

**DIVERSIFIED
OCCUPATIONS
PROGRAM**

D.O.

Diversified Occupations
Monroe Career and Technical Institute
194 Laurel Lake Road
Bartonsville, PA 18321
570-629-2001

MISSION STATEMENT

The Monroe Career & Technical Institute is dedicated to providing opportunities in trade and technical education for both secondary and adult students. Our mission is to advance learning through theoretical instruction, practical application, and fostering partnerships with business and industry.

CIVIL RIGHTS POLICY

The Monroe Career & Technical Institute is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and The Americans With Disabilities Act.

For information regarding civil rights or grievance procedures, and information regarding services, activities and facilities that are accessible to and useable by disabled persons, contact Civil Rights Coordinator, at 194 Laurel Lake Road, Bartonsville, PA 18321, (570) 6292001.

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Training Agreement

Child Labor Laws

Work Permit Application

Unemployment Compensation

(Revised July 2013)

PHILOSOPHY/OBJECTIVE

The Diversified Occupations Program is an educational program that combines classroom instruction with on the job training in a career area of the student's choice. This unique program of education is designed to integrate classroom study in employability and life skills with planned, supervised, practical work experience.

The Diversified Occupations (DO) Program is a partnership between local business/industry and the Monroe Career & Technical Institute (MCTI). Career competency and the manipulative aspects of a skill are developed at the job training site. Related classroom theory is offered through planned periods of instruction at the home high school. The Diversified Occupations (DO) serves heterogeneous groups of students whose career objectives cannot be met by attending any of the existing vocational programs offered at MCTI. Maintaining employment and class attendance are essential to successful completion of the course requirements.

The Diversified Occupations Program was designed:

1. To provide training in those vocational-technical areas not presently being offered at MCTI or comprehensive high school.
2. To serve students who are unable to gain admission to a vocational -technical program due to excessive applicants.
3. To serve students who may drop out of school because of financial, domestic and/or scholastic problems.
4. To provide training for students who need an alternative form of education which meets their unique needs?

COURSE DESCRIPTION

The Diversified Occupations Program is offered to twelfth grade students only. However if a student is or was enrolled in any of the vocational programs the student is not eligible for a period of one school semester after withdrawing from MCTI.

A student enrolled in the Diversified Occupations Program must:

1. Be supervised on the job by a cooperating employer on a one-to-one basis;
2. Be visited on the job, at least once every 30 days by the teacher-coordinator;
3. Experience class instruction related to the student's part-time training position, along with the required academic course work;

4. Be employed at least **20** hours per week, including at least 3 days between **Mondays thru Friday during hours that the instructor is available for supervision;**
5. have a written training agreement between student and cooperating employer which agrees in writing to train the student learner in a diversity of skills on the job.

SCOPE OF INSTRUCTION

1. General-Related Instruction in a diversified occupations program encompasses the competencies necessary to succeed as employees in the world of work. Learning activities, based on career planning and development, are generated through classroom group instruction.

The curriculum areas include:

- a. Career Development and Planning
 - b. Employment Acquisition
 - c. Human Relations
 - d. Health and Safety
 - e. Employment Retention
 - f. Communications Development
 - g. Legal Awareness
 - h. Consumer Skills
 - i. Economics
 - j. Future Planning
2. Technical-Related Instruction is a teacher directed individualized method of study that allows each student to obtain theory about an area related to his/her current job or career objective. Technical-Related instruction uses the students' training plan as a learning guide. The students practice and demonstrate their occupational competencies on the job, and reinforce their technical theory through classroom instruction.

ADVANTAGES TO THE STUDENT

1. Encourages students to obtain employment in the local community.
2. The Program develops good work habits and attitudes.
3. Makes possible an easier transition from school to employment.
4. Students earn wages while they learn.
5. The Program helps the students experience employment opportunities and responsibilities.

ADVANTAGES TO THE EMPLOYER

1. Establishes a partnership between the school and the employer.
2. Gives the employer an opportunity to evaluate potential regular employees.
3. Increases the pool of skilled workers in the community.
4. Provides the employer with a training program that stresses employability skills and good work habits.
5. Reduces the time and cost of training when Diversified Occupations students are hired for regular employment after graduation.

