



**Student Name:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

**Corresponding HS Class:** \_\_\_\_\_

## FHS Co-op Sign-up Procedure Flow-Chart

Determine Eligibility with counselor: Jr/Sr. Room in schedule. Class taken/taking that links with job.

**Coordinator:**

James Hardenbrook

517.223.6111

[hardenbrookj@fowlervilleschools.org](mailto:hardenbrookj@fowlervilleschools.org)

Pick up Paperwork from Mr. Hardenbrook/School Website/Counselor.

Read over co-op guidelines. Many questions can be answered here: eligibility-procedures-release time etc.

Complete all paperwork/job-site insurance provider-policy numbers and signatures.

At any point contact Mr. Hardenbrook with questions.

If paperwork completed correctly- Mr. Hardenbrook sets meeting with work supervisor.

Return paperwork by deadline. School in session-Mr. Hardenbrook. Summer-Main Office.

Mr. Hardenbrook and potential co-op student meets with counselor to adjust schedule.

**Procedure Complete!**



Fowlerville High School  
7677 Sharpe Road  
Fowlerville, Michigan 48836  
Fax: 517.223.6065



### Fowlerville High School Work Co-op Requirements

#### Coordinator:

James Hardenbrook  
517.223.6111

[hardenbrookj@fowlervilleschools.org](mailto:hardenbrookj@fowlervilleschools.org)

#### Requirements:

- ✓ Student-employee must be on track for graduation and remain in good standing in their current classes.
- ✓ Student-employee must be currently enrolled or previously earned credit in a high school course that accompanies the job.
  - Possible examples:
  - Nutrition or Culinary Class for a job in food service industry.
  - Some possible course options include ELA, Nutrition, Marketing, Child Development, some skilled trade programs.
- ✓ Semester or year-long commitment
- ✓ Student-employee must secure their own part-time employment.
  - **1-2 class periods of school release time-work minimum 10 hours per week -180 per semester.**
  - **3 class periods of school release time-work minimum 15 hours per week -270 hours per semester.**
  - Student-employees must be employed and working the average number of required hours in the approved job for the duration of the signed contract. **Failure to meet average required hours will result a failing grade and no credit.**
- ✓ Student-employees should track their hours to make sure that they satisfy their contractual requirements. Failure to meet these requirements will result in failure of the course and no credit will be bestowed.
- ✓ All required program paperwork must be completed and submitted to Mr. Hardenbrook.

#### Scheduling Options:

- ✓ Based on credit situations, students can enroll in the co-op program for 1-3 hours per day.
- ✓ A 7<sup>th</sup> hour option may be available for students that need to also attend a full high school schedule (subject to principal approval).

#### Procedures:

- ✓ If you meet the requirements above, pick up a FHS Work Co-op informational packet from Mr. Hardenbrook room D-107 or school website (SUMMER S1: AVAILABLE IN AUGUST-RETURN TO MAIN OFFICE ASAP /S2: AVAILABLE AFTER CHRISTMAS BREAK FROM D-107-RETURN TO MR. HARDENBROOK).
  - **ALL PARTS-INSURANCE CARRIER-POLICY-SIGNATURES MUST BE COMPLETED**
  - Fowlerville High School Work Co-op Guidelines Agreement
  - Fowlerville High School Training Agreement and Plan
  - Safety Topic Agreement
- ✓ After all required paperwork has been submitted and approved; your counselor will meet with you to make appropriate changes to your schedule. **It is only after your schedule has been changed to reflect enrollment that you are in the co-op program.**
- ✓ **The earlier it is returned, the earlier all the steps can be completed and your schedule changed.**
- ✓ Attend all currently scheduled classes until enrollment into the co-op program has been granted by Mr. Hardenbrook **and your schedule has been adjusted to reflect the change by your counselor.**

#### Important Steps to Remember:

- ✓ Determine if you are eligible based on your credit situation (work with your counselor).
- ✓ Return completed paperwork to Mr. Hardenbrook **no later than two weeks from the first day of school/1 week from start of semester 2.**

I look forward to working with you to coordinate your school and work opportunities. -Mr. Hardenbrook



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### **Fowlerville High School Work Co-op Guidelines Agreement**

