CONNECTICUT STATE DEPARTMENT OF EDUCATION

CONNECTICUT STATE DEPARTMENT OF LABOR

SAE PLACEMENT MANUAL

Revised, September 2014

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Introduction

Supervised Agricultural Experience (SAE) is an integral part of the agricultural education three-circle model; it is the career piece that provides students with actual, real-world experiences. It not only allows students to demonstrate what was learned in the classroom but also provides the student the opportunity for mastery based learning.

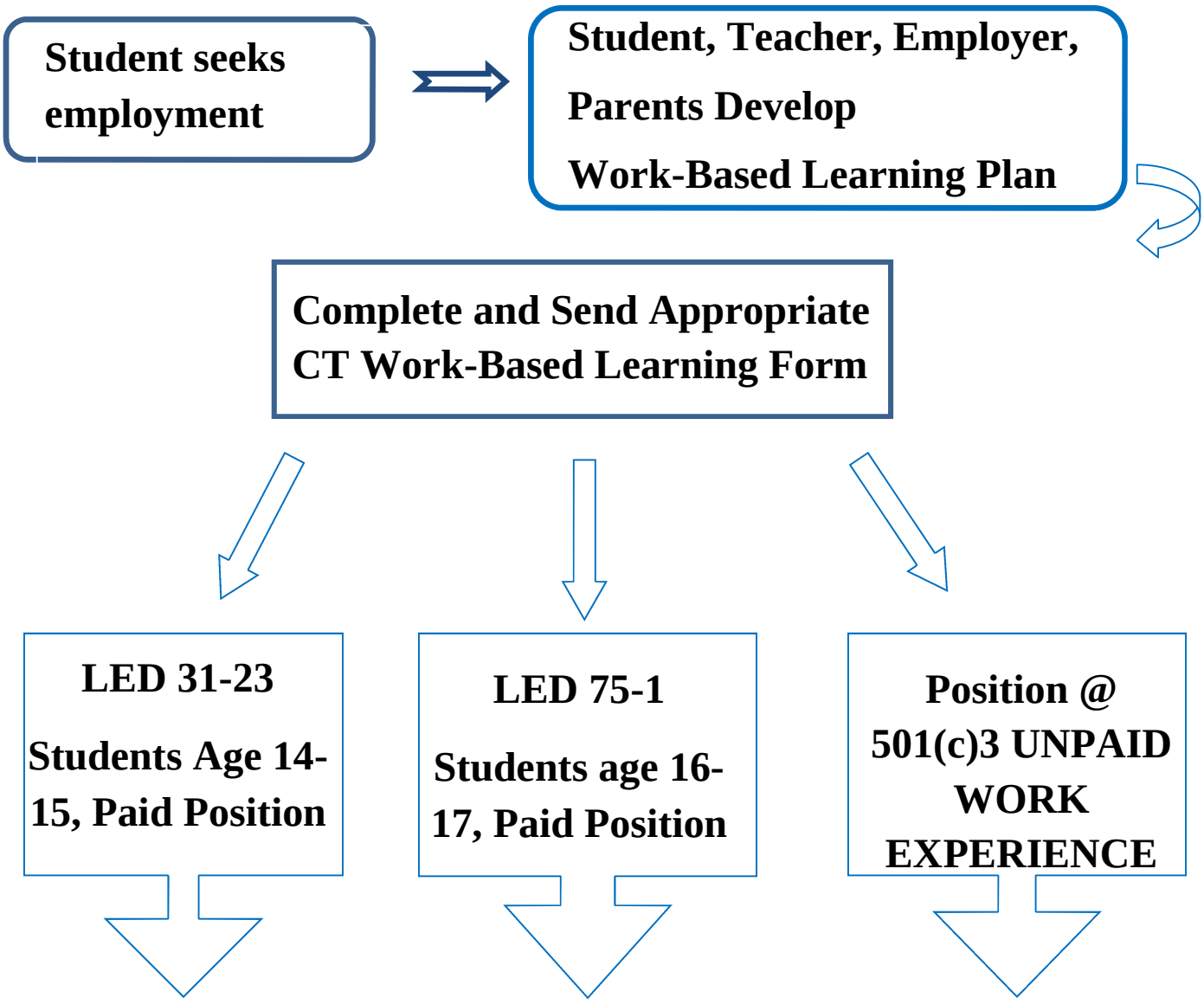
SAE programs consist of all practical agriculture activities of educational value conducted by students outside of class and laboratory instructional time or on school-released time for which systematic instruction and supervision are provided by teacher, parents, employers, mentors, and others.

Conducting SAE programs has many benefits for the students involved; students can gain experience in agriculture and/or agriculturally related areas, earn money, achieve independence, advance in the FFA, establish a background in agriculture and/or agriculturally related area, develop competencies needed for careers, develop a record of employment, gain self-confidence, learn to work with others, gain an understanding of the scope of projects, earn adequate income related to needs of student, and compliment home situations.

Along with the other two circles of the agriculture education model; classroom/laboratory instruction and leadership training through the FFA, the SAE program truly prepares students to be college and career ready.

This manual will focus on Placement SAE's. As with all types of SAE's, student safety and welfare are the first and foremost consideration in the planning, preparation, approving, conducting and supervising of an appropriate program. To assist in making appropriate and safe SAE Placement decision, there are several state statutes that must be followed and forms that absolutely must be completed and sent for State approval. In is the legal duty that teachers assure that their students are placed in a legal working environment and that the required forms for minor employment are completed and kept on file in the agriculture center.

SAE Placement Approval Flow



- Make a copy of Forms, File the copies.
- E-mail completed form(s) to Harold Mackin, harold.mackin@ct.gov;
- When signed approval from SDE & DOL is received, student may start work.

