisors takes place at which time a new Authorized Employers Signature Form will be required. Only those individuals listed below will be authorized to sign documents (applications, Time Cards etc.) associated with Manatee County School Board OJT Program.

(Student Name)

(Workplace)

(#1 Authorized Individual Name-Printed)

(Signature of Authorized Individual #1)

(Title) (Date)

(#2 Authorized Individual –Name Printed)

(Signature of Authorized Individual #2)

(Title) (Date)

(#3 Authorized Individual Name Printed)

(Signature of Authorized Individual #3)

(Title) (Date)

(#4 Authorized Individual –Name Printed)

(Signature of Authorized Individual #4)

(Title) (Date)

(Teacher Signature)

(Title) (Date)

Child Labor Laws

The State of Florida and the Federal Fair Labor Standards Act (FLSA)
 Protecting the Health, Education and Welfare of Minors in the Workplace

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA)
The stricter provisions must be observed and are denoted by bold lettering. The federal law in italics.

	Minors 16 & 17	Minors 14 & 15 - Under 14 years old MAY NOT WORK
SCHOOL ATTENDANCE	Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. <i>FLSA: No limitations.</i>	Florida & FLSA: May not work during school hours (some exceptions apply)
PERMITS TO WORK	Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old.	
HOURS OF WORK, WHEN SCHOOL IS IN SESSION	Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when schools scheduled the following day. On days when school does not follow, there are no hour restrictions. <i>FLSA: No limitations.</i>	Florida: May work up to 18 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on non-school days, when school days do not follow, until 9 p.m. <i>FLSA: Daily maximum of 3 hours on school days, 8 hours non-school days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal laws allows this age group to work up to 8 hours on Saturday, Sunday and non-school days, when school days do not follow, until 7 p.m.</i>
HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION (summer vacation; winter, spring breaks)	Florida: No limitations. FLSA: No limitations. Note: Hazardous occupations still apply for minors.	Florida: May work up to 8 hours per day and up to 40 hours per week; may not work before 7 a.m. or after 9 p.m. <i>FLSA: May work up to 8 hours per day and up to 40 hours per week. Work must be performed between 7 a.m. and 7 p.m., from June 1 to Labor Day may work until 1 p.m.</i>
DAYS PER WEEK	Florida: No more than 6 consecutive days in any one week. FLSA: No limitations.	
BREAKS	Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break, FLSA: No limitations.	
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work, FLSA: No limitations.	

FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102. (Exception: 12 and 13 year olds may be employed with written parental consent on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the federal minimum wage provisions.)

RESTRICTED OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an "annotating Florida law only."

<p>Minors under the age of 18 may not work in below occupations:</p> <ul style="list-style-type: none"> Working in or around explosives or radioactive substances Operating motor vehicles Logging or sawmilling Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering; meat packing, processing; or rendering Working on any scaffolding, roofs of ladders above 6 feet; roofing Wrecking, demolition or excavation Mining occupations Operating power-driven bakery; metal forming, punching, and shearing machines; wood working, paper products or hoisting machines Manufacturing brick and tile products Operating circular saws, band saws, & guillotine shears Working with compressed gases exceeding 40 p.s.i. Working in or around toxic substances, cofrosives Or pesticide Firefighting Working with electrical apparatus or wiring Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, plowing, or plowing machinery or any moving machinery 	<p>Minors 14 and 15 may not work in these occupations:</p> <ul style="list-style-type: none"> Operating any power-driven machinery other than office machines, including all power mowers and chainsaws Maintaining or repairing an establishment, machine, or equipment Working in freezers or meat coolers Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers Operating motor vehicles, manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed Cooking (some exceptions apply) or baking Working in occupations in Transportation, Warehouse and Storage, Communications, and Construction (except clerical); boiler or engine rooms Loading and unloading trucks Working in public messenger services Handling certain dangerous animals Conducting door-to-door sales of products as employment (some exceptions) Spray painting
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<p>EXEMPTIONS</p> <p>Hour Restrictions- (from hour restrictions only; hazard restrictions still apply until 18 yrs.)</p> <ul style="list-style-type: none"> Minors who hold waivers from a public school or Child Labor Compliance Minors who are or have been married Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma Minors who have served in the U.S. Armed Forces Minors who are enrolled in high school work programs 	<p>Age Restrictions- (from age requirements; hazard restrictions still apply)</p> <ul style="list-style-type: none"> Minors who work for their parents in occupations not declared hazardous Pages in the Florida legislature Newspaper delivery (10 years old) Minors in the entertainment industry registered with Child Labor Compliance A court may authorize an exemption from age and hour restrictions.
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PARTIAL WAIVERS The Florida Child Labor laws designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If the minor is attending a K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Child Labor Compliance. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.

