

State of Oregon
DEPARTMENT OF ADMINISTRATIVE SERVICES
Human Resource Services Division



State Policy: 40.025.05 School-to-Work: Career-Related Learning

APPLICABILITY: State Agencies

REFERENCE: ORS 240.145(3); BOLI Regulations; HRSD