Approvable Placements

Approvable Placements for the "Supervised Agriculture Experience" (SAE)
In Agricultural Science and Technology Education (Sec. 10-64 (c) (Updated August 1, 2013)

All students enrolled in **Agricultural Science and Technology Education** (ASTE) are required to complete a Supervised Agriculture Experience (SAE) for each of their four years enrolled in the program, as indicated in Section 10-65-7 of Regulations of State Board of Education Concerning Operating Vocational Agriculture Programs Effective August 21, 1978.

"Vocational Agriculture (ASTE) students at all grade levels shall have a planned, supervised, occupational-experience program in agriculture that relates to the student's goals and abilities. The program shall be in addition to regularly scheduled class activities (Sec. 10-65-7)."

All students with SAEs are student-learners under the Department of Education Career Pathways Initiative. Student learners with SAE placement positions shall be paid in accordance with CT state labor laws. Unpaid SAE placements are permitted if the worksite is a structured school-based extended day activity or if the worksite is at a documented not-for-profit organization/agency that meets the strict approval of SDE and DOL. A written work plan and signed work-site agreement must be attached to the unpaid waiver form, along with documentation of the non-profit status of the unpaid agency. Documentation of school-based extended-day SAE activities are not required to be submitted to the SDE; however this documentation should be maintained at the local level. Waivers, work-site agreements and work plans can be requested from Harold Mackin, harold.mackin@ct.gov.

There are two types of Placement SAEs "agriculture-specific" or "agriculture-related." The following list meets the criteria and definition of currently approvable SAE, and reflects relevant U.S. and CT child labor laws.

The "agriculture-specific" SAEs fall within those jobs that US Department of Labor considers agricultural occupations. Student learners participating in approved "agriculture-specific" SAE placements must comply with the federal and CT labor laws for agricultural occupations.

Agriculture Specific SA*E* placements are only those where a student learner is an employee at a registered farm business practicing traditional production agriculture. Production agriculture is the cultivation, growth or harvest of crops; the breeding and/or raising of livestock, bees, fur-bearing animals or poultry for the sale of an agricultural product. No waivers are needed for a student to work on farm practicing production agriculture. Fourteen and fifteen year-olds must be closely supervised in the practicing of hazardous occupations including operating machinery; this is not to exceed 20% of work hours completed.

Agriculture-Specific SAEs

Christmas Tree Producer
Beef Cattle Farm
Bee Keeping
Crop Production
Dairy Farm
Equine Breeding, Raising and Training
Fish Hatchery
Aquatic Animal & Plant Production
Fruit Producer
Goat/Llama/Alpaca Farm
Greenhouse Grower
Large Animal Rescue Farm
Livestock Farm
Nursery Grower
Ornamental Plant Producer
Poultry Farm
Sheep Farm
Swine Farm
Vegetable Producer

"Agriculture Related" SAE placements are those where a student learner is placed at an agricultural business or organization that is considered non-agricultural by the US Department of Labor. "Agricultural Related" SAE placements are those not practicing traditional production agriculture at a farm; but are in a closely related field such as providing goods and services to farms, processing farm products, caring for companion animals; or agriculture education and communications. These placements must either be paid in accordance with CT labor laws or be volunteer placements at registered non-profit organizations. In some "agriculture-related" placements, waivers are needed due to child labor laws restricting minor employment in hazardous occupations including the operation of machinery. Child Labor Bulletin 101 'Child Labor Provisions for Nonagricultural Occupations under the Fair Labor Standards Act.' Asterisks denote restrictions and required waivers forms for approval as an SAE placement position; see bottom of page for explanation of asterisk.

Agriculture Related Placement SAEs

Agriculture Educator/Teacher Assistant – Student is directly involved in the planning and teaching of lessons or activities related to agriculture education and FFA. Duties may or may not include writing curriculum, preparing lesson materials, planning events and maintaining laboratories and greenhouses.

Agricultural Writer/Editor – Student is a writer, editor or assistant in the creation of a print, web or digital publication that communicates information about agriculture and/or the FFA.

Agriscience Research Assistant - Students works under the guidance of a research professional through some or all the stages of conducting research; data collection, interpretation and communication of results. (If non-hazardous research site: *; if hazardous research site: **; ***)

Agritourism Associate – Student is engaged in the maintenance, promotion, or operation of an agritourism operation for the education or recreation of the general population. *

Community Volunteer- Student is engaged in development activities such as volunteerism, community development and community betterment activities related to agriculture.

Docent (Museum, Zoo or Aquarium) – Student serves as a knowledgeable guide in an agriculture-related educational exhibit similar to those in a museum, fair or aquarium. *

Farmer's Market – Student is employed by an agricultural organization to assist in the organization and set up of a farmer's market and the sale of produce and other farm produced products to the public. *

Wholesale/Retail Sales Associate – Student is employed at an agriculture related business that sells agriculturally related supplies. Student is trained in product knowledge, marketing and display, completing sales transactions and customer service.*

Public Relations Specialist – Student coordinates with an agricultural organization and the news media in the preparation of an agricultural event such as a fair, trade show, farmer's market or related event with duties such as setting up meeting areas, cleaning, preparing materials, keeping records and writing press releases.

Youth Mentor/Camp Counselor – Student works directly with youth in a structured setting with the objective of building relationships with youth through a variety of activities related to agriculture and the environment.

