

Baltimore County Public School

Office of Career and Technology Education
School-to-Career Transition

Employer/Mentor Work-Based Learning Handbook



Educate · Empower · Employ

EMPLOYER HANDBOOK CONTENTS

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Introduction

Participation in Baltimore County's school-to-career transition program is an exciting opportunity that provides students the opportunity to experience success in the world of work.

Research has shown that experiential learning promotes intellectual maturity, personal growth, career awareness, and civic and social responsibility. Employers, therefore, provide students with a means to develop the skills and knowledge necessary to make appropriate and informed career and educational decisions.

This document has been designed to provide practical information and suggestions to help employers while working with students.

By participating in the work-based learning program, employers will:

- Reinforce and develop both general and specific employability skills and attitudes.
- assist the student in obtaining the greatest benefit from the workplace experience by contributing to a written learning plan
- Project a positive corporate image and commitment to the community.
- Improve the quality and work ethic of our future workforce.
- Gain greater access to an expanded pool of qualified workers.
- Mentor youth in the workplace in order to realize personal satisfaction.
- Receive regular contact from the work-based learning coordinator to deal with student issues or concerns.
- Work with motivated students who can assist with job tasks.
- Benefit from the technological expertise of current generation.

Effective employers and mentors

Effective employers and mentors are those leaders who:

- Inspire and promote excellence in others.
- Support growth and learning.
- Set high performance standards.
- Provide opportunities for students to work as team members.
- Assist students with developing academic and workplace competencies.

Vision/Mission/Goals – Work-Based Learning Programs

Rationale

Student achievement is the Baltimore County Public School System's primary goal. Research has proven that experiential learning promotes intellectual maturity, personal growth, career awareness, as well as civic and social responsibility. Experiential learning through a work experience program provides a dynamic, structured partnership offering a wide range of opportunities to promote student achievement. Baltimore County Public Schools offers many different types of work-based learning programs including work experience programs, apprenticeships, internships, and job shadowing, in addition to school-based career awareness and development activities. These experiences provide opportunities for students to apply their academic skills in real-world settings.

Vision

BCPS' graduates will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and multicultural society.

Source: *Baltimore County Public Schools Blueprint for Progress*, Available:
<http://www.bcps.org/offices/super/pdf/Blueprint-for-Progress.pdf>

Mission

The mission of the school-to-career transition program is to empower students to focus on career pathways that allow students to utilize and to apply their academic and technical skills to authentic workplace situations, thereby fostering meaningful business partnerships and developing the skills required to compete ethically in the ever-changing global economy.

Goals

The school-to-career transition program provides work experiences in which the student, business partner, and work-based learning (WBL) coordinator work as a team to:

- Integrate academics with work-based experiences to increase student achievement.
- Develop the skills and knowledge base necessary to make appropriate and informed decisions in the career development process to prepare students for lifelong learning.
- Create a realistic work experience that will enable students to develop positive work ethics and values such as honesty, loyalty, and tolerance of diversity.
- Provide an atmosphere in which students develop self-respect and a positive self-image.
- Demonstrate mastery of general and specific competencies through the development and the execution of a learning plan.

Frequently Asked Questions

Will the students be prepared for the workplace?

Students will participate in school-based activities (courses and seminars) as well as connecting activities with teachers in order to prepare the students to dress appropriately, arrive on time, and follow company policy.

What is my liability?

Baltimore County Public Schools covers liability for unpaid work-based learning experiences (see Risk Management and Liability Documentation). Students are covered under workman's compensation according to the DLLR. A work permit is required according to DLLR regulations. Safety instruction must be provided.

If safety issues arise after school hours contact: BCPS after-hours safety phone number: 410-887-6488.

How do I handle employee discipline?

Each student should be treated as other employees are treated. This is an opportunity for the student to learn to resolve problems and to work within company policies. The WBL coordinator should be contacted to help resolve problems.

What is the duration of time the student will be working at the jobsite?

The student will remain at the worksite if he/she is successful and acquiring additional skills on the job.

In a paid position, how late are students permitted to work?

According to the DLLR: PERMISSIBLE HOURS OF EMPLOYMENT

<http://www.dllr.state.md.us/>

“A minor of 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day. The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors of 16 or 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period. Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.”

What happens to the student at the completion of the work-based learning program?

The employer has the option to provide the student with additional career opportunities.

