

ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT WAGE AND HOUR

STUDENT LEARNER WORK PERMIT

THE STUDENT LEARNER WORK PERMIT PROGRAM CONCEPT AND GOALS: District and School Administrators, educators, counselors, and the teacher-coordinator are responsible for facilitating information and collaboration between all entities that support the student learner programs to ensure the program runs safely and effectively. Administrators' responsibilities are to provide adequate training and ongoing professional development, to facilitate curriculum/program development, and to provide input on the program evaluation to ensure that the district has clear labor program policies. Once the Department approves the program, school administrators provide support for developing the program, assume responsibility for developing policies that serve students' unique needs, and work to eliminate/ reduce problems related to the program's day-to-day operation. The teacher-coordinator's chief responsibilities are the planning and actual implementation and day-to-day operation and management of the work program, to include the selection of worksites, worksite coordination, training of worksite personnel regarding the program's expectations, selecting and placing students in worksites, evaluating programs and monitoring to confirm that the individual student learner's goals have been met. Wage and Hour may inspect to verify workplace conditions at any time and/or revoke the work permit without prior notice.

8 AAC 05.040. General. [Restricted Occupations]

- (c) An exemption for student-learners applies when
- (1) the student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized state or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
 - (2) the student-learner is employed under a written agreement which provides that
 - (A) the work of the student-learner in the occupations declared particularly hazardous will be incidental to the training;
 - (B) the work will be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;
 - (C) safety instructions will be given by the school and correlated by the employer with on-the-job training; and
 - (D) a schedule of organized and progressive work processes to be performed on the job will have been prepared
 - (3) each written agreement contains the name of the student-learner, and is signed by the employer and the school coordinator or principal.
- (d) Copies of each agreement covered by (c) of this section must be kept on file by both the school and the employer. This exemption for the employment of student-learners will, in the department's discretion, be revoked in any individual case if it is found that reasonable precautions have not been observed for the safety of minors employed under the agreement

of minors employed under the agreemen	ıt					
A. EMPLOYER/SCHO	OOL INFORMATION [to be completed by EMPI	LOYER and TEACHER-COORDINATOR]			
Name of Employer		DBA				
Employer Local Mailing Address						
Location of Employment (physical a	ddress)					
Type of business and products sold/n	nanufactured/services rend	ered				
Duties to be Performed/Equipment t	o be Used by Student Learn	ner				
Total hours student learner will	work		Straight-time pay rate \$/h	nour		
Student Learner's School						
Address		City	Zip Code			
Teacher-Coordinator's Name			Contact No.			
•		0.	s of the student learner's schedule of "organized and edits be awarded for participation in the program? How m			
Will this student learner work in	an establishment that ser	ves alcohol? Yes RDP	NumberNo			
			leted by PARENT/LEGAL GUARDIAN] cial and parent/guardian signing box on page 2]			
Student Learner's Name		Address	DOB			
Your Phone Number	Cell	Email	Best Way to Contact You?			
Guardian's Name	Ac	ldress				

VERIFICATIONS

School Official

I certify that the referenced student will receive instruction in an accredited school and will be employed pursuant to the bona fide work training program, and that the employment is in conformance with all safety requirements in connection with the safe employment of children. I will contact Wage and Hour immediately should any questions arise relating to the student learner's safety and health while participating in this program.

I further affirm that documentation proving parent/legal guardian status has been reviewed by the school and the student learner employed under this work training program will earn educational credits for his/her participation, and that this program will conform to the Wage and Hour approved schedule of organized, progressive and closely monitored work processes for the safety and benefit of the student learner.

School Official's Printed Name
School Official's Signature

Date

Employer Representative

I certify that the referenced student will receive instruction in an accredited school and will be employed pursuant to the bona fide work training program, and that the employment is in conformance with all safety requirements in connection with the safe employment of children. I will contact Wage and Hour immediately should any questions arise relating to the student learner's safety and health while participating in this program.

I am aware that the student learner employed under this work training program will earn educational credits for his/her participation, and I affirm that this program will conform to the Wage and Hour approved schedule of organized, progressive and closely monitored work processes for the safety and benefit of the student learner.

Printed Name
Signature
Title
Date

Parent or Legal Guardian*

I affirm that I am the:

Parent/Step-Parent _____

Legal Guardian*

As the parent/step-parent or legal guardian of the referenced minor, I give my permission for his/her participation in this student learner program.

*Legal guardian must provide school with documentation proving guardianship of the named student and that said minor has legal guardian's consent to be employed in a bona fide student learner program.

I am aware that this student will receive instruction in an accredited school, will earn educational credits for his/her participation, and will be employed pursuant to a bona fide work training program in conformance with all safety requirements relevant to the safe employment of children. I will contact Wage and Hour immediately should any questions arise relating to the safety and health of my student learner's activities in this program.

Printed Name	_
Signature	_

Date

For Alaska Department of Labor and Workforce Development Use Only

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Dr. Tan	nika L. Ledbe	tter, Co	ommission	ier	
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Title					
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