Agricultural Mechanics Related Placement SAE's

Barn Restoration and Repair – Student works under the guidance of a professional contractor building, repairing and restoring barns and sheds; including activities such as painting, installing hardware, siding and roofing. **; ***

* Non-hazardous work approvable for 14/15 year olds with the required LED 31-23 (if it is a paid position)
** Hazardous work not allowed for 14/15 year olds
*** Hazardous work approvable for 16/17 year olds with the required LED 75 (if it is a paid position)
-No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17
-Unpaid Waiver is required if the SAE placement is in an approved non-profit (501c3) organization; age restrictions for unpaid SAEs are the same as for paid SAE

Electrician - Student works under the guidance of a professional electrician assisting in the installation, maintenance and repair of electrical or power systems in agricultural settings. **; ***

Mason – Student works under the guidance of a professional mason assisting in the building and repair of stone and concrete features in an agriculturally related setting. **;***

Mechanic – Students works under the guidance of a professional diagnosing and repairing problems with outdoor power equipment in an agriculturally related setting. **; ***

Parts Clerk – Student works for an equipment dealership or similar business with the specialized task of researching, finding or ordering replacement parts and other inventory in an agriculturally related setting. *

Plumbing and Irrigation - Student works under the guidance of a professional plumber/irrigation installer assisting in the installation, maintenance and repair of plumbing and irrigation systems in agriculturally related settings. **; ***

Small Engine Repair – Students is employed under the guidance of a professional performing routine maintenance on small engines in an agriculturally related setting. *

Ag Processing/ Food Science Related Placement SAE's

Agricultural Products Processing – Student is employed by a business that creates non-food products such as wool, other fibers, pet treats, soaps, seeds and other items not intended for human consumption. **;***

Food Scientist – Students works for a business that provides experience in the application of microbiology and biochemistry or food product development to improve taste, nutrition, food quality or value of food. *

Food Products Processing- Student works for a business that processes food products and participates in quality control, food safety or sanitation practices. **; ***

Meat Products Processing – Student works in a facility that processes whole cuts into retail cuts and products such as sausage and smoked meats intended for human consumption. **; ***

Milk Products Processing – Student works in a facility processing milk into products intended for human consumption. **; ***

Taxidermist – Student works under the guidance of professional taxidermist to skin and mount wildlife specimens. ** ***

Vegetable and Fruit Products Processing - Student is employed by a business that creates food products through the preservation of vegetables and fruits through processes such as canning, freezing and drying. **; ***

Bait and Tackle Store Clerk – Student provides customer service, sales or stocks bait and lure section which requires knowledge of recreational fish and salt water fisheries. *

Aquaculture Related Placement SAE's

Aquarium Maintenance – Student is responsible for feeding, cleaning, maintenance and basic repairs to aquariums and fish production systems that raise fish and other aquatic species including aquatic plants, wild stock and ornamental species. *

Commercial Fishing Sternman/ Lobster Boat – Student assists in hauling and setting various fishing gear. **; ***

Maple Products Processing – Student works for an agricultural business that is a maple producer; tapping trees, collecting sap and creating finished maple products such as syrups and candies. **; ***

Fish Market – Student works in a store or seafood department preparing and/or handling seafood; excludes operating cutting machines. *

Launch Operator I - Students (16 years old) operate/navigation launches and supply vessels in marinas. ***

* Non-hazardous work approvable for 14/15 year olds with the required LED 31-23 (if it is a paid position)
** Hazardous work not allowed for 14/15 year olds
*** Hazardous work approvable for 16/17 year olds with the required LED 75 (if it is a paid position)
-No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17
-Unpaid Waiver is required if the SAE placement is in an approved non-profit (501c3) organization; age restrictions for unpaid SAEs are the same as for paid SAE

Launch Operator II - Student (18 years and older) lowers launch assistant back up "crew".

Marine Boatyard Dockmaster Assistant- Student assists in line dock handling for larger vessels. **; ***

Marine Power Systems- Student performs outboard mechanics work in marine technology repair shops. *

Marine Technologist/Habitat Specialist- Student performs citizen monitoring of marines species which may include data collection of habitats, report writing, public speaking and presentations.

Research Vessel Technician I- Student works upon research and educational vessels which does not require a safe boat certificate or launch operator's license; includes interpretive program docents and related tasks aboard a boat. *

Research Vessel Technician II- Student works upon research and educational vessels which requires a safe boat certificate or launch operator's license; includes interpretive program docents and related tasks aboard a boat. **; ***

Natural Resources/Outdoor Recreation Related Placement SAE's

Conservation Worker – Student works supporting the mission of an environmental service organization through park clean-up, basic trail maintenance, small shrub/invasive species removal, wildlife observations, soil and water monitoring and similar activities. *

Forest Management – Student performs forest management tasks associated with live standing timber including tree identification, timber cruising (tree measuring and data collection), measuring property boundaries, visual inspection for pests/diseases, trail maintenance and planting of seedling/saplings. (There must not be any logging activity at site.) *

Arboretum/Nature Center/Science Center – Student provides care for captive species on display, maintains environment and/or supports educational programming at a Nature Center, Science Center or similar facility or program. *

Outdoor Recreation Assistant- Students who strive to develop outdoor recreation activities as the primary land use. Activities may include enterprises in cabin and cottage management, camping and/or picnic areas, fishing, water sports, winter sports, riding stables, vacation farms and historical areas. *

Plant Science Related Placement SAE's

Floral Design Assistant – Student works under the guidance of a professional; conditioning flowers, sweeping, and cleaning work spaces, helping customers, keeping records and assisting in the creation of flower arrangements. *

Gardener/Nursery Worker – Student plants and maintains gardens and/or potted plants (annual and perennial). Responsibilities include planting and potting, watering, mulching, insect and disease monitoring, weeding and basic pruning of bushes and shrubs. *

Groundskeeper – Student works to install and maintain basic landscape features including gardens, flower beds, walkways, borders and turf areas without the use of bladed power equipment.*