1. Students participating in the Fowlerville High School Work Co-op program are eligible to receive high school elective credit. The work place serves as the student-employee's classroom. The evaluations filled out by the employer at various times throughout the school-year as well as time-card submission and other assignments as necessary will be used by the coordinator to determine the student's grade.
2. Students will follow the policies and procedures of the employer, the school, and as set forth in the Fowlerville High School Work Co-op program.
3. Assignments: Summative 60%/Formative 40%. Timecards (formative) reflecting weekly hours are used to verify student attendance and co-op contract satisfaction and will be verified by the State of Michigan Per-pupil accounting office. Student-employee will submit a time sheet every two weeks by the required deadline (see example). Performance Evaluations (summative) will be completed 2/per semester and completed by the employer (see example). Work Task Slides (summative) is completed during the 2<sup>nd</sup> semester.
4. Late Policy and Grading: **Late summative (60%) assignments will be reduced 10%/day to max 60% deduction. Late formative (40%) timecards will be reduced to 60% but must be turned in for attendance and contract verification.**
5. **Student-employee must conform to all Federal, State, and local labor laws and regulations.**
6. The parent and student must sign and return all Fowlerville High School Co-op program documents before being placed enrolled in the program. The place of employment and coordinating class must be approved by the coordinator **before students can be placed in the program.**
7. **Contractual hours:** In order for credit to be bestowed, student-employees must complete the contractual hours assigned as required:
  - Student-employees must be employed and working the average number of required hours in the approved job for the duration of the signed contract.
  - Student-employees with **1-2 class periods** of release time from school must work a minimum of **10 hours/week-180 per semester.**
  - Student-employees with **3 class periods** of release time from school must work a minimum of **15 hours/week-270 hours per semester.**
  - **If under 18, not to exceed 24 hours of work per week when school is in session and 48 hours per week when school is not in session.**
  - **Not meeting the minimum hours of the contract may affect course grade- % in class x % of total contract hours worked.**
8. Student-employees should track their hours to make sure that they satisfy their contractual requirements. Failure to meet these requirements **will result in failure of the course and no credit will be bestowed.**
9. Students must contact the coordinator with any placement related concerns. A failing grade/loss of credit for Fowlerville High School Work Co-op Program may be earned by the student-employee if the student leaves the job, makes any changes of employment without coordinator approval, failure to turn in required assignments/paperwork by the deadline, or failure to meet any other requirements as indicated in the contract.

10. Student-employee must sign in/out of the building when entering/exiting the building each day.
11. Students are being trained through the Fowlerville High School Work Co-op Program to develop business and industry skills and must maintain good attendance at both school and work. All school regulations must be followed while on the job as the Fowlerville High School Work Co-op program is an extension of the student-employee's school day. Failure to meet these requirements may result in failure of the course and no credit will be bestowed.
12. Student-employees **may not be absent from school and report to work** unless the absence was school related (example: school field trip).
13. Students who are out of school suspended from school for any reason will not receive credit for hours worked while suspended. When a student must be absent from work, it is the responsibility of the student-employee to inform the employer as soon as possible. It is not necessary to contact the school coordinator.
14. The student-employee must dress conduct themselves in a professional manner.
15. Student-employee will perform all duties and tasks in a safe and orderly manner.
16. Students will report work-related injuries to their supervisor immediately and the coordinator as soon as possible.
17. Students will keep all information of the employer, their business, and the Fowlerville High School Work Program confidential as required.
18. Student-employees are not allowed to drive as any part of their employment unless they are at least 18 years of age.
19. Student employees must leave school grounds or be supervised by a staff member during their scheduled co-op time.
20. Students enrolled in the program may be expected to work any day of the week including Saturdays, Sundays, and holidays as required by their employer.
21. The school is not responsible for the student's safety when leaving the building as a part of their co-op schedule or while working at their place of employment.
22. The coordinator reserves the right to remove the student-employee from the Fowlerville High School Work Co-op position whenever deemed necessary.
23. Failure to meet any of the requirements as listed above may result in failure of the course and no credit will be bestowed.

Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION:** It is the policy of Fowlerville Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent



# Fowlerville High School

## Co-op Program Training Agreement and Plan

### Non-CTE Program



FHS Coordinator: Jamey Hardenbrook  
 Phone: 517-223-6111  
 Fax: 517-223-6065

Fowlerville High School  
 7677 Sharpe Road  
 Fowlerville, Mi 48836

#### Student/Learner Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
 School District: \_\_\_\_\_  
 School Building: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Emergency contact: \_\_\_\_\_

#### Employer Information- ALL PARTS REQUIRED:

Name of Workplace: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Worker's Disability Carrier: \_\_\_\_\_  
 Liability Insurance Carrier: \_\_\_\_\_  
 Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Policy No. \_\_\_\_\_  
 Policy No. \_\_\_\_\_

**Non-CTE Work-Based**

- Paid or Unpaid Work-Based
- Special Education Work-Based

Hours to be worked:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Earliest	6:00 am	6:00 am	6:00 am	6:00 am	6:00 am	6:00 am	6:00 am
Latest	10:30 pm	10:30 pm	10:30 pm	10:30 pm	11:30 pm	11:30 pm	10:30 pm

Avg. Hrs. Per Day\*: \_\_\_\_\_ Max Hrs. Per Week\*\*: 24 if under 18 Starting Wage: \_\_\_\_\_

\*Cannot compute to more than 1/2 of the pupil's FTE.

