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Work-Based Learning Standard Three: Additional Guidelines

STANDARD THREE: Work-Based Learning (WBL) Coordinators partner with employers to contribute to the readiness of the future workforce through authentic WBL experiences.

EMPLOYER RESPONSIBILITIES

Legal expectations

- Follow all federal and state child labor laws.
- Protect student from sexual harassment.
- Provide student with safety training, safe equipment, and a safe and healthy workplace that conforms to all health and safety standards of federal and state law (including the [Fair Labor Standards Act](#), [Occupational Safety and Health Administration](#), and [Vermont Child Labor Laws](#)).
- Do not exclude student from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Provide worker's compensation for the student for all paid hours worked (for paid experiences).
- Pay at least the state minimum wage for hours worked by the student (for paid experiences) unless student qualifies for an exception to the minimum wage laws in which case documentation must be completed and on file.

Program expectations

- Properly train student on the safe operation of any equipment prior to use. Meet with the WBL Coordinator to assess student progress and address problems that arise.
- Collaborate with WBL Coordinator and student to develop a WBL agreement and/or training plan when applicable.
- Orient students to the work site: business operations, performance expectations, relevant policies and job specific safety training.
- Provide an authentic work experience that supports the student's academic and career goals.
- Conduct progress reviews with the student (which may include guardian/parent, and school personnel) and provide copies of those reviews to the school.
- Treat the student as a regular employee.
- Complete formal evaluations of student work at the work site.

BENEFITS TO EMPLOYERS

- ❖ A new pool of potential employees who will understand the needs and expectations of the workplace.
- ❖ An effective way to connect with local educators and provide opportunities for students.
- ❖ Improved employee morale through student workplace learning. (e.g., employees take pride in supervising a young person who in turn may improve their work performance).
- ❖ A way to provide a community service.

RESOURCES

[Employer Satisfaction Survey - Tennessee DoE](#)

[Ohio DoE Work-Based Learning](#)

[Tennessee DoE Work-Based Learning Resources](#)

[Minnesota Connecting Youth to Work-Based Learning Manual](#)