ADVANTAGES TO THE SCHOOL

1. The school's vocational training program is enriched.
2. The skills and experiences of experts in business and industry are utilized in the training of student learners.
3. Students who are potential drop-outs are most likely to complete their high school education.
4. Through good employer relationships the program demonstrates the concept of education as a practical community-wide service.

TRAINING AGENCY (EMPLOYER) RESPONSIBILITIES:

1. The training agency will adhere to all state and federal regulations regarding employment, child labor laws, minimum wages and workmen's compensation.
 - A. **The student-learner must be covered by workmen's compensation (or comparable insurance) by the employer.**
 - B. **The employer must submit the insurance company name and policy number to the Monroe Career & Technical Institute's Diversified Occupations instructor.**
 - C. **Student-learners under 18 years of age need working papers.**
2. The student will be given a variety of work assignments. He or she will be instructed how to do the work and be supervised by an experienced person.
3. The employer agrees to instruct the student-learner in safety procedures and safe work practices.
4. The student-learner **must work a minimum of 20 hours per week, including at least 3 days between Mondays through Friday, during the hours the Diversified Occupations instructor is available for supervision.**
5. If the student-learner operates a motor vehicle owned or provided by the employer, the employer must submit a "**Certificate of Insurance**" to the Monroe Career & Technical Institute, indicating the student is covered by appropriate auto insurance.
6. The employer will be provided with student-learner rating forms for each marking period, which must be filled out and returned to the school.
7. The employer agrees to permit the school's representative to visit the student at his/her place of employment.
8. The employer will notify the Diversified Occupation instructor if the student's job is terminated, or in the case of a temporary layoff or extended absenteeism. (570-629-2001)
9. The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program. This is provided in section 4L4-10C in Pennsylvania Unemployment Compensation Law.

Employers of Diversified Occupations students will not discriminate in employment, educational programs or activities, on the basis of race, color, national origin, sex, or disability as required by Title IX, Title VI, and Section 504.

STUDENT-LEARNER AND PARENTS RESPONSIBILITIES:

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. **The student-learner agrees to report promptly any job problems to his/her supervisor and Diversified Occupations Instructor.**
3. The student and parents are responsible for transportation between the school and employment site.
4. The student-learner will be required to remain in school all day under the following conditions:
 - a. Lack of a job site, i.e., layoffs, termination
 - b. Injury, which prohibits working
5. The student-learner will submit a weekly time report to the Diversified Occupations instructor on the forms provided.
6. The student-learner is required to attend all regularly scheduled Diversified Occupations classes where he or she will receive instruction on general related theory. **Missing class and reporting to work is not acceptable.**
7. The student-learner must be regular in attendance at school and on the job. If unable to report to work, **the employer and instructor will be notified before the start of the normal work day.**
8. The student-learner and his or her parents or guardians acknowledge that the school is not responsible for his or her safety after being formally released and excused at the end of the school day. Also, they realize that the student-learner will not necessarily work daily Monday through Friday and that the work may, at times, not begin until after 3:00 p.m. School insurance is available at the home school at a reasonable fee to assist if there should be an accident while going to or from work.

Note: See Summary of Rules.

SUMMARY OF RULES AND REGULATIONS

1. It is the responsibility of the student-learner to obtain the signatures of all parties involved on the training agreement. The training agreement must be returned to the Diversified Occupations instructor. The date the Diversified Occupations instructor signs the training agreement will be considered the employment start date of the student.
2. The student-learner is required to attend all regularly scheduled Diversified Occupations classes where he or she will receive instruction on general related theory. Missing class and reporting to work is not acceptable and will affect the student's grade.
3. If there is a temporary layoff or suspension of work, the student will report back to the Diversified Occupations instructor immediately.
4. The student will report promptly to the employer any absence from work caused by sickness or other legal excuses.
5. The student will submit a written excuse signed by his or her parent(s) for any days absent from school and work within three (3) days of his or her return to school.
6. The student will operate his/her vehicle in a safe and legal manner to and from the job. At no time should other students be riding in the Diversified Occupations student's vehicle without prior approval.
7. The student may not change training stations without prior approval from the Diversified Occupations instructor.
8. **The student may not terminate his or her employment without the advanced approval of the Diversified Occupations instructor.**
9. The student must be dressed appropriately for his or her job. This includes safety equipment!
10. The student must have employment to be part of the Diversified Occupations Program.
11. D. O. students should always remember that they are representing the sending school and MCTI as well as other D.O. students. Student who fail to maintain employment, have excessive absenteeism, fails for the quarter, get into legal trouble, or school related trouble can be removed from the program at the discretion of the D.O. instructor, sending schools administration or the MCTI administration.