Employer Responsibilities

The employer will:

- Communicate with the work-based learning (WBL) coordinator regarding concerns, performance, and evaluations.
- Provide realistic work expectations for the student.
- Provide an orientation program for the work-based student at the job site.
- Instruct the student in company safety and health procedures and policies.
- Model effective ethical behavior on the job site.
- Encourage the student to work as a team player.
- Provide a minimum 10-hour per week schedule and monitor student attendance.
- Assess student workplace competencies and provide feedback.
- Increase student responsibilities based on job performance.
- Promote student understanding of the relationship between rigorous, relevant education and employment success.

Effective training

Effective training is a systematic method of assisting students in learning specific tasks by providing “hands-on” instruction and modeling of the desired behavior or task. Skill acquisition and prevention of loss and error can best be accomplished if the following pathway is followed.

- **Preparation**– Anticipate the tasks and skills required for successful completion of the job. Determine when the student can be trained and who will conduct the training.
- **Modeling**– Describe the task and demonstrate according to your standards. Then, check for understanding.
- **Practice**– Allow the student to demonstrate the task, correct errors, and ask the student to describe what he/ she is doing.
- **Performance**– Allow the student to work to perform the task without assistance, designate a plan if the student has questions, and provide feedback on performance.

Orientation to the Work-Based Learning Site Checklist

Directions: Utilize the following checklist in conducting student orientation at your site.

Employer and student will discuss company expectations and specific position requirements from the *Human Relations* handbook including the following:

- Attendance and call-in policy.
- Dress code.
- Job position requirements—blood test, TB test, background check, drug test etc .
- Work schedule.
- Punctuality.
- Hours of operation.
- Rest breaks.
- Lunch breaks.
- Safety training.
- Security procedures.
- Tour of facilities.

Employer and student will discuss the *company culture* including the following:

- Type of business.
- Company products.
- Company services.
- Company branches and divisions.

Employer and student will discuss the *organizational chart of the company* including the following:

- Introduction to department staff.
- Introduction to all other departments as required by job assignment.

Safety and Risk Management

The Baltimore County Public Schools has set three broad goals for every child in every school:

1. To improve achievement for all students.
2. To maintain a safe and orderly learning environment in every school.
3. To use resources effectively and efficiently.

To achieve these goals, all participants must adhere to the policies and procedures developed by the school-to-career transition office. Participants in the STCT programs are encouraged to ask questions and frequently communicate with the student's WBL coordinator whenever a change, problem, or concern arises that may impact the student experience in school and on the work-based learning site.

Prior to any student beginning a work-based experience, the employer/mentor must designate at least one person to serve as the student's official supervisor and the following risk management procedures must be completed:

The supervisor(s) must review and sign the appropriate paperwork:

- *Work-Based Learning Agreement.*
- *Workplace Learning Safety Form.*
- *Work permit* (students under the age of 18) Go to the following website for details- www.dllr.state.md.us/labor/wages/empm.shtml.
- *Student learner agreement for exemption under hazardous occupations* form according to DLLR regulations.

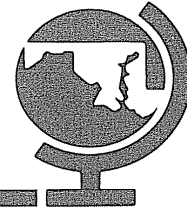
The supervisor(s) must review and discuss the following policies and procedures:

- Communication with the WBL coordinator.
- Safety of the worksite.
- Emergency contact procedures.
- Attendance, termination, and resignation at the worksite.
- Sexual harassment.

Updated versions of this letter are available each year from the school work-based learning coordinator.

Maryland Association of Boards of Education

Group Insurance Pool



621 Ridgely Avenue • Suite 300 • Annapolis, Maryland 21401-1087 • (410) 841-5414 • Fax (410) 841-5424

July 9, 2010

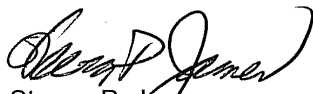
Dear Employer:

Questions have arisen concerning insurance coverage for the School-to-Career Transition program offered by the Board of Education of Baltimore County. Here is a brief explanation of the coverage that is available.

The Maryland Association of Boards of Education Group Insurance Pool ("MABEGIP") is a self-insurance program providing property and liability insurance coverage for many of the school systems in the state of Maryland. Baltimore County Public Schools, as well as sixteen other Maryland school systems, is a member of this pool.