\*\*Work and school hours cannot exceed 48 hours per week for students under age 18

- Semester 1                                       Semester 2                                       Semesters 1-2 (Full Year)

#### Student Responsibilities Determined by Local School District

1. Students must complete an average number of hour/week as illustrated in their Work Based Learning Contract and be recorded on assigned time cards.
2. Time cards are due the Wednesday after a completed work week unless school calendar does not allow.
3. Students that miss time cards or do not meet the minimum number of hours required to satisfy their Work Based Learning Contract risk loss of elective credit for the course.
4. Complete and submit all paperwork, time-sheets, and other assignments by the deadline. Failure to complete these requirements will result in grade penalty and may result in the student failing or being removed from the work experience.
5. Maintain passing grades in all subject areas.
6. Absences/tardies to school or the workplace may result in removal from the program.
7. Bring assignment/work problems to attention of FHS Work Co-op Coordinator immediately.
8. Follow all necessary health and safety rules.
9. Failure to abide by all policies and procedures of the program, school, and employer may result in removal from the program.

**Student-employee Responsibilities:**

1. Transportation to and from the training site, for the duration of the placement, is the student’s responsibility.
2. The student-employee must remain at assigned work placement for the assigned time of the contract/school year to receive credit.
3. Any student who will be tardy or absent from the scheduled work time must notify their employer.
4. Should any problems arise at work or school that may affect the student’s placement, the student should notify the coordinator immediately.
5. Students will adhere to all safety requirements specific to this placement as identified by MI-OHSA and their supervisor.

**Employer Responsibilities:**

1. The employer will provide the trainee with a job description and a list of job duties as well as provide specific instruction on the use of any equipment or materials related to the job.
2. Provide a workplace that is free from obvious hazards that could cause potential injury or harm to the student.
3. Provide student-employee with supervision by an experienced and qualified person
4. Complete and document on-site student-employee safety training. See suggested safety topics.
5. Complete evaluation forms and discuss with student-employee.
6. Student-employee compensation must be at least minimum wage.
7. Adhere to all federal, state and local laws.
8. Contact coordinator with any concerns.

**Program Guidelines Determined by Local School District**

1. Ensure student is enrolled in a related course.
2. Inform employer/supervisor in any changes in academic status on the student-employee.
3. Maintain a file on each student documenting training agreement, hours worked, related course enrollment, and record of any infractions of agreement.
4. High school completion credit will be granted upon successful completion of the placement.
5. The training is for the benefit of the students.
6. The trainees or students do not displace regular employees, but work under their close observation.
7. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
8. The district-certificated teacher/coordinator makes at least one on-site visit, every semester, to the employer.
9. The employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

**Parent Responsibilities:**

1. Read, understand and agree to program guidelines.
2. Assist student-employee with adhering to program guidelines.
3. Assist student-employee with adhering to attendance policy
4. Assist student-employee with maintaining passing grades.
5. Assist student-employee with development of appropriate employability skills.

By signing below, parties indicate that they have read, understood, and agreed to the program policies and the employer agrees that the employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer’s Signature

\_\_\_\_\_  
Date

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**Education Goals: Career Counselor- Main Office**

Meet with **Career Explorations Counselor** to update EDP and fill out required Career/Education Goals Google Document. Print off and attach with a copy of updated EDP.

**Coordinator/Counselor use below:**

Total Class Hours/Co-op Hours Per Day: \_\_\_\_\_ Number of credit hours to be granted: \_\_\_\_\_

Student is eligible to receive credit:  Yes  No

Related academic course\*: \_\_\_\_\_

Training Agreement Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Site Visitation Dates:

Semester 1: \_\_\_\_\_ Semester 2: \_\_\_\_\_

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FHS Work Co-op Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date



Fowlerville High School  
 7677 Sharpe Road  
 Fowlerville, Michigan 48836  
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**Suggested Safety Topic Agreement: Cover with Student-Employee**