Landscaper – Student installs/maintains turf, lawns and landscaped areas using outdoor power equipment. **; ***

Animal Science Related Placement SAE's

Animal Caretaker – Student is employed in a setting where they are primarily responsible for the routine care of companion animals in a pet store, home environment, shelter or similar setting. Responsibilities include socialization, basic training, grooming, feeding, cleaning, and/or maintaining environments and similar responsibilities.*

Animal Trainer Assistant – Student works under the guidance of a professional animal trainer to teach basic obedience and teach or reinforce new behaviors.*

* Non-hazardous work approvable for 14/15 year olds with the required LED 31-23 (if it is a paid position)
** Hazardous work not allowed for 14/15 year olds
*** Hazardous work approvable for 16/17 year olds with the required LED 75 (if it is a paid position)
-No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17
-Unpaid Waiver is required if the SAE placement is in an approved non-profit (501c3) organization; age restrictions for unpaid SAEs are the same as for paid SAE

Exotic Animal Caretaker – Student is employed by a business or organization that exhibits captive and exotic animals such as a zoo. Student responsibilities included providing basic care though feeding, cleaning, maintaining exhibits and educating the visiting public.**; ***

Farrier Assistant – Student works under the guidance of a professional farrier to assist in providing equine hoof care. Responsibilities include trimming hoofs, communicating with horse owners, keeping records, physically examining the horse and hoof and preparing equipment. **; ***

Horse Barn/Riding Stable Worker – Student is employed by a horse barn (therapeutic riding facility), with the responsibility of providing routine care for multiple horses including feeding, watering, grooming, mucking stalls and cleaning barns.*

Kennel Assistant – Students is employed by a dog and cat boarding facility with the primary responsibilities of feeding animals, cleaning enclosures and exercising animals. *

Pet Breeder – Student works for a business or organization that breeds and sells non-livestock companion animals. Responsibilities include specialized animal care, tracking breeding cycles, keeping records and marketing. *

Pet Grooming Assistant – Student works under the guidance of a professional pet groomer with responsibilities such as bathing and drying dogs and cats, cleaning work spaces, assisting customers and keeping records. *

Riding Instructor – Student is hired to plan, prepare and teach individual or group lessons on horseback riding. *

Service Animal Training- Student teaches basic obedience and/or reinforces new behavior to service animals. *

Therapeutic Riding Aid –Student provides physical and emotional support to riders. Duties may include preparing the horse for the lesson (groom and tack), leading the horse, walking to the side of the rider and helping to ensure they mount, ride and dismount safely. *

Veterinary Assistant – Student works at a veterinary practice assisting the veterinarian and/or veterinary technicians during the exam, through the care of animal patients and in record keeping. *

* Non-hazardous work approvable for 14/15 year olds with the required LED 31-23 (if it is a paid position)
** Hazardous work not allowed for 14/15 year olds
*** Hazardous work approvable for 16/17 year olds with the required LED 75 (if it is a paid position)
-No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17
-Unpaid Waiver is required if the SAE placement is in an approved non-profit (501c3) organization; age restrictions for unpaid SAEs are the same as for paid SAE

Definitions for DOL/SDE Work Waiver Applications; LED-75, LED 31-23, UNPAID Experience

Below are the definitions for the terminology used on the DOL/SDE Work Wavier Applications.

Career Pathways Coordinator: The individual that manages the ASTE SAE programs; duties may include setting up placement sites; directing students Student's Career Pathways Supervisor; keeping all SAE records.

Employer Name: Is the name of the business, company or individual the student is placed with. This could be the same individual as the Worksite Mentor.

Student's Career Pathways Supervisor: The individual that works directly with the student in the SAE placement; duties may include; worksite visits; monitoring student progress; assisting in completing applications and learning plans; evaluating SAE.

Student's Worksite Title: The name of the position or job the student will be placed in for the majority of the SAE.

Worksite: The actual location the student will be placed in for the majority of the SAE placement.

Worksite Mentor: The individual who will be directly supervising the student day-to-day at the worksite.

All waivers will have a September 30 end date!

-If the waiver is received at the State Department of Education (SDE) before June 30 of a given year, the End Date will be September 30 of that same year.
-If the waiver is received on or after June 1 in a given year, the End Date will be September 30 or the following year.

Example:
Unpaid waiver is received on May 14, 2015 at the SDE, the End Date will be September 30, 2015
Unpaid waiver is received on June 1, 2015 at the SDE, the End Date will be September 30, 2016

Links to waivers on State Department of Education web page:

Unpaid Wavier	Click Here
LED 75-1	Click Here
LED 31-23	Click Here

LED 31-23

Connecticut Department of Labor **Connecticut Department of Education**

Approval Form: Workplace Learning Experiences for Minor Student Learners Ages 14 and 15 in Non-Hazardous Occupations

The LED 31-23 form has been developed in accordance with the provisions of Connecticut General Statues, section 31-23 allowing minor student learners (**14- and 15-years of age**) to be placed in ***paid***, credit-bearing workplace learning opportunities within ***non-hazardous*** occupations from which they would normally be prohibited by child labor laws.

- Only State Department of Education (SDE) and Department of Labor (DOL) approved Career and Technical Education (CTE) worksite learning programs are eligible to use the LED 31-23.
- School and worksite partners together to extend the classroom curriculum through worksite experiences.
- Local Career Pathways staff [i.e. staff of Cooperative Work Education, School-to-Career, Agricultural Science and Technology Education, or other Career and Technical Education pathways] must supervise students in the program.
- Students enrolled in Agriculture Science and Technology Education pathways, refer to the Supervised Agriculture Experiences (SAE) Placement Manual for state-approved placements.

Directions:

- Fill in the blank with the requested information.
- Attach a written work-based learning plan that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.

