

SCHOOL TO EMPLOYMENT AT PENNDOT (STEP)

STATEMENT OF UNDERSTANDING

This is a statement of understanding regarding _____, who is hereinafter referred to as “the student.” The student’s “School to Employment at PennDOT (STEP) Student Application/Eligibility Verification” is incorporated into this statement of understanding by reference. This statement of understanding is for the purpose of outlining the agreement between the school, the student, and the employer on the conditions of training to be given to the student while on the job.

Employer/Training sites and schools of cooperative education/work study students shall not discriminate in educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

ELIGIBILITY

PennDOT’s school to employment program is open to high school students, age 17 or older, who have completed their junior year. Positions may be available in any of the state’s 67 counties. Eligibility is determined by the high school/vocational school through the student’s grade point average, attendance, and career interest/background. If eligible, students must arrange academic schedules with the school’s Co-Op/Internship Coordinator to be able to work the required program hours.

PROGRAM HOURS AND DURATION

Internships may be up to one year in duration, with at least three hours of work on days in attendance. Hours of work during summer or seasonal/holiday breaks are not more than 37.5 hours per week, regardless of age. During the school year, hours of work are not more than 28 per week for 17-year-old students and not more than 30 per week for students 18 years old and above. Starting and ending dates for the program depend upon school schedules and agency needs. Extracurricular activities and/or summer vacations of one or two weeks are acceptable. All time off must be discussed in advance with the supervisor. Attendance and call-off procedures will be addressed at orientation. Program options include:

One Year (Summer and Academic Year)	9 Months (Academic Year)
From July 1 following the junior year up through June 30 of the next year	From the beginning of the senior year up through June 30 of the next year

APPLICATION PROCESS

All paperwork must be obtained from the Co-Op/Internship Coordinator. Application packets need to include: a) Statement of Understanding, b) Student Application/Eligibility Verification form, and c) working papers (work permit) if the student is under age 18. All documents must be submitted electronically by the Co-Op/Internship Coordinator to the STEP resource account: STEP@pa.gov.

Applications will be reviewed upon receipt and names will be forwarded to hiring managers. Co-Op/Internship Coordinators will be notified directly by the hiring manager to inform students of an internship interview. ALL internships are paid and students will be required to provide necessary information/verification documents upon a job offer/acceptance so appropriate payroll processing can be arranged.

IDENTIFY THE JOB GROUP(S) AND SPECIALTY AREA(S) OF INTEREST (Check all that apply and if Other please specify):

SKILLED TRADES		PROFESSIONAL/TECHNICAL/BUSINESS		ADMINISTRATIVE	
A/D Mechanic	Body Repair	Communications	Engineering	Word Processing	Records Management
Drafting (CAD)	Printing/Signage	Environmental Services	Geographic Information System (GIS)	Data Entry	Reception
Surveying	Welding	Human Resources	Info. Technology		
Other:	Other:	Real Estate	Other:	Other:	Other:

TRAINING RESPONSIBILITIES

STUDENT RESPONSIBILITIES

1. The student agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student agrees to report job problems to the supervisor and cooperative education coordinator or other certified school representative.
3. The student will adhere to PennDOT policy; employment may be terminated for the same reasons as regular employees.
4. The student must be regular in attendance at school and on the job. If unable to report to work, the student will notify the employer and coordinator or other certified school representative before the start of the normal workday.
5. The student is responsible for transportation to/from the work site and the cost of any parking expenses incurred.
6. The student will report to school for designated meetings and related instruction.
7. The student will follow school rules at the school and work sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.
8. The student's employment will be terminated at the end of the fiscal year (June 30) or earlier if justified by the employer or requested by the student or school.

SCHOOL RESPONSIBILITIES

1. The student's participation in the internship program is under the direct supervision of a certified cooperative education coordinator or other certified school representative.
2. The student will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator prior to job placement.
3. The cooperative education coordinator or other certified school representative will visit the student and supervisor on a periodic basis at the work/training site.
4. The cooperative education coordinator or other certified school representative will investigate compatibility of job circumstances with requirements for the student's attainment of advanced standing in an apprenticeship program upon graduation from high school, and for the possible attainment of educational credit for participation in the internship program.
5. The school will maintain signed copies of the written internship/training agreement and work plan for each student participating in the internship program for at least three years from the date of enrollment in the program.
6. Student transportation, insurance, and attendance at school and work will be covered by school policy.

EMPLOYER RESPONSIBILITIES

1. PennDOT will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages, and workers' compensation.
2. The student will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the supervisor.
4. The supervisor will arrange a conference with the coordinator if a problem arises with the student's work performance.
5. PennDOT will provide necessary safety instruction throughout student's training period.
6. PennDOT will not employ a student to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student's internship/training and any hazardous work will be intermittent and for short periods of time and under the direct and close supervision of an experienced, qualified person.
8. PennDOT has prepared a schedule of organized and progressive work processes (work plan).
9. PennDOT is not liable to the unemployment compensation fund for wages paid to the student while under the internship program. This is provided in Section 4(l)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law.