1. Labor laws regarding minors if under 18 (constant supervision, hours permitted to work, no driving, breaks for working over 5 hours etc.) See handout in employee folder for complete guidelines.
2. Location of safety manual for the company, MIOSHA safety posters, Material Safety Data Sheets (MSDS).
3. Location of Emergency telephone numbers.
4. Location of exits.
5. Location of fire extinguishers, smoke detectors, first aid kits, eye wash stations, other safety equipment etc.
6. Proper sanitation, hand washing requirements etc.
7. Proper use and location of required personal protective equipment (gloves, hearing protection, glasses, masks, hard-hats, steel-toed boots, etc.).
8. Emergency Plans- fire, tornado, chemical spills, disgruntled or violent customers, power outages, etc.
9. Proper lifting techniques.
10. Potential tripping and/or tripping hazards such as wires, mats, etc.
11. Electrical Hazards.
12. Ergonomics for working at a desk with a computer and a chair.
13. Company policies for working with blood-borne pathogens, sexual harassment etc.
14. Procedures for safe handling of hot liquids/grease etc.
15. Procedure for reporting of unsafe conditions or injuries.
16. Proper operation of all equipment and machinery with review of all "off-limit" equipment.
17. Proper tools for use in required tasks.
18. Proper storage of tools, equipment, and materials when not in use (keeping a clean and orderly workplace).
19. Proper techniques for using a ladder.
20. Location/procedures of appropriate waste containers and/or disposal.
21. Location of hazardous chemicals (as labeled, not to be used by student-employees)

The employer agrees to provide the above safety training as applicable to their company to their student-employee. The training will be provided within the first two weeks of the student beginning their employment. If the student has already been employed by the company previous to enrollment in this program, please complete a refresher within the same required time period. As a school district, we ask that the student learner use the following safety devices (safety glasses, face mask, vinyl gloves, safety boots) when requested by their supervisor or when warranted by MI-OSHA. Review the information on Safety Topics to be covered by your employer, State of Michigan Youth Employment Standards Act and Red Cross Blood borne Pathogens Safety.

Signatures below attest that training has been provided and received.

Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Fowlerville High School Co-op Program Employee Performance Evaluation

Directions: Read carefully the descriptions given in each of the qualifications listed below. Then circle the box that most accurately describes the employee. Then write the number of the score under the heading.

Student Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Due: SAMPLE

Rating	Superior	Above Average	Average	Below Average	Unacceptable
Points	4	3.5	2.5	1	0
Cooperation	Always gets along with others, is friendly and helpful.	Gets along with others most of the time, cooperates willingly.	Sometimes gets along with others.	Seldom gets along well with others, is difficult to handle.	Does not get along well with others, is antagonistic, works against team efforts.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
Initiative	Always takes initiative. Is resourceful, looks for things to do and learn without prompting.	Takes initiative, is fairly resourceful, does well by themself with little prompting.	Sometimes takes initiative, does routine work when prompted.	Seldom takes initiative, prompting is always necessary.	Does not take initiative, repeated prompting is necessary.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
Courtesy	Is always courteous and considerate of others.	Is courteous and considerate of others most of the time.	Is sometimes courteous and considerate of others.	Is seldom courteous and considerate of others.	Is not courteous and considerate of others.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
Receptive of Constructive Criticism	Always accepts criticism and shows improvement.	Accepts criticism and improvement noted.	Accepts criticism and makes efforts to show improvement.	Seldom accepts criticism and shows little improvement.	Does not accept criticism and shows no improvement.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
Knowledge of Job Responsibilities	Knows all job responsibilities and performs duties without supervision.	Knows job responsibilities and performs duties with little supervision.	Knows job responsibilities but supervision is necessary to and perform duties.	Knows little about job responsibilities.	Does not know job responsibilities.

	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Accuracy of Work</b>	Completes high quality work, makes very few mistakes.	Completes quality work, makes few mistakes.	Completes average quality work, makes mistakes.	Completes below average quality work, makes frequent mistakes.	Work is unacceptable.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Task Completion</b>	Tasks completed quickly and efficiently, superior output.	Tasks completed quickly, above average output	Tasks completed with average speed, average output.	Tasks completed with below average speed, below a average output.	Tasks completed with unacceptable speed, unacceptable output.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Time on Task</b>	Never wastes time or needs redirection.	Seldom wastes time, little redirection needed.	Sometimes wastes time, redirection needed.	Frequently wastes time, frequently needs redirection.	Habitually wastes time, constantly needs redirection.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Attendance</b>	Never absent except for unavoidable emergency.	Absences very seldom.	Sometimes absent.	Frequently absent.	Attendance unacceptable.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Punctuality/ Attendance</b>	Never tardy except for unavoidable emergency.	Tardiness is very seldom.	Sometimes tardy.	Frequently tardy.	Tardiness is unacceptable.
	Superior: 4	Above Average: 3.5	Average: 2.5	Below Average: 1	Unacceptable: 0
<b>Personal Appearance</b>	Always professional appearance/ dressed for job at and with necessary required elements.	Most of the time professional appearance/ dressed for job at and with necessary required elements.	Appearance acceptable but should make an effort to improve. Required elements not always equipped.	Appearance not acceptable, efforts to improve are necessary. Required elements frequently forgotten.	Appearance not acceptable. Required elements not present.