Student Name: Birth Date:

Address: City: CT Zip Code:

School Name:

Address: City: CT Zip Code:

Employer Name:

Worksite Address: City: CT Zip Code:

Worksite Mentor Name: E-mail: Phone:

Students' Worksite Title: Start Date: Recipt of DOL/SDE Signed Application End Date:09/30/ Starting Wage:$ /hr.

Career Pathways Program Coordinator Name: E-mail: Phone:

Students' Career Pathways Supervisor Name: E-mail: Phone:

Original Signatures. All signatories agree to comply with the requirements of structured work-based learning programs.

Print Administrator's Name: Title: Phone:

Administrator's Signature: Date:

Student Signature: Date:

Print Parent/Guardian Name: Phone:

Parent/Guardian Signature: Date:

Students' Career Pathways Supervisor Signature: Date:

☐ Click if students' summer supervisor is same as above.

Students' Summer Career Pathways Supervisor Name:

Summer Career Pathways Supervisor Signature, (if necessary): Date:

Worksite Mentor Signature: Date:

Date:

Department of Education Work-based Learning Consultant Approval:

Date:

Department of Labor Approval: Signature and Title:

Universal Structured Work-based Learning Plan

Student Name: Worksite Title:

School Name: Career Pathways Program Supervisor Name:

Employer Name: Worksite Mentor Name:

Start Date: Recipt of DOL/SDE Signed Application End Date: September 30,

Placement:

- ☐ Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways)
- ☐ Agricultural Science and Technology Education paid/unpaid Supervised Agriculture Experience (SAE)
- ☐ Other paid Work-based Learning Experience (describe):
- ☐ UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

- ☐ CTE Performance Standards/Competencies: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf_stand_comp.pdf
- ☐ Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source	Evaluation* (Marking Period)			
		1	2	3	4
1. Complies with labor and safety regulations on the job.	CTE ***"WorkSafe!"*** Curriculum; or other Safety Awareness Training (indicate):	☐	☐	☐	☐
2. Exposed to "All Aspects of the Industry"	Industry/Business Partner	☐	☐	☐	☐
3.		☐	☐	☐	☐
4.		☐	☐	☐	☐
5.		☐	☐	☐	☐
6.		☐	☐	☐	☐
7.		☐	☐	☐	☐
8.		☐	☐	☐	☐
9.		☐	☐	☐	☐
10.		☐	☐	☐	☐

List all power equipment student will be required to operate at the worksite.

Additional tasks may be added to supplemental sheets if necessary.

*Evaluation: Space provided for up to 4 review/marking periods

Ratings: 1 – Needs Improvement 2 – Met Standard 3 – Exceeds Standard

Partnership Agreement for Work-based Learning

Student/Youth:

Name:

Address:

City:

State: CT Zip:

Home Phone:

Parent or Guardian:

Emergency Phone:

E-mail:

Employer:

Worksite Name:

Address:

City

State: CT Zip:

Employer Phone:

Worksite Mentor:

Worksite Mentor Phone:

Worksite Mentor E-mail:

School/Agency

School Name:

Address:

City:

State: CT Zip:

Students' Career
Pathways Supervisor:

Phone:

E-mail:

Type of Work-based Learning Experience:

☐ Career Pathways paid, credit-bearing Work-based Learning Experience (All Career Pathways.

☐ Agricultural Science and Technology Education paid/unpaid

☐ Other paid Work-based Learning Experience:

☐ Un-paid Work-based Learning Experience.

Start: Recipt of DOL/SDE Signed Application End date: 09/30/

Worksite Title:

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, worksite and educational/community institution in the delivery of this individual's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

All parties agree to:

1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student/youth;
2. Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
3. Support the policies of the school/agency relative to attendance and behavior;
4. Support all rules and regulations of the cooperating business;
5. Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
6. Ensure that related classroom/program requirements have been met and appropriate work records maintained;

7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the worksite placement;
8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
9. Inform all parties of work-based learning schedules.

The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:

1. No student/youth shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
2. No School-to-Career Initiative shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
3. No student shall be employed or fill a job:
   i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
   ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Student:

Signature Date

Parent/Guardian:

Signature Date

Employer:

Signature Date

School/Agency Career Pathways Supervisor:

Signature Date

Worksite Mentor:

(Check if mentor and employer is the same individual.)

Signature Date

LED 75-1

Connecticut Department of Labor **Connecticut Department of Education**

Approval Form: Workplace Learning Experiences for Minor Students in Hazardous Occupations

The LED 75-1form has been developed in accordance with the provisions of Connecticut General Statutes section 31-23 allowing minor student learners ***(16 and 17 years of age)*** to be placed in paid, credit-bearing, mentored workplace learning opportunities within potentially hazardous occupations.

- Only State Department of Education (SDE) and Department of Labor (DOL) approved Career and Technical Education (CTE) worksite learning programs are eligible to use the LED 75-1.
- School and worksite partners together to extend the classroom curriculum through worksite experiences.
- Local Career Pathways staff [i.e. staff of Cooperative Work Education, School-to-Career, Agricultural Science and Technology Education, or other Career and Technical Education pathways] must supervise students in the program.
- Students enrolled in Agriculture Science and Technology Education pathways, refer to the Supervised Agriculture Experiences (SAE) Placement Manual for state-approved placements.

Directions:

- Fill in the boxes with the requested information.
- Attach a **written work-based learning plan** that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.

Student Name:

Student Address: City: CT Zip Code:

School Name:

Address: City: CT Zip Code:

Worksite Name:

Worksite Address: City: CT Zip Code:

Mentor Name: E-mail: Phone:

Worksite Title: Recipt of DOL/SDE Signed Form End Date: 9/30/ Starting Wage: /hr.

