

Community-Based Vocational Training Labor Law Regulations Contract

Time allocation key for community-based vocational experiences or pre-employment Secondary Transition Services:

- Vocational exploration: 5 hours per job experience
- Vocational assessment: 90 hours per job experience
- Vocational training: 120 hours per job experience

According to this agreement the business sponsor agrees to permit the student to enter its work site for the purpose of receiving community-based vocational training:

Type of Experience: _____

Age of Student: _____

Job Tasks: _____

This training agreement will serve as a guide to ensure that the student receives opportunities for training in the specific skills for the job activities selected as well as the vocational and social skills related to the job. Instructional programs have been developed, agreed upon and will be used by:

Business Sponsor: _____,

School: _____,

Student: _____,

Parent/Guardian: _____.

Training Period:

Start Date: _____ End Date: _____

Hours on Site: _____

Days of the Week: _____

The trainer will be responsible for ensuring that the student follows company policies and regulations that apply to all employees. The student agrees to attend vocational training according to the schedule and participate in the instructional program. He/she will be covered by accidental/health insurance provided through the school system during training hours. It is understood that the employer will not pay the student for the job duties completed while on this community-based training site. It is also understood that the activities of the student will not result in an immediate advantage to the business.

All instructional program procedures for this experience are part of the student's IEP or ITP goals and objectives. The teacher/trainer will be responsible for the direct supervision of the student and will collect data on all skills that are being trained. The business sponsor reserves the right to discontinue the training placement at any time.



However, if a problem arises, the employer agrees to discuss the situation with the teacher/trainer immediately to identify solutions prior to discontinuing the training experience.

All parties agree to abide by the guidelines developed by the U.S. Department of Labor and the U.S. Department of Education for non-paid vocational training sites to include the following:

- The student participating in this training experience is an individual for whom competitive employment at or above the minimum wage level is not immediately obtainable and who, because of her his/her disability, will need intensive on-going support to perform in a work setting.
- The student will participate under the general supervision of public school personnel.
- Community-based training will be clearly defined in the student's IEP and will be designed specifically to benefit the student.
- Documentation of student enrollment in the community-based placement program will be made available to the Departments of Labor and Education upon request.
- All parties entering into this agreement realize that participation in this training does not entitle the student participant to wages.
- The activities of the student at this job site will not result in an immediate advantage to the business. This will include the following:
 - There has been no displacement of employees, vacant positions have not been filled [by students]; employees have not been relieved of assigned duties; and the students are not performing services that, although ordinarily performed by employees, clearly are of benefit to the business.
 - The students are under direct supervision by representatives either of the school or by employees of the business.
 - Such placements are made according to the requirements of the student's IEP and not to meet the labor needs of the business.
 - The periods of time spent by the students at any one site or in any clearly distinguishable job classification are specifically limited by their IEP. Each component will not exceed the following limitation during any one school year:

▪ Vocational exploration	5 hours per job experience
▪ Vocational assessment	90 hours per job experience
▪ Vocational training	120 hours per job experience
- Students are not entitled to employment at the business at the conclusion of their IEP. However, once a student becomes an employee, the student cannot be considered a trainee at that community-based placement unless in a clearly distinguishable occupation.

If any of the above criteria fail to be met during the student's placement, he/she will be withdrawn from the training site. It is also agreed that all students will participate in any training activities that have been declared hazardous by the Secretary of Labor.

For a complete and updated list of hazardous occupations go to
**Colorado Department of Labor and Employment, Division of Labor Standards and
Statistics. INFO #22.**