MABEGIP is governed by the "scope of coverage", which describes items covered in the policy. Scopes of coverage are standard parts of insurance policies or programs. **Please note that unpaid work-based learning experiences, such as the ones you provide, are contained within the scope of coverage.**

Sincerely,



Steven P. James
Pool Administrator

SPJ/mb



Maryland Association of Boards of Education
Group Insurance Pool

621 Ridgely Avenue • Suite 300 • Annapolis, Maryland 21401-1087 • (410) 841-5414 • Fax (410) 841-5424

July 1, 2010

Subject: **EVIDENCE OF SELF-INSURANCE**

To Whom It May Concern:

This letter serves as evidence that the **Baltimore County** Board of Education is a Member of the Maryland Association of Boards of Education Group Insurance Pool (the "Pool"), which provides general liability self-insurance.

The liability of Boards of Education in Maryland is limited by the sovereign immunity laws of the state; should such immunity be abrogated, however, the Pool would provide general liability coverage of \$1,000,000 per accident combined single limit for bodily injury and property damage.

Coverage is effective July 1, 2010 through June 30, 2011.

The Pool is a self-insurance mechanism, authorized under Maryland law, by which Boards of Education pool together to provide casualty self-insurance coverage.

Sincerely,

Steven P. James
for the
MARYLAND ASSOCIATION OF BOARDS OF EDUCATION,
as Pool Administrator

SPJ/mb

**Updated versions of this letter are available each year from the school
work-based learning coordinator.**

Required Forms

The following information and documents are essential to the work-based learning program for safety and liability purposes. The forms listed below are to be reviewed or completed and returned to the work-based learning coordinator.

- Work-Based Learning Agreement.*
- Workplace Learning Safety Form and letter.*
- Student assessment and learning plan.*
- Work experience performance rubric.*
- Work permit (if applicable) under DLLR regulations. *
- Exemption under hazardous occupations orders (DLLR). **
- Sexual harassment reference*

* Reference: www.dllr.maryland.gov/

Work-Based Learning Performance Rubric

The following is a set of standards to aid in evaluating the student's performance on site:

- 5 =** The student progressed quickly.
The student asked probing and clarifying questions.
The student quickly reached a point where he/she could work independently when given a task.
The student vastly increased initiative and maturity over the past 10 weeks.
The student took full advantage of this learning opportunity.
The student performed above and beyond what was expected.
- 4 =** The student progressed.
The student asked clarifying questions.
The student reached a point where he/she could work independently when given a task.
The student showed some initiative and maturity over the past 10 weeks.
The student took advantage of this learning opportunity.
The student performed well to above average.
- 3 =** The student did not progress as expected.
The student asked some questions.
The student reached a point where he/she could work independently when given a simple task.
The student showed minimal initiative and maturity over the past 10 weeks.
The student did not take full advantage of this learning opportunity.
The student performed average to well.
- 2 =** The student progressed slowly.
The student did not ask questions.
The student did not reach a point where he/she could work independently when given a task.
The student showed little initiative and maturity over the past 10 weeks.
The student did not take advantage of this learning opportunity.
The student performed below average.
- 1 =** The student did not progress.
The student had excessive absences from the job site.
The student showed no initiative and maturity over the past 10 weeks.
The student did not take advantage of this learning opportunity.
The student performed poorly.

The Board of Education of Baltimore County does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, veteran status, or any other characteristic in its educational programs, services, or employment as provided in Title IX, of the Education Amendments of 1972, the Rehabilitation Act of 1973 (Section 504) and its implementing regulation at 34 C.F.R. and Titles VI and VII, of the Civil Rights Acts of 1964 and 1991.

STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY
1100 E. Eutaw Street Baltimore, Maryland 21201

EMPLOYMENT OF MINORS FACT SHEET
GENERAL INFORMATION

For updates: dllr.maryland.gov/labor/wages/minorfactsheet.shtml

A minor under the age of 14 may not be employed or permitted to work.

Minors 14 through 17 years of age may only work with a work permit. This permit must be in the employer's possession before the minor is permitted to work.

Applications for work permits are available in high schools through out the State.

Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:

- | | |
|--|---|
| (1) Farm work performed on a farm. | (7) Manufacturing of evergreen wreaths in or about a home. |
| (2) Domestic work performed in or about a home. | (8) Delivery of newspapers to the consumer. |
| (3) Work performed in a business owned or operated by a parent or one standing in the place of a parent. | (9) Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. |
| (4) Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. | (10) Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to fire fighting or rescue and who are 16 years of age or older. |
| (5) Caddying on a golf course. | |
| (6) Employment as an instructor on an instructional sailboat. | |

The following may be used as proof of age for purposes of issuing a work permit:

- | | |
|---------------------------|---|
| (1) Birth Certificate | (4) Valid Maryland Driver's License |
| (2) Baptismal Certificate | (5) Any official government document attesting to the age of the minor. |
| (3) School Record | |

Special permits may be issued to minors of any age to be employed as a model, performer or entertainer. These applications and permits are available only in the Baltimore office of the Division of Labor and Industry.

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information as to Federal Standards is available at the Baltimore office (962-2265) and the Hyattsville office (436-6767) of the U.S. Department of Labor, Wage and Hour Division.

PERMISSIBLE HOURS OF EMPLOYMENT

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- (1) 4 hours on any day when school is in session.
- (2) 8 hours on any day when school is not in session.
- (3) 23 hours in any week when school is in session for five days.
- (4) 40 hours in any week when school is not in session.

A minor of 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day.

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors of 16 or 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period.

Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.

OCCUPATIONS FORBIDDEN MINORS UNDER 18 YEARS OF AGE

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years old are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions:

- (1) Occupations in or about plant or establishments manufacturing or storing explosives or articles containing explosive components.
- (2) Occupations of motor-vehicle driver and outside helper.
- (3) Coal Mine Occupations.
- (4) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
- (5) Occupations involved in the operation of power driven woodworking machines.
- (6) Occupations involving exposure to radioactive substances and to ionizing radiations.
- (7) Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- (8) Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- (9) Occupations in connection with mining, other than coal.
- (10) Occupations involving slaughtering, meat-packing or processing, or rendering.
- (11) Occupations involved in the operation of certain power-driven bakery machines.
- (12) Occupations involved in the operation of certain power-driven paper products machines.
- (13) Occupations involved in the manufacture of brick, tile, and kindred products.
- (14) Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- (15) Occupations involved in wrecking, demolition, and ship-breaking operations.
- (16) Occupations involved in roofing operations
- (17) Occupations in excavation operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden minors under 18 years of age: Occupations in, about, or in connection with:

- (1) Blast furnaces.
- (2) Docks or wharves, other than marinas where pleasure boats are sold or served.
- (3) Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- (4) Railroads.
- (5) Erection and repair of electrical wires.
- (6) Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- (7) The manufacturing of dangerous or toxic chemicals or compounds.
- (8) Cleaning, oiling, or wiping of machinery.
- (9) Any occupation forbidden by any local, state, or federal law.
- (10) Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator of the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

- (1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces, or storage areas where goods are manufactured or processed.
- (2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines.
- (3) Occupations in, about or in connection with (except offices or sales work not performed on site):
 - (a) Scaffolding
 - (b) Construction
 - (c) Brickyard
 - (d) Lumberyard
 - (e) Airports
 - (f) Railroads
 - (g) Boats engaged in navigation or commerce
 - (h) acids
 - (i) dyes
 - (j) gases
 - (k) lye
 - (l) occupations causing dust or gases in injurious quantities
 - (m) any occupation deemed injurious by the Commissioner after investigation

Date _____

STUDENT LEARNER AGREEMENT

For Exemption under Hazardous Occupations Orders

dllr.maryland.gov/labor/wages/minormanualissuingofficers.doc - 2010-05-03 - [Text Version](#)

Name of Student

Date of Birth

Pursuant to the provisions of 3-206(d) of the Labor and Employment Article, Annotated Code of Maryland and U.S. Public Law 29 USC-201 and regulations and orders promulgated thereunder:

It is agreed between _____
Name of Employer

And _____
Name of School County

That the pupil named above, currently enrolled in a course of study and training in a cooperative career training program under a recognized State or local authority, is to be employed by the Company in an occupation declared to be particularly hazardous by the U.S. Secretary of Labor, that such employment shall be incidental to the training, that such work shall be intermittent and for short periods of time and under the direct supervision of a qualified and experienced person.

It is further agreed that safety instructions shall be given by the school and correlated by the employer with on-the-job training and that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

This exemption may be revoked if it is determined that reasonable precautions have not been observed for the safety of minor hereunder.

