



Greater Lowell Technical High School – Co-op Program Employer Responsibilities

Cooperative Education provides the student/worker an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting. The role of the employer is key to a successful program for both the student and the company.

1. Employer will conduct a safety orientation with students in compliance with the Massachusetts or New Hampshire child labor law prior to the student starting job assignment.

Orientation date(s): _____ Student Name: _____

2. **Weekly timecards:** Approve weekly hours, complete evaluation, and sign / date timecards at the conclusion of each co-op week. Students need these timecards for attendance and grading purposes.
3. **Mid-term and Final Evaluations:** Employers will be mailed a mid-term (January) and final evaluation (May) for each student. Please complete timely. This evaluation is in place of the technical program mid-term and final exam.
4. **Contact the Co-op Office:**
 - When student is absent from work (for any reason)
 - When student is terminated or student ends the co-op placement
 - If the student is injured or if there are any serious problems with the student
5. **Employers agree to:**
 - Adhere to all requirements listed in the Cooperative Education Placement Site Agreement
 - Adhere to all state and federal employment laws and regulations including child labor laws as they apply to employees under the age of 18.
 - Must be an equal opportunity employer who does not discriminate against my applicant because of race, color, religion, gender identity, sex, national origin, marital status, veteran status, disability, sexual orientation, homelessness, or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.
 - Meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week).

Emergency Contact Information:

Stacy Bezanson, Director of Cooperative Education 978-441-4959 (office)
781-844-6582 (cell)

Jill Davis, Assistant Superintendent / Principal 978-441-4807

Employer Signature: _____ Date: _____