PENALTIES Florida: Employment of minors in violation of Florida Child Labor law may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. *FLSA: Maximum fines up to \$11,000 per minor/per violation.*

WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provision of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law.

POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, this poster notifying minors of the Child Labor laws.

For information on Florida laws contact: Florida Department of Business and Professional Regulation, Child Labor Program
 1940 North MonnM Street • Tallahassee, FL 32399-1044 • Telephone 850.488.3111; Toll-Free 1.800.226.2536 • www.myflorida.license.com

For information on federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Toll-Free 1,866,487,9243; www.dol.gov/elaws/flsa.htm

Mock Audit Documentation

At least one time yearly the CTE Curriculum Specialist will visit each OJT Teacher-of-Record to review their OJT documentation. She will expect to find a folder for each OJT student containing the following documentation in the order listed for each employment experience for the student enrolled within the program. Following the review a memo will be written explaining findings and sent to the appropriate individuals overseeing the program. Particular attention will be given to any area of discrepancy which will require the OJT Teacher-of-Record to address and correct prior to the end of the school year. Document Order:

- 1) State of Florida Application
 - Signed, dated and completely and accurately filled out
 - All information must be legible and written in blue or black ink
- 2) Site Training Agreement
 - Signed, dated and completely and accurately filled out
 - All information must be legible and written in blue or black ink
- 3) Parental Acknowledgement Form
 - Signed, dated and completely and accurately filled out
 - All information must be legible and written in blue or black ink
- 4) OJT Time Cards
 - Signed, dated, completely and accurate filled out
 - Employer's signature must be one found on the Authorized Employers Signature Form on file with the OJT teacher.

It is imperative that each OJT student document work hours throughout the school year but it is critical during both FTE windows while enrolled in the OJT work program the Time Card reflects the number of hours worked correlated to the number of hours the student is released from school. Student work hours must equal the hours the student is released from school to avoid a loss in FTE funding. If a student is not working during an FTE window or works less hours than he/she is being released from school the funding for that particular student will be reduced to "Basic". If a student is not working during the FTE window the teacher must take the needed steps to work with the administration/guidance to have the student removed from the program thus, removing the student from the heavier weighted class and eliminating a loss in earned FTE funding.

If a student is not working for a consecutive 2 week period that student is to be removed from the OJT program. It is the responsibility of the teacher to see that this policy is upheld.

- 5) Student Letter of Resignation
 - Each student MUST write a letter of resignation at the close of the school year signifying to the employer that the School District of Manatee County supervised portion of the OJT program has come to an end. The student may continue to work for the same employer but is no longer working under the OJT district guidelines.

Should a student be terminated, documentation of such action is to be found in the OJT student file

6) Withdrawal from OJT

If a student is withdrawn from the OJT program, documentation is needed in the OJT student file (student withdrawal form from the guidance counselor). The student file is maintained by the OJT teacher.

7) Site Visits

Employer site visits are to be made each quarter by the OJT teacher. Site visits are to be documented either by School Sign-Out sheets or day planner / mileage documentation and located within each OJT student folder.

Administrative Absences Verification Form

OJT 2021-2022

The student listed below has more than 9 absences this semester and continues to be regularly absent from school.

Total number of absences this semester _____

As an administrator of _____ High School I acknowledge that the student listed below is enrolled in OJT, a class that requires consistent attendance to comply with state rules. Per the state, students are not permitted to go to work on days they are absent from school. This lends itself to the student falling under required work hours. I further acknowledge that not following these attendance rules can result in audit findings that will require a fine.

Although students enrolled in OJT are required to attend school regularly, and it is a privilege to be able to leave high school early to go to work to build job skills, I am giving my permission to allow this student to stay in OJT even with the knowledge of excessive or habitual absenteeism. Upon audit, the OJT Coordinator is not responsible for allowing this student to remain in the program. However, the school administration will be responsible for any fines incurred as a result of leaving this student in the OJT program.

Student Name and Student Number _____

PRINCIPAL'S SIGNATURE

DATE

Revision Suggestion Form

Revisions to this manual are welcomed. Should you have a suggestion please send it to the ACT Department. ACT Department encourages input from concerned teachers to enable the program to thrive and flourish. Please use this form for comments concerning our OJT manual. (Use one form for each suggestion.)

Concern _____

Note the exact section and page number in the 2021-2022 OJT Manual to which you are referring.

State your suggestion. Be very specific. List exactly what should be deleted, replaced, and/or added to the rule of procedure.

Give your rationale. List the pros and cons from your point of view.

Obtain signatures.

(Signature) (Date)

(Principal's Signature) (Date)

*Include signatures of two other OJT teachers that support your suggestion.

(OJT Teacher #1) (Date)

(OJT Teacher #2) (Date)



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