Total Points (Coordinator Use only):

Additional Comments:

Please review this evaluation with your Fowlerville High School co-op student and sign below. Keep a copy for your records and have the employee return to Mr. Hardenbrook.

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

# Fowlerville High School Co-op Program

Blank Time Card for When Lost

Due: ASAP

Student Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Coordinator: James Hardenbrook  
[hardenbrookj@fowlervilleschools.org](mailto:hardenbrookj@fowlervilleschools.org)  
 Phone: 517-223-6111  
 Fax: 517-223.6065

**You must fill in the appropriate dates for your missing time card.**

Date	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Day:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
Time: In/Out														
Total: Hours/Day														
<b>Total for Week:</b>														

Date	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Day:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
Time: In/Out														
Total: Hours/Day														
<b>Total for Week:</b>														

Due: ASAP

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Supervisor Signature

# Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

- **Direct contact.** Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.
- **Indirect contact.** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These precautions require that all blood and other body fluids be treated as if they are infectious. Standard precautions include maintaining personal hygiene and using personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.

## TO PREVENT INFECTION, FOLLOW THESE GUIDELINES:

- Avoid contact with blood and other body fluids.
- Use CPR breathing barriers, such as resuscitation masks, when giving ventilations (rescue breaths).
- Wear disposable gloves whenever providing care, particularly if you may come into contact with blood or body fluids. Also wear protective coverings, such as a mask, eyewear and a gown, if blood or other body fluids can splash.
- Cover any cuts, scrapes or sores and remove jewelry, including rings, before wearing disposable gloves.
- Change gloves before providing care to a different victim.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in a proper container.
- Thoroughly wash your hands and other areas immediately after providing care. Use alcohol-based hand sanitizer where hand-washing facilities are not available if your hands are not visibly soiled. When practical, wash your hands before providing care.

## TO REDUCE THE RISK OF EXPOSURE, FOLLOW THESE ENGINEERING AND WORK PRACTICE CONTROLS:

- Use biohazard bags to dispose of contaminated materials, such as used gloves and bandages. Place all soiled clothing in marked plastic bags for disposal or cleaning. Biohazard warning labels are required on any container holding contaminated materials.
- Use sharps disposal containers to place sharps items, such as needles.
- Clean and disinfect all equipment and work surfaces soiled by blood or body fluids.
  - Use a fresh disinfectant solution of approximately 1½ cups of liquid chlorine bleach to 1 gallon of water (1 part bleach per 9 parts water, or about a 10% solution) and allow it to stand for at least 10 minutes.
  - Scrub soiled boots, leather shoes and other leather goods, such as belts, with soap, a brush and hot water. If worn, wash and dry uniforms according to the manufacturer's instructions.

**IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:**

- Wash needlestick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water, saline or sterile irrigants for 20 minutes.
- Report the incident to the appropriate person identified in your employer's exposure control plan immediately. Additionally, report the incident to emergency medical services (EMS) personnel who take over care.
- Record the incident by writing down what happened. Include the date, time and circumstances of the exposure; any actions taken after the exposure; and any other information required by your employer.
- Seek immediate follow-up care as identified in your employer's exposure control plan.

Occupational Safety and Health Administration (OSHA) regulations require employers to have an exposure control plan, a written program outlining the protective measures the employer will take to eliminate or minimize employee exposure incidents. The exposure control plan guidelines should be made available to employees and should specifically explain what they need to do to prevent the spread of infectious diseases.

Additionally, OSHA requires that a hepatitis B vaccination series be made available to all employees who have occupational exposure within 10 working days of initial assignment, after appropriate training has been completed. However, employees may decide not to have the vaccination. The employer must make the vaccination available if an employee later decides to accept the vaccination.

Check out OSHA's website ([www.osha.gov](http://www.osha.gov)) or refer to your employer's exposure control officer for more information on OSHA's Bloodborne Pathogens Standard (29 CFR part 1910.1030).