Career Pathway: Pre-apprentice card: Yes Power Equipment used: Yes (If yes, provide details on Work-based Learning Plan).

Career Pathways Program Coordinators Name: E-mail: Phone:

Original Signatures. ***All signatories agree to comply with the requirements of structured work-based learning programs.***

Print Administrator's Name: Title: Phone:

Administrator's Signature: Date:

Student Signature Date:

Print Parent/Guardian Name Phone:

Parent/Guardian Signature Date:

Students' Career Pathways Supervisor Name Phone:

Students' Career Pathways Supervisor Signature Date:

☐ Click if students' summer supervisor is same as above.

Students' Summer Career Pathways Supervisor name: Phone:

Summer Career Pathways Supervisor Signature: Date:

Worksite Mentor Signature: Date:

Department of Education Approval: Signature and Title:

Date:

Department of Labor Approval: Signature and Title:

Date:

Universal Structured Work-based Learning Plan

Student Name: Worksite Title:

School Name: Career Pathways Program Supervisor Name:

Employer Name: Worksite Mentor Name:

Start Date: Recipt of DOL/SDE Signed Application End Date: September 30,

Placement:

- ☐ Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways)
- ☐ Agricultural Science and Technology Education paid/unpaid Supervised Agriculture Experience (SAE)
- ☐ Other paid Work-based Learning Experience (describe):
- ☐ UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

- ☐ CTE Performance Standards/Competencies: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf_stand_comp.pdf
- ☐ Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source	Evaluation* (Marking Period)			
		1	2	3	4
1. Complies with labor and safety regulations on the job.	CTE ***"WorkSafe!"*** Curriculum; or other Safety Awareness Training (indicate):	☐	☐	☐	☐
2. Exposed to "All Aspects of the Industry"	Industry/Business Partner	☐	☐	☐	☐
3.		☐	☐	☐	☐
4.		☐	☐	☐	☐
5.		☐	☐	☐	☐
6.		☐	☐	☐	☐
7.		☐	☐	☐	☐
8.		☐	☐	☐	☐
9.		☐	☐	☐	☐
10.		☐	☐	☐	☐

List all power equipment student will be required to operate at the worksite.

Additional tasks may be added to supplemental sheets if necessary.

*Evaluation: Space provided for up to 4 review/marking periods

Ratings: 1 – Needs Improvement 2 – Met Standard 3 – Exceeds Standard

Partnership Agreement for Work-based Learning

Student/Youth:

Name:

Address:

City:

State: CT Zip:

Home Phone:

Parent or Guardian:

Emergency Phone:

E-mail:

Employer:

Worksite Name:

Address:

City

State: CT Zip:

Employer Phone:

Worksite Mentor:

Worksite Mentor Phone:

Worksite Mentor E-mail:

School/Agency

School Name:

Address:

City:

State: CT Zip:

Students' Career Pathways Supervisor:

Phone:

E-mail:

Type of Work-based Learning Experience:

☐ Career Pathways paid, credit-bearing Work-based Learning Experience (All Career Pathways.

☐ Agricultural Science and Technology Education paid/unpaid

☐ Other paid Work-based Learning Experience:

☐ Un-paid Work-based Learning Experience.

Start: Recipt of DOL/SDE Signed Application End date: 09/30/

Worksite Title:

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, worksite and educational/community institution in the delivery of this individual's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

All parties agree to:

1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student/youth;
2. Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
3. Support the policies of the school/agency relative to attendance and behavior;
4. Support all rules and regulations of the cooperating business;
5. Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
6. Ensure that related classroom/program requirements have been met and appropriate work records maintained;

7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the worksite placement;
8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
9. Inform all parties of work-based learning schedules.

The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:

1. No student/youth shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
2. No School-to-Career Initiative shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
3. No student shall be employed or fill a job:
    i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
    ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Student:

Signature Date

Parent/Guardian:

Signature Date

Employer:

Signature Date

School/Agency Career Pathways Supervisor:

Signature Date

Worksite Mentor:

(Check if mentor and employer is the same individual.)

Signature Date

Connecticut Department of Labor Connecticut Department of Education

APPROVAL FORM: UNPAID WORK EXPERIENCE IN AN IRS-APPROVED COMMUNITY-BASED TAX EXEMPT/ NON-PROFIT ORGANIZATION

This form is to be used for approval Unpaid Work-based Learning Experience in a community-based tax exempt/non-profit organization for a student-learner enrolled in a Career Pathways/CTE program approved by the CT State Department of Education.

Directions:

- Fill in the blank with the requested information.
- Attach a **written work-based learning plan** that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.
- A**ttach documentation of the worksite's non-profit status**.

Note:

- Except for the unpaid, exempted worksites approved by the CT State Department of Labor, all other work-based learning activities must be paid in accordance with Connecticut's minimum wage statutes.
- The UNPAID waiver may not be utilized for work experience determined to be hazardous under CT child labor laws.
- **Approval is NOT necessary for school-based enterprises**.

