

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. 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 prohibit 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

A. EMPLOYER/SCHOOL INFORMATION [to be completed by EMPLOYER and TEACHER-COORDINATE Name of Employer DBA Employer Local Mailing Address Location of Employment (physical address) Type of business and products sold/manufactured/services rendered Duties to be Performed/Equipment to be Used by Student Learner	OR]
Employer Local Mailing Address Location of Employment (physical address) Type of business and products sold/manufactured/services rendered	
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Type of business and products sold/manufactured/services rendered	
Duties to be Performed/Equipment to be Used by Student Learner	
Duties to be Performed/Equipment to be Used by Student Learner	
Total hours student learner will work Straight-time pay rate \$	/hour
Student Learner's School	
Address City Zip Code	
Teacher-Coordinator's NamePhone Number	
Outline all school instruction directly related to the employment training, including the elements of the student learner's schedule of "organization" or the sc	
progressive work processes to be performed," as required by 8 AAC 05.040. Will the school credits be awarded for participation in the program?	How many?
Will this student learner work in an establishment that serves alcohol? Yes License Number No	
B. PARENT/LEGAL GUARDIAN*INFORMATION [to be completed by PARENT/LEGAL GUARDIA	N]
	N]
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B. PARENT/LEGAL GUARDIAN*INFORMATION [to be completed by PARENT/LEGAL GUARDIA [*Guardianship documentation must be confirmed by school official and parent/guardian signing box on page 2] Student Learner's Name Address DOB**	N]
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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 aforementioned 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 in conformance with all 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 aforementioned 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*
*Legal guardian must provide school with documentation proving guardianship of the name student.
As the parent/step-parent or legal guardian of the referenced minor, I give my permission for his/he participation in this student learner program.
I am aware that this student will receive instruction in an accredited school, will ear educational credits for his/her participation and will be employed pursuant to a bona find work training program in conformance with a safety requirements relevant to the safe employment of children. I will contact Wag and Hour immediately should any question arise relating to the safety and healt of my student learner's activities in the program. Printed Name
Signature

Date