# Removing Disposable Gloves

**Note:** To remove gloves without spreading germs, never touch your bare skin with the outside of either glove.

## 1 PINCH GLOVE

---

Pinch the palm side of one glove near your wrist. Carefully pull the glove off so that it is inside out.



## 2 SLIP TWO FINGERS UNDER GLOVE

---

Hold the glove in the palm of your gloved hand. Slip two fingers under the glove at the wrist of the remaining gloved hand.



## 3 PULL GLOVE OFF

---

Pull the glove until it comes off, inside out. The first glove should end up inside the glove you just removed.



## 4 DISPOSE OF GLOVES AND WASH HANDS

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After removing the gloves:

- Dispose of gloves and other personal protective equipment (PPE) in a proper biohazard container.
- Wash your hands thoroughly with soap and running water, if available. Otherwise, rub hands thoroughly with an alcohol-based hand sanitizer if hands are not visibly soiled.

## HOURS

- Minors may not work during school hours while school is in session.
- Minors age 14 and 15 years old combined hours of school and work cannot exceed 48 hours in a workweek.
- 14- and 15-year-olds may not work before 7:00 a.m. or after 9:00 p.m.
- Minors 16 and 17 years old may work 24 hours per week when school is in session and 48 hours per week when school is not in session.
- 16- and 17-year-olds may not work before 6:00 a.m. or after 10:30 p.m. Sunday through Thursday and 11:30 p.m. on Friday and Saturday when school is in session and 11:30 p.m. 7 days per week when school is not in session.
- Minors are limited to working no more than 10 hours in a day with a weekly average of 8 hours per day.
- A minor may not work more than 6 days in a week.
- Approval may be granted for 16- and 17-year-olds to work beyond the starting and ending times specified in the Youth Employment Standards Act. Approvals can be obtained online from the Wage and Hour Division. 14- and 15-year-olds are not allowed to work beyond the times described in the act.

## BREAKS

Workers less than 18 years of age may not work more than 5 hours without a documented 30-minute uninterrupted break.

## SUPERVISION

- A minor may not be employed unless the employer or another employee 18 years of age or older provides supervision.
- Supervision means being on the premises to direct and control the work of minors and to assist in case of an emergency.
- Special penalties apply for employing minors in occupations involving cash transactions after sunset or 8:00 p.m., whichever is earlier, without required supervision.

## ENFORCEMENT

Violation of the act is a misdemeanor punishable by imprisonment for not more than 1 year, or a \$500.00 fine, or both. Penalties increase for adult supervision violations.

Complaints may be filed online at [www.michigan.gov](http://www.michigan.gov).

Many Michigan employers and their employees under 18 years of age are subject to federal rules and regulations. For information about federal regulations contact the U.S. Department of Labor, Wage and Hour Division, toll-free at 1-866-487-9243.

### Other Michigan Labor Laws

In addition to the Youth Employment Standards Act, the Wage and Hour Division also administers:

#### Michigan Minimum Wage Law (MWL)

PA 337 of 2018, the Improved Workforce Opportunity Wage Act, as amended, establishes the minimum wage including subminimum wage rates for certain employees, overtime pay, and recordkeeping and equal pay standards.

#### Payment of Wages and Fringe Benefits

PA 390 of 1978, as amended, establishes the time and manner for payment of wages and fringe benefits.

#### Paid Medical Leave Act (PMLA)

PA 338 of 2018, as amended, establishes the paid medical leave requirements, accrual amounts, allowed usage, and recordkeeping standards for certain eligible employees.

#### Human Trafficking

PA 62 of 2016, requires the posting of certain notices relating to human trafficking by certain entities.

This brochure is intended for general information only. It does not include all the provisions of Act 90, Public Act of 1978.

LEO is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available upon request to individuals with disabilities. Call (517) 284-7800 to make your needs known to this agency.

Cost: 10,000 copies \$1,755.05@ \$0.18 per copy  
WHD-9803 02/2021

# EMPLOYING MINORS IN MICHIGAN



### Wage and Hour Division

Stevens T. Mason Building  
530 W. Allegan St. Lansing, MI 48933  
(517) 284-7800

### Southeast Michigan

Cadillac Place  
3026 W. Grand Blvd., Suite 9-450  
Detroit, MI 48202

### Mailing Address:

PO Box 30476  
Lansing, MI 48909-7976

Toll Free: 1-855-4MI-WAGE  
(1-855-464-9243)  
[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)

The Youth Employment Standards Act (YESA) establishes regulations for employing minors in the State of Michigan.