✓ ***Check off one of the categories below*** that identifies the student's unpaid work-based learning experience to be covered by this waiver:

☐ Volunteer work in an established program of a bonafide IRS-APPROVED COMMUNITY-BASED TAX EXEMPT/ NON-PROFIT ORGANIZATION
☐ Supervised Agricultural Science Experience (SAE)
☐ Career Pathways structured classroom work-based activity with a community service learning component

Student's Name: Date of Birth:

Career Pathway/Cluster approved by the CT Department of Education:

Student Career Pathways Supervisor:

School: Phone: E-mail:

Address:

City: State: CT Zip:

Career Path Supervisor Name: School-year ☐ Summer ☐

Summer monitor (If different than above)

Employer Name: Phone:

Non-profit Documentation: Attached: ☐ ***(or)*** On File at SDE (previously utilized site): ☐

Worksite Mentor Name: Phone: E-mail:

Address:

City: State: CT Zip:

Start date: Recipt of DOL/SDE Signed Application End Date: September 30,

Student Signature *Date* *Parent or Guardian Signature* *Date*

Principal's Signature *Date* *Career Pathway Supervisor Signature* *Date*

Department of Education Work-based Learning Consultant Approval *Date*

Department of Labor Approval: Signature and Title *Date*

Universal Structured Work-based Learning Plan

Student Name: Worksite Title:

School Name: Career Pathways Program Supervisor Name:

Employer Name: Worksite Mentor Name:

Start Date: Recipt of DOL/SDE Signed Form End Date: September 30,

Placement:

Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways)

☐ Agricultural Science and Technology Education paid/unpaid Supervised Agriculture Experience (SAE)

☐ Other paid Work-based Learning Experience (describe):

☐ UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

☐ CTE Performance Standards/Competencies: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf_stand_comp.pdf

☐ Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source	Evaluation* (Marking Period)			
		1	2	3	4
1. Complies with labor and safety regulations on the job.	CTE ***"WorkSafe!"*** Curriculum; or other Safety Awareness Training (indicate):				
2. Exposed to "All Aspects of the Industry"	Industry/Business Partner				
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

List all power equipment student will be required to operate at the worksite.

Additional tasks may be added to supplemental sheets if necessary.

*Evaluation: Space provided for up to 4 review/marking periods

Ratings: 1 – Needs Improvement 2 – Met Standard 3 – Exceeds Standard

Partnership Agreement for Work-based Learning

Student/Youth:

Name:

Address:

City:

State: CT Zip:

Home Phone:

Parent or Guardian:

Emergency Phone:

E-mail:

Employer:

Worksite Name:

Address:

City

State: CT Zip:

Employer Phone:

Worksite Mentor:

Worksite Mentor Phone:

Worksite Mentor E-mail:

School/Agency

School Name:

Address:

City:

State: CT Zip:

Students' Career
Pathways Supervisor:

Phone:

E-mail:

Type of Work-based Learning Experience:

Career Pathways paid, credit-bearing Work-based Learning Experience (All Career Pathways.

☐ Agricultural Science and Technology Education paid/unpaid

☐ Other paid Work-based Learning Experience:

☐ Un-paid Work-based Learning Experience.

Start: Recipt of DOL/SDE Signed Application End date: 09/30/

Worksite Title:

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, worksite and educational/community institution in the delivery of this individual's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

All parties agree to:

1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student/youth;
2. Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
3. Support the policies of the school/agency relative to attendance and behavior;
4. Support all rules and regulations of the cooperating business;
5. Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
6. Ensure that related classroom/program requirements have been met and appropriate work records maintained;

7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the worksite placement;
8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
9. Inform all parties of work-based learning schedules.

The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:

1. No student/youth shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
2. No School-to-Career Initiative shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
3. No student shall be employed or fill a job:
    i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
    ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Student:

Signature Date

Parent/Guardian:

Signature Date

Employer:

Signature Date

School/Agency Career Pathways Supervisor:

Signature Date

Worksite Mentor:

(Check if mentor and employer is the same individual.)

Signature Date

Labor Laws of Connecticut

*Minimum wage law should receive liberal construction as regards beneficiaries so it may accomplish its purpose. 147 C. 277. Burden rests on employer to establish that his employees come within exemption. Id. Cited. 223 C. 573.

Sec. 31-58. Definitions. As used in this part:

(a) "Commissioner" means the Labor Commissioner;

(b) "Wage board" means a board created as provided in section 31-61;

(c) "Fair wage" means a wage fairly and reasonably commensurate with the value of a particular service or class of service rendered, and, in establishing a minimum fair wage for such service or class of service under this part, the commissioner and the wage board, without being bound by any technical rules of evidence or procedure, (1) may take into account all relevant circumstances affecting the value of the services rendered, including hours and conditions of employment affecting the health, safety and general well-being of the workers, and (2) may be guided by such considerations as would guide a court in a suit for the reasonable value of services rendered where services are rendered at the request of an employer without contract as to the amount of the wage to be paid and (3) may consider the wages, including overtime or premium rates, paid in the state for work of like or comparable character by employers who voluntarily maintain minimum fair wage standards;

(d) "Department" means the Labor Department;

(e) "Employer" means any owner or any person, partnership, corporation, limited liability company or association of persons acting directly as, or on behalf of, or in the interest of an employer in relation to employees, including the state and any political subdivision thereof;

(f) "Employee" means any individual employed or permitted to work by an employer but shall not include any individual employed in camps or resorts which are open no more than six months of the year or in domestic service in or about a private home, except any individual in domestic service employment as defined in the regulations of the federal Fair Labor Standards Act, or an individual employed in a bona fide executive, administrative or professional capacity as defined in the regulations of the Labor Commissioner or an individual employed by the federal government, **or any individual engaged in the activities of an educational, charitable, religious, scientific, historical, literary or nonprofit organization where the employer-employee relationship does not, in fact, exist or where the services rendered to such organizations are on a voluntary basis,** or any individual employed as a head resident or resident assistant by a college or university, or any individual engaged in baby sitting, or an outside salesman as defined in the regulations of the federal Fair Labor Standards Act; or any individual employed by a nonprofit theater, provided such theater does not operate for more than seven months in any calendar year;

(g) A resort is defined as an establishment under one management whose principal function it is to offer

lodging by the day, week, month or season, or part thereof, to vacationers or those in search of recreation;

(h) "Employ" means to employ or suffer to work;

(i) "Wage" means compensation due to an employee by reason of his employment;

(j) "Minimum fair wage" in any industry or occupation in this state means a wage of not less than six dollars and seventy cents per hour, and effective January 1, 2003, not less than six dollars and ninety cents per hour, and effective January 1, 2004, not less than seven dollars and ten cents per hour, and effective January 1, 2006, not less than seven dollars and forty cents per hour, and effective January 1, 2007, not less than seven dollars and sixty-five cents per hour, and effective January 1, 2009, not less than eight dollars per hour, and effective January 1, 2010, not less than eight dollars and twenty-five cents per hour or one-half of one per cent rounded to the nearest whole cent more than the highest federal minimum wage, whichever is greater, except as may otherwise be established in accordance with the provisions of this part. All wage orders in effect on October 1, 1971, wherein a lower minimum fair wage has been established, are amended to provide for the payment of the minimum fair wage herein established except as hereinafter provided. Whenever the highest federal minimum wage is increased, the minimum fair wage established under this part shall be increased to the amount of said federal minimum wage plus one-half of one per cent more than said federal rate, rounded to the nearest whole cent, effective on the same date as the increase in the highest federal minimum wage, and shall apply to all wage orders and administrative regulations then in force. **The rates for learners, beginners, and persons under the age of eighteen years shall be not less than eighty-five per cent of the minimum fair wage for the first two hundred hours of such employment and equal to the minimum fair wage thereafter, except institutional training programs specifically exempted by the commissioner.**

Sec. 31-58a. Minimum wage for minors in government or agricultural employment.

Notwithstanding the provisions of subsection (j) of section 31-58, minors between the ages of sixteen and eighteen years who are employees of the state or any political subdivision thereof shall be paid a minimum wage of not less than eighty-five per cent of the minimum fair wage as defined in said subsection, and notwithstanding the provisions of said subsection, minors between the ages of fourteen and eighteen who are agricultural employees shall be paid a minimum wage of not less than eighty-five per cent of the minimum fair wage as defined in said section except agricultural employees between the ages of fourteen and eighteen who are employed by employers who did not, during the preceding calendar year, employ eight or more workers at the same time shall be paid a minimum wage of not less than seventy per cent of the minimum wage as defined in said section 31-58.

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions.

(a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in

any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(b) (1) Notwithstanding the provisions of subsection (a) of this section, a minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, as a bagger, cashier or stock clerk, provided such employment is (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year; (B) for not more than forty hours in any week; (C) for not more than eight hours in any day; and (D) between the hours of seven o'clock in the morning and seven o'clock in the evening, except that from July first to the first Monday in September in any year, any such minor may be employed until nine o'clock in the evening. (2) (A) Each person who employs a fourteen-year-old minor as a caddie or in a pro shop at any municipal or private golf course pursuant to this section shall obtain a certificate stating that such minor is fourteen years of age or older, as provided in section 10-193, and (B) each person who employs a fifteen-year-old minor in any mercantile establishment pursuant to this subsection shall obtain a certificate stating that such minor is fifteen years of age or older, as provided in section 10-193. Such certificate shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department. (3) The Labor Commissioner may adopt regulations, in accordance with the provisions of chapter 54, as the commissioner deems necessary to implement the provisions of this subsection.

(c) No minor under the age of eighteen years shall be employed or permitted to work in any occupation which has been or shall be pronounced hazardous to health by the Department of Public Health or pronounced hazardous in other respects by the Labor Department. This section shall not apply to (1) the employment or enrollment of minors sixteen years of age and over as apprentices in bona fide apprenticeship courses in manufacturing or mechanical establishments, technical high schools or public schools, (2) the employment of such minors who have graduated from a public or private secondary or technical high school in any manufacturing or mechanical establishment, (3) the employment of such minors who are participating in a manufacturing or mechanical internship in any manufacturing or mechanical establishment, or (4) the enrollment of such minors in a cooperative work-study program approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a. No provision of this section shall apply to agricultural employment, domestic service, street trades or the distribution of

newspapers. For purposes of this subsection, (A) “internship” means supervised practical training of a high school student or recent high school graduate that is comprised of curriculum and workplace standards approved by the Department of Education and the Labor Department, and (B) the term “cooperative work-study program” means a program of vocational education, approved by the Commissioner of Education and the Labor Commissioner, for persons who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, provided these two experiences are planned and supervised by the school and employers so that each contributes to the student’s education and to his employability. Work periods and school attendance may be on alternate half days, full days, weeks or other periods of time in fulfilling the cooperative work-study program.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-24. Hazardous employment of children forbidden.

Except in state technical high schools or in public schools teaching manual training, no child under sixteen years of age shall be employed or permitted to work in adjusting or assisting in adjusting any belt upon any machine, or in oiling or assisting in oiling, wiping or cleaning machinery, while power is attached, or in preparing any composition in which dangerous acids are used, or in soldering, or in the manufacture or packing of paints, dry colors or red or white lead, or in the manufacture, packing or storing of gun or blasting powder, dynamite, nitroglycerine compounds, safety fuses in the raw or unvarnished state, electric fuses for blasting purposes or any other explosive, or in the manufacture or use of any dangerous or poisonous gas or dye, or composition of lye in which the quantity thereof is injurious to health, or upon any scaffolding, or in any heavy work in any building trade or in any tunnel, mine or quarry, or in operating or assisting to operate any emery, stone or buffing wheel; and, except as otherwise provided in subsection (b) of section 31-23, no child under sixteen years of age shall be employed or permitted to work in any capacity requiring such child to stand continuously.

*All State Labor Statutes may be found at this web link:
http://www.cga.ct.gov/current/pub/title_31.htm