A copy of this agreement, signed in triplicate by the Employer and the Program Coordinator or the school principal shall be retained and kept on file by each of the signatories and a third copy shall be sent to the Division of Labor and Industry, 1100 N. Eutaw Street, Room 606, Baltimore, MD 21201.

Name of Firm

Coordinator or Principal

Address

School

Authorized Signature

Address

School-to-Career Transition

Protect Yourself: Know Your Rights and Responsibilities

SEXUAL HARASSMENT

The school-to-career transition courses involve students who work outside the school. They must know their rights and the procedures to take in the event that sexual harassment at the worksite becomes a problem. The following information should be kept by the employer, parent/ guardian, and student for future reference.

Harassment Defined

Harassment can be racial, ethnic, religious, or sexual in nature. It is a systematic persecution of another person that is carried out by annoyances, threats, or demands.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in school or work activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

What is the law?

Students are legally protected against sexual harassment by Title IX of the Education Amendments of 1972, which is a federal law prohibiting discrimination on the basis of sex. Sexual assault is also covered under the Criminal Code of Maryland.

The three elements of sexual harassment

The behavior is:

- Unwanted or unwelcome.
- Sexual or related to the gender of the person.
- When one person has power over another.

What to do if harassment is suspected:

Employer:

- Hear the complaint.
- Report concerns to the WBL coordinator.
- Speak to the parties involved.
- Determine if further action is needed.
- Follow company policy to report the incident.

Parent/ Student:

- Tell your WBL coordinator.
- Tell the harasser to stop verbally or in writing.
- Follow school system's procedures.

Work-based learning coordinator:

- Alert employers, parents/ guardians, and students to the policies regarding sexual harassment
- Take action when a student brings a complaint to your attention
 - Take student away from the site.
 - Write or speak to the employer.
 - Bring the complaint to the attention of the principal.

It's not funny. It's not a joke. It's embarrassing. IT'S ILLEGAL!

Baltimore County Public Schools
Work-Based Learning Programs

Student Name: _____

Professional Use of Technology

As personal technology becomes more prevalent in the workplace, students need to be aware of the following guidelines for use of technology in the workplace.

Students will:

- Adhere to the rules and regulations set forth by the employer.
- Avoid cell phone use at the workplace.
- Refrain from discussing the workplace and co-workers on social networking sites.
- Never post inappropriate photos, links, videos, status updates, tweets, texts, captions, etc. anywhere.
- Refrain from sending personal emails at work (whether using a personal or professional email account).
- Refrain from using an inappropriate email address.
- Use a work-appropriate voicemail greeting.
- Refrain from using iPods/MP3 players, Bluetooth, etc. at work.

****All BCPS Telecommunications Policies apply at the worksite****

I agree to adhere to the above technology policies.

signature of student

date

Sexual Harassment Lesson Plan Acknowledgement

I acknowledge that I have participated in the sexual harassment lesson plan. I feel confident in my ability to identify and address any issues that might occur regarding sexual harassment in the workplace.

I agree to inform my WBL coordinator of any incidents of sexual harassment or questionable behavior at my worksite.

signature of student

date

The Board of Education of Baltimore County does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, veteran status, or any other characteristic in its educational programs, services, or employment as provided in Title IX, of the Education Amendments of 1972, the Rehabilitation Act of 1973 (Section 504) and its implementing regulation at 34 C.F.R. and Titles VI and VII, of the Civil Rights Acts of 1964 and 1991

Employer Handbook Acknowledgment Form

School: _____

Student Last Name (PLEASE PRINT)

Student First Name (PLEASE PRINT)

Business Partner/Mentor (PLEASE PRINT)

Business

Documentation

- Work-based learning experience agreement.
- Emergency contact information.
- Work permit (under 18) according to the DLLR regulations.
- Procedure for documentation of hours and wage.
- Risk management documentation:
 - Sexual harassment reference sheet.
 - Maryland Department of Labor Laws and Regulations: Employment of Minors.
 - Work-Based Learning Safety Form/letter.
 - Hazardous occupation agreement if applicable.

I have received a copy of the *Baltimore County School-to-Career Transition Employer Handbook*. I acknowledge that the above material has been reviewed and I was given the opportunity to ask questions.

Student's Signature

Date

I have discussed this *Handbook* with the student. I understand my responsibilities.

Business Partner/Mentor Signature

Date