### MINORS COVERED

It covers workers under the age of 18 including volunteers and performing artists.

Every employer who hires young workers should know that:

- A minor must be at least 14 years old for most occupations unless exempt from the Youth Employment Standards Act.
- A work permit is required unless the minor is exempt from the act.
- Minors may be employed in most jobs except those considered hazardous.

### MINORS NOT COVERED

The Youth Employment Standards Act does not apply to several groups of young people provided proof of exemption is on file at the worksite. These groups include, but not limited to:

- 16- and 17-year-olds who have completed requirements for high school graduation.
- 17-year-olds who have passed the GED test.
- Emancipated minors.
- Students 14 years old and older working under a work-study contract between an employer and a school district that provides supervision.
- Domestic workers at private residences.
- Minors working in businesses owned and operated by their parents.
- Workers who plant, cultivate, or harvest crops or raise livestock on farms.

### WORK PERMITS

Teenage workers who are not exempt from the act must have a work permit before beginning work. Work permits are available at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) and from most schools or their administrative offices.

- If a minor changes jobs, a new work permit is required for the new employer.
- A work permit may be taken away for poor academic performance or an employer's non-compliance with the act.
- A work permit is required even if the minor does not attend school.

### WAGES

- Wages must be paid weekly, biweekly, monthly, or semimonthly.
- Michigan's minimum hourly wage rate for individuals 18 years of age or older can be found below.
- Minors 16 to 17 years of age may be paid a subminimum wage equal to 85% of the minimum hourly wage rate.
- If minors receive tips, an hourly rate of at least 38% of the minimum wage rate must be paid. Signed, dated tip statements must be obtained prior to payday. The combined total from adding hourly wages with declared tips must be equal to or greater than the minimum hourly wage rate at the end of each pay period. If not, the employer must make up the difference.

EFFECTIVE DATE	MINIMUM HOURLY WAGE RATE	85% OF MINIMUM HOURLY WAGE RATE
1/1/2020	\$9.65	\$8.20
1/1/2021*	\$9.65	\$8.20
1/1/2022**	\$9.87	\$8.39

\*the rate did not increase for 2021 because the state unemployment rate exceeded 8.5%.

\*\*the 2021 increase may occur in 2022 if the state unemployment rate is less than 8.5%.

### WORKPLACE RESTRICTIONS

#### MINORS EMPLOYED IN WORKPLACES INVOLVING ALCOHOL

Minors 14 to 17 years old may be employed in a business where alcoholic beverages are sold or consumed if the sale of food or other goods is at least 50% of the total gross receipts.

Minors 14 and 15 years old cannot work in the part of a business where alcohol is consumed. Minors under the age of 18 cannot sell, serve, or supply alcoholic beverages.

#### HAZARD WORKPLACE RESTRICTIONS

Minors covered by the act may not work in any occupation determined to be hazardous. This includes, *but is not limited to*:

- Contact with hazardous substances, chemicals, explosives, or radioactive substances.
- Driving and working as an outside helper (pizza delivery, etc.).
- Jobs in the logging and sawmill industry.
- Jobs using woodworking machinery.
- Work on construction sites, excavation sites, bridges, streets or highways.
- Slaughtering, butchering, cutting meat or using meat slicers, cleavers, or boning knives.
- Occupations involving power driven equipment, tools, saws, or machinery (bakery machines, paper product machines, and metal-forming, punching, and shearing machines).



**IF YOUR EMPLOYER HAS ANY QUESTIONS ON  
WHY/WHAT INSURANCE NUMBER WE ASK FOR  
IN THE PAPERWORK:**

**PRESENT THE FOLLOWING LETTER**



# FOWLERVILLE HIGH SCHOOL

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700 North Grand • Fowlerville, MI 48836  
Phone: (517) 223-6060 • FAX: (517) 223-6065

Monday, August 16, 2021

James Hardenbrook  
Academic Support & Co-op Coordinator  
Fowlerville High School  
(517) 223-6111  
hardenbrookj@fowlervilleschools.org

To whom it may concern,

I wish to thank you for your willingness to take part in Fowlerville High School's Work Cooperative Program. As a part of the program, the State of Michigan requires us to make sure that all students employed, and earning high school credit through the co-op program, are covered by the required workers compensation insurance. The reason for this is to ensure that the high school is not supporting the employment of a student at a workplace that will not have the appropriate protections should they become injured on the job.

As a school, we need the: **Insurance Carrier and Policy Number**. We only use this information for verification purposes. Should you require any further information, please do not hesitate to ask. Once again, we thank you for your efforts in completing the paperwork and willingness to support your employee and our student in the co-op program.

Sincerely,

*James Hardenbrook*

**State of Michigan  
 Combined Offer of Employment and Work Permit/Age Certificate  
 CA-7 for minors 16 and 17 years of age**

Permit Number for School Use (optional)
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**Employer Information:**

- The employer must have a completed work permit form on file before a minor begins work.
- The employer must provide competent adult supervision at all times.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using an ink pen. **See back of this form for summary of requirements.**

Section I: To be Completed by Minor Applicant and Parent/Guardian			
Name of Minor:		Address:	
Age:		Date of Birth Month/Day/Year:	
Last Four Digits of Social Security Number:		Contact Telephone Number for Minor:	
Name of School (present or last attended):		Address:	
City:		ZIP:	
School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> left school <input type="checkbox"/> home schooled			Last Grade Completed:
Signature of Minor: (x)		Name of Parent/Guardian (circle one):	
Parent/Guardian Telephone:			

Section II: To be Completed by the Employer - Offer of Employment				
Name of Business:		Address:		City:
ZIP:				
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week:	Total Hours of Employment per Week:
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:
Will the minor be working under an existing hours deviation granted by the Michigan Wage & Hour Division? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach a copy of the approved Michigan hours deviation and retain parent/guardian consent at the work site.				
Signature of Employer: (x)		Title:		Telephone:
Date:				

Section III: To be Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid		
This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one): <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	Number of Hours in School per Week, when School is in Session:
		Number of Hours able to Work while Attending School:
Name of School District:  Address:  City, State, ZIP:  Telephone Number:	Printed Name of Issuing Officer:   Signature of Issuing Officer:  (x)	Title:   Issue Date:

## Summary of Requirements CA-7 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

**Who Needs a CA-7 Work Permit?** A minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer and at the location listed in Section II. Employers must complete a CA-7 for minors who start employment at 16 years of age. CA-7 Work Permits are valid until a minor turns 18 or graduates, as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer. Additionally, 16 or 17 year olds currently not attending school who have not met the requirements of graduation, or have not obtained a GED, or have not been emancipated by court order must secure a work permit from an authorized issuing officer.

**Who Issues the Work Permit?** The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. A work permit may be issued by the school the minor attends, the school district where the minor resides, or the district where the minor will be employed.

**Employment of Minors:** A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, i.e., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee, and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

### **Instructions for Completing and Issuing:**

1. The Minor obtains the CA-7 from the Issuing Officer of their school district and completes Section I.
2. The Minor takes the form to the prospective Employer who completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer makes a copy for the school file and gives the original to the Minor to return to the Employer.
6. The Minor returns the completed original form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

**Employer's Responsibilities:** The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

- Must have a completed work permit form **before** a minor begins work.
- Shall keep the original work permit form and any approved deviation with parental consent on file at the place of employment.
- Must provide competent adult supervision at all times.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, will be maintained and made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required work place posters at work site; posters may be downloaded at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour).

**Issuing Officer's Responsibilities:** A copy of the CA-7 and any Michigan Department of Labor & Economic Growth deviation forms shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

**Hours of Work:** Minors 16 years of age and older may work:

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in one day.
4. 48 hours in 1 week, school and work combined.
5. Not more than 5 hours continuously without a 30 minute uninterrupted meal or rest period.
6. Between 6:00 a.m. and 10:30 p.m.
7. Until 11:30 p.m. Friday and Saturday, and when not regularly attending school, i.e., summer vacation.

**Hours Deviations:** At any time an employer may apply through the Michigan Wage & Hour Division for a General Hours or an Individual Hours Deviation allowing the minor to work beyond the legal hours of employment allowed by the act.

**Michigan Youth Employment Standards Act (P.A. 90 of 1978):** For information about the law, rules, and regulations contact the Michigan Department of Energy, Labor & Economic Growth, Wage & Hour Division; PO Box 30476, Lansing, MI, 48909, phone 517/322-1825, [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) or for questions regarding work permits; contact the Office of Career and Technical Education, PO Box 30712, Lansing, MI, 48909, phone 517/373-3373, [www.michigan.gov/octe](http://www.michigan.gov/octe) and click on 'Instructional Programs', then select 'Work Based Learning Guide For Risk Management' and go to section 6.

**Federal Fair Labor Standards Act:** For information about federal child labor provisions contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

**Revocation of Permit:** A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment or (2) the Michigan Department of Labor & Economic Growth/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.