NOTE: Failure to comply with the rules and regulations of the vocational school or the home school could result in the termination of Diversified Occupations Program enrollment.

GRADING SYSTEM

PURPOSE:

In order to succeed in business a student must develop attributes that will make him or her a good employee. A student may have the skill to do the duties and tasks of a job, but may not make a good employee unless he or she also develops good work habits. The D. O. grading system is used to encourage good employee attributes. It takes into account student school and job attendance, student conduct, and classroom assignments and participation.

TOTAL CLASS GRADE:

Will be determined by:

1. **Class Grade - 50%**

CLASS GRADE is broken down into three areas

1. Class Work, Attendance = 33.3%

Work done in class, class participation

2. Project Grades = 33.3%

The students will be assigned one or two projects per quarter. (Some projects require research and homework)

3. Test Grades = 33.3%

The test grade will evaluate knowledge obtained from CAPS modules. Handout sheets notebooks and lecture information.

2. **Employer Grade -50%** - See below.

Note: Makeup work: All work missed during absences must be made up. A student has one day makeup time for each day absent. It is the students responsible to get the assignment from the teacher.

Class Cuts: Students found to be absent from class who are not on the absentee or early dismissal list, will receive a class grade of zero with no opportunity in class to make up missed assignments. A discipline report will be filed with the school administration.

EMPLOYER GRADE:

The employer will be providing a grading sheet each quarter in which they will grade the student. The areas of evaluation are as follows: Job attendance, accuracy of work, observation of safety practices, initiative, responsibility, cooperation with co-workers and supervisors (see Employer Rating Sheet, Attachment A)

Under the following conditions the employer grade **will not be** affected. The student will be given a two-week (10 school days) grace period to find a new job.

- a. Student gets laid off and the instructor is immediately notified by the student.
- b. If the student is not working because of a medical reason stated in writing from a physician.

The marking period grade **will be** affected under the following conditions:

- a. Student gets fired due to illegal activities or violation of job rules that were clearly stated or provided to the student in writing.
- b. Not attending class and going to work (skipping class). When a student does not attend class, it is assumed that the student is ill and, therefore, should not report to work.

Except for the noted exceptions, a student's employer grade will be adjusted to reflect time of no employment, time after an unapproved leaving of a job site, time absent from work, and also time absent from school and reporting to work. Students who are suspended from school are required to obtain assignments before leaving school and must return to class with completed assignments.

An example of grade adjustment:

Earned Quarter grade = 90

Each day of the quarter is valued at 2 points

If the student is absent from school and went to work for 8 days the student will be deducted 16 points.

$8 \text{ days} \times 2 \text{ points per day} = 16$

$90 \text{ quarter grade} - 16 = 74$ is adjusted quarter grade

JOB CHANGES

Students admitted to the Diversified Occupations Program will be expected to remain employed at the job of their choice for the entire school year. **A student is not allowed more than two job changes per year unless all job changes were approved by the Diversified Occupations Instructor.**

Job changes will be permitted only under the following circumstances:

1. Student is unable to fulfill the requirements of the job. Requests for removal from the job under these circumstances can come from either the employer or the student.
2. Student becomes ill and is unable to continue the job because of the illness.
3. Student's job is terminated due to seasonal fluctuations, layoffs, or by the employer going out of business.
4. Student loses his or her means of transportation to and from the job and is unable to secure other means of travel.

Any student desiring a job change for the reasons stated above, or any other reasons must follow the procedure outlined below before any action can be taken.

1. Submit a letter to the instructor stating the reasons for requesting a job change.
2. If the instructor feels the reasons are valid the letter will be brought to the attention of the supervisor (Principal) of the program who will approve the job change.
3. The student will be responsible for finding a new work station subject to the approval of the instructor. A time limit and regulations for seeking new employment will be the same as set forth in the guidelines, "Loss of Employment."

LOSS OF EMPLOYMENT

Students terminating their employment during the school year in the Diversified Occupations Program for whatever reason given are subject to the following:

1. The student must meet the very next school day with the Diversified Occupations instructor for complete evaluation to either commence a job search for new Diversified Occupation employment or transfer into a full-time academic or vocational schedule. (The Guidance Department will be responsible for assigning students to full-time classes should this be necessary.)
2. Whenever necessary, a parent conference will be held with regard to students' employment termination. Written permission to have the student drive or walk on school time to seek additional employment must be secured if the student is recommended for continuance in the Diversified Occupations (DO) Program.
3. Principal, Guidance, and DO Instructors will decide as to which of the reassignment are to be made. The reassignment will be made only after a full review, taking into account the student's promotion or graduation requirements.
4. If the student is terminated for illegal or suspected illegal activity, the student will be immediately removed from the program.

REASSIGNMENT

1. DO Instructors will assist the students in seeking new employment? However, the responsibility of obtaining employment rests with the student.
2. Students are to look for new employment with regard to the following:
 - a. The student has two weeks (10 school days) to search for and obtain employment. In doing so, the student must, prior to leaving the school each day, submit an itinerary to the DO Instructor as to where he or she is going on the job search and the type of employment he or she is seeking. Upon returning to school the next day the student must report the result to the instructor.
 - b. At the end of this process, if the student is without approved employment, he or she will be assigned a schedule of full-time academic or vocational classes for the remainder of the school year.

DIVERSIFIED OCCUPATIONS

School-To-Work Program

EMPLOYER GRADE SHEET

Please rate the student by placing a check in the appropriate category describing his or her performance on-the-job. If you have any recommendations and/or remarks please write them in the space provided.

Student: _____ Name of Supervisor: _____

Company: _____ Signature of Supervisor: _____

Quarter: 1 2 3 4 Date: _____

RATING	EXCELLENT		ABOVE AVERAGE		AVERAGE		BELOW AVERAGE	UNSAT.
	A+	A	B+	B	C+	C	D	F
Attendance								
Punctuality								
Attitude								
Personal Appearance								
Observance of Safety Practices								
Initiative								
Job Proficiency								
Customer Service								
Cooperation with Co-workers								
Cooperation with Supervisors								

Grading Guidelines:

A+	Always exceeds the employer's expectation	C+	Tries to meet the employer's expectation
A	Often exceeds the employer's expectation	C	Struggles to meet the employer's expectation
B+	Meets the employer's expectation	D	Often fails to meet the employer's expectation
B	Usually meets the employer's expectation	F	Failed to meet the employer's expectation

ADDITIONAL COMMENTS:

PLEASE REFOLD, STAPLE, AND RETURN ASAP THANK YOU!

Monroe Career and Technical Institute

194, Laurel Lake Road
Bartonsville, PA 18321
(570) 629-2001 FAX (570) 629-9698

TRAINING AGREEMENT FOR VOCATIONAL DIVERSIFIED OCCUPATIONS

PENNSYLVANIA CAREER AND TECHNICAL EDUCATION REGULATIONS AND STANDARDS AND PENNSYLVANIA AND FEDERAL CHILD LABOR LAWS REQUIRE A WRITTEN TRAINING AGREEMENT AND TRAINING PLAN FOR EACH STUDENT IN A DIVERSIFIED OCCUPATIONS PROGRAM.

STUDENTS NAME _____ TRAINING AGENCY (EMPLOYER) _____
ADDRESS _____ TRAINING SUPERVISOR _____
CITY _____ ZIP _____ ADDRESS _____
TELEPHONE _____ E-MAIL _____ CITY _____ ZIP _____
Cell _____ AGE _____ DOB _____ TELEPHONE _____ FAX _____
SCHOOL DISTRICT ESHSN ESHSS PVHS PMHSE PMHSW SHS WORK PERMIT NO. _____ HOURLY WAGE _____
JOB TITLE _____ DAYS & HOURS OF EMPLOYMENT PER WEEK _____

TRAINING AGENCY (EMPLOYER) RESPONSIBILITIES:

1. THE TRAINING AGENCY WILL ADHERE TO ALL STATE AND FEDERAL REGULATIONS REGARDING EMPLOYMENT, CHILD LABOR LAWS, MINIMUM WAGES AND WORKMEN'S COMPENSATION.
2. **THE STUDENT-LEARNER MUST BE COVERED BY WORKMEN'S COMPENSATION BY THE EMPLOYER.**
3. THE EMPLOYER MUST SUBMIT THE INSURANCE COMPANY NAME AND POLICY NUMBER TO THE MONROE CAREER AND TECHNICAL INSTITUTE'S DIVERSIFIED OCCUPATIONS INSTRUCTOR.
4. **STUDENT-LEARNERS UNDER THE AGE OF 18 YEARS OF AGE ARE REQUIRED TO HAVE WORKING PAPERS.**
5. THE STUDENT WILL BE GIVEN A VARIETY OF WORK ASSIGNMENTS. HE/SHE WILL BE INSTRUCTED HOW TO DO THE WORK AND BE SUPERVISED BY AN EXPERIENCED PERSON.
6. THE EMPLOYER AGREES TO INSTRUCT THE STUDENT-LEARNER IN SAFETY PROCEDURES AND SAFE WORK PRACTICES.
7. **THE STUDENT-LEARNER MUST WORK A MINIMUM OF 20 HOURS PER WEEK, INCLUDING AT LEAST THREE DAYS DURING THE WEEK, MONDAY THROUGH FRIDAY DURING THE HOURS THE DIVERSIFIED OCCUPATIONS INSTRUCTOR IS AVAILABLE FOR SUPERVISION.**
8. IF THE STUDENT-LEARNER OPERATES A MOTOR VEHICLE OWNED OR PROVIDED BY THE EMPLOYER, THE EMPLOYER MUST SUBMIT A "CERTIFICATE OF INSURANCE" TO THE MONROE CAREER AND TECHNICAL INSTITUTE, INDICATING THE STUDENT IS COVERED BY APPROPRIATE AUTO INSURANCE.
9. THE EMPLOYER WILL BE PROVIDED WITH STUDENT-LEARNER RATING FORMS FOR EACH MARKING PERIOD, WHICH MUST BE RETURNED TO THE SCHOOL.
10. THE EMPLOYER AGREES TO PERMIT THE SCHOOL'S REPRESENTATIVE TO VISIT THE STUDENT AT HIS/HER PLACE OF EMPLOYMENT.
11. THE EMPLOYER WILL NOTIFY THE DIVERSIFIED OCCUPATIONS INSTRUCTOR IF THE STUDENT'S JOB IS TERMINATED, OR IN THE CASE OF TEMPORARY LAYOFF, OR EXTENDED ABSENTEEISM. (570) 629-2001

STUDENT-LEARNER AND PARENTS RESPONSIBILITIES:

1. THE STUDENT-LEARNER AGREES TO PERFORM THE ASSIGNED DUTIES IN A LOYAL MANNER AND WORK TO THE BEST INTEREST OF ALL CONCERNED.
2. THE STUDENT-LEARNER AGREES TO REPORT PROMPTLY ANY JOB PROBLEMS TO HIS/HER SUPERVISOR AND DIVERSIFIED OCCUPATIONS INSTRUCTOR.
3. THE STUDENT AND PARENTS ARE RESPONSIBLE FOR TRANSPORTATION BETWEEN THE SCHOOL AND EMPLOYMENT SITE.
4. THE STUDENT-LEARNER WILL BE REQUIRED TO REMAIN IN SCHOOL ALL DAY UNDER THE FOLLOWING CONDITIONS:
 - A. LACK OF JOB SITE, I.E. LAYOFF, TERMINATION
 - B. INJURY, WHICH PROHIBITS WORKING
5. THE STUDENT-LEARNER WILL SUBMIT A WEEKLY TIME REPORT TO THE DIVERSIFIED OCCUPATIONS INSTRUCTOR ON THE FORMS PROVIDED.
6. THE STUDENT-LEARNER IS REQUIRED TO ATTEND ALL REGULARLY SCHEDULED DIVERSIFIED OCCUPATIONS CLASSES WHERE HE/SHE WILL RECEIVE INSTRUCTION ON GENERAL RELATED THEORY. MISSING CLASS AND REPORTING TO WORK IS NOT ACCEPTABLE.
7. THE STUDENT-LEARNER MUST BE REGULAR IN ATTENDANCE AT SCHOOL AND ON THE JOB. IF UNABLE TO REPORT TO WORK, THE EMPLOYER AND COORDINATOR WILL BE NOTIFIED BEFORE THE START OF THE NORMAL WORK DAY.
8. THE STUDENT-LEARNER AND HIS/HER PARENTS/GUARDIANS ACKNOWLEDGE THAT THE MONROE CAREER AND TECHNICAL INSTITUTE AND THE HOME SCHOOL ARE NOT RESPONSIBLE FOR HIS/HER SAFETY AFTER BEING FORMALLY RELEASED AND EXCUSED AT THE END OF THE SCHOOL DAY. ALSO, THEY REALIZE THAT THE STUDENT-LEARNER WILL NOT NECESSARILY WORK DAILY MONDAY THROUGH FRIDAY AND THAT THE WORK MAY, AT TIMES, NOT BEGIN UNTIL AFTER 3:00 P.M. SCHOOL INSURANCE IS AVAILABLE AT THE HOME SCHOOL AT A REASONABLE FEE TO ASSIST IF THERE SHOULD BE AN ACCIDENT WHILE GOING TO OR FROM WORK.
EMPLOYERS OF DIVERSIFIED OCCUPATIONS STUDENTS WILL NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES, ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP AS REQUIRED BY TITLE IX, TITLE VI, AND SECTION 504.

THIS MEMORANDUM IS FOR THE PURPOSE OF OUTLINING THE AGREEMENT BETWEEN THE MONROE CAREER AND TECHNICAL INSTITUTE AND EMPLOYER ON THE CONDITIONS OF TRAINING TO BE GIVEN A STUDENT WHILE ON THE JOB. THEREFORE, IT SHOULD NOT BE INTERPRETED BY EITHER AGENCY AS A LEGAL DOCUMENT OR ANY FORM OF BINDING CONTRACT.

WE THE UNDERSIGNED AGREE TO THE CONDITIONS AND STATEMENTS CONTAINED IN THIS AGREEMENT.

STUDENT-LEARNER _____ DATE _____
PARENT OR GUARDIAN _____ DATE _____
EMPLOYER _____ DATE _____
DIVERSIFIED OCCUPATIONS INSTRUCTOR _____ DATE _____

UNEMPLOYMENT COMPENSATION

The services performed by the student-learners under the age of 22 who are enrolled at a nonprofit or public educational institution, which grants credit for the combined academic instruction and work experience activities of the student shall not be considered when determining the eligibility of an individual for unemployment compensation benefits.

[Pennsylvania Unemployment Compensation Law Section 4 (4) (10) (c)]

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

WORK TIME

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

WORK TIME

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).

30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-787-4671 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

Child Labor Act Hours Rules for Performances By Minors

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

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301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

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APPLICATION FOR WORK PERMIT

Date of application _____

Certificate/Permit number _____

Date issued _____

PDE-4565 (1/13)

A. To be completed by issuing officer

Name of minor	Sex _____	Signature of issuing officer
	Color of hair _____	
	Color of eyes _____	

Any physical work restrictions	School district - name and address Abington Senior High School 900 Highland Avenue Abington, PA 19001 215-517-2800
Place of residence	Place of birth

Date of birth			Evidence of age accepted and filed. Evidence shall be required in the order designated. Cross out all but the one accepted.
Month	Day	Year	
			a. Transcript of birth certificate b. Baptismal certificate or transcript c. Passport d. Other documentary evidence e. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor

B. To be completed by parent or guardian, unless minor is a high school graduate (please attach proof of graduation)

Signature of parent, guardian or legal custodian*	Name and address of parent, guardian or legal custodian
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Commonwealth of Pennsylvania - Department of Education

*In lieu of signature under clause (B), the applicant may execute a statement before a notary public or other person authorized to administer oaths attesting to the accuracy of the facts set forth in the application on a form prescribed by the department. The statement shall be attached to the application.

Monroe Career & Technical Institute
Parent and Student Signature Page
Diversified Occupations Program Guidelines

Students Name (print) _____

I have thoroughly read and reviewed the Diversified Occupations Program Guidelines and understand the rules, regulations and requirements for the course.

(Parent's or Guardian's Signature)

(Student's Signature)

Note: Please remove this page from the Diversified Occupations Program Guidelines, complete all signature blocks and return to your D.O. Instructor. Students are not officially in the program unless this and all other required forms are completed and sign by the appropriate people.

