



DIVISION OF EXCEPTIONAL STUDENT EDUCATION SUPPORTED EMPLOYMENT AGREEMENT

Date: _____

I intend to employ:

(First Name) (Middle Initial) (Last Name) (Street Address & Apt. #) (City) (Zip Code)

Social Security # Student ID# Date of Birth Sex

In the capacity of _____
(Occupation/Duties) (Type of Industry)

(Company Name) Beverage License: Yes or No Type: _____
(Circle Yes or No)

(Company Address) (City) (Zip Code) (Telephone #)

Hours of employment _____ days per week, _____ hours per day, between _____ a.m./p.m. and _____ a.m./p.m. or _____ as needed
(Number) (Number) (Number & Circle am or pm) (Check)

EMPLOYER'S RESPONSIBILITIES IN SUPPORTED EMPLOYMENT: The employer agrees to place the student in the position specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given employees with regard to safety, health, social security, general work conditions, and other policies and procedures of the company. The employer will adhere to all state and federal regulations regarding employment, Child Labor Laws, and ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, and pregnancy. § Board Policy 2421 (Refer to reverse side of this document for the Florida/Federal Child Labor Laws and extended hours of employment for cooperative education students.)

SUPPORTED EMPLOYMENT JOB COACH RESPONSIBILITIES IN SUPPORTED EMPLOYMENT: The Job Coach agrees to visit each student at the place of employment and will maintain a close working relationship with the person to whom the student is responsible while on the job. The Job Coach shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The Division of Exceptional Student Education will keep each student Supported Employment Agreement on file for three years.

PARENT(S)/GUARDIAN(S) RESPONSIBILITIES IN SUPPORTED EMPLOYMENT: The parent/guardian agrees that the student will participate in the Supported Employment Program as provided by Miami Dade County Public Schools (if under 18 years of age).

STUDENT RESPONSIBILITIES IN SUPPORTED EMPLOYMENT: The student agrees to follow rules and guidelines established by the school, employer, and Job Coach with regard to hours of work, school attendance, and reporting procedures.

This document establishes an agreement between the school and employer concerning the conditions of employment relative to a student while on the job. It should not be interpreted as a legal instrument nor as any form of binding contact.

WE, THE UNDERSIGNED, have read this agreement and understand the conditions and provisions contained therein.

STUDENT _____ **JOB COACH** _____

PARENT/GUARDIAN _____ **EMPLOYER** _____
(If applicable)

INSTRUCTIONS FOR PROCESSING SUPPORTED EMPLOYMENT AGREEMENT

1. The Job Coach takes this form to the employer to be filled out and signed.
2. The Job Coach secures signatures of parent/guardian, if applicable, and the student.
3. The Job Coach submits this form to the Supported Employment Coordinator.

PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS

The employer is responsible for ensuring that minor employees work the proper hours in nonhazardous occupation in accordance with the Florida and Federal Child Labor Laws.

PROOF OF AGE

The employer must obtain and keep on file proof of the student's age. Any of the following documents may be used to constitute proof of age: an age certificate issued by the Miami Dade County School Board, or a photocopy of the student's birth certificate, driver's license, passport, or visa which indicates the student's birth date.

EXTENDED HOURS OF EMPLOYMENT ELIGIBILITY FOR SUPPORTED EMPLOYMENT STUDENTS

MINORS 16 AND 17 YEARS OF AGE

Minors 16 and 17 years of age shall not be permitted to work: (1) for more than 6 consecutive days a week; (2) for more than 8 hours a day during the regular school year, and (3) before 6:30 a.m. or after 11:00 p.m. when school is scheduled the following day. During holidays and summer vacation, no restrictions on hours apply.

Extended hours of employment eligibility for Supported Employment students 16 and 17 years of age: Pursuant to **Chapter 450, Part I, of the Florida Statutes** (Child Labor Law), the student listed on this agreement is participating in the Supported Employment Program and is authorized to work (40) hours per week (Monday through Friday when school is in session) as indicated in this student's agreement.

HAZARDOUS OCCUPATIONS

No minor under 18 years of age may work in the following occupations or use related equipment listed below:

- (a) In heavy building construction, electrical, roofing, wrecking, demolition, and excavation occupations;
- (b) Operation of power-driven bakery equipment;
- (c) In or around toxic substances, corrosives, pesticides;
- (d) On any scaffolding, roof, or ladder above 6 feet;
- (e) Operation of or assistance with tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery;
- (f) In using a motor vehicle for delivery or courier work;
- (g) Slaughtering, meat packing, processing, rendering, or the use of meat grinding machines;
- (h) Operation or repair of power-driven metal-forming, woodworking, paper products, or hoisting machines;
- (i) Firefighting;
- (j) In logging, sawmill, or mining operations.

Minors 14 and 15 years of age are prohibited from the following occupations and use of equipment listed below:

- (a) Power-driven machinery except power mowers with cutting blades 40 inches or less;
- (b) Operating, oiling, and cleaning all types of power-driven machines;
- (c) Work in freezers or meat coolers;
- (d) Door-to-door sales of products as employment;
- (e) In factories, packing houses, warehouses, in any plant where goods are manufactured or otherwise processed, except for office work;
- (f) Operating a motor vehicle;
- (g) Power-driven laundry and dry cleaning machines;
- (h) Construction, including repair work;
- (i) Work on scaffolds, ladders, or their substitutes;
- (j) Working where alcoholic beverages are served, produced or consumed;
- (k) Loading or unloading goods to or from trucks, railroad cars, or conveyors;
- (l) Alligator wrestling, work in connection with snake pits, or similar hazardous activities;
- (m) Commercial baking or cooking that is not in view of the public.

ALCOHOLIC BEVERAGE LAW: (562.13 FS) Florida Hospitality Law

No person under 18 years of age, regardless of marital status, may be employed in or about any place where alcoholic beverages are manufactured or sold for retail, except: when sold for consumption off the premises, such as in grocery stores, drug stores, automobile service stations, and restaurants that have only take-out products; hotel/motel employees engaged in work apart from the area where alcoholic beverages are sold and consumed. **Exception:** Minors in the 10th, 11th, and 12th grades, 16 years old in the 9th grade, enrolled in Supported Employment, may work where alcoholic beverages are consumed provided they do not participate in the preparation, serving, delivery, or sale of the item. Minors are allowed to work as cashiers in stores and restaurants provided they do not physically take the orders, prepare, or deliver the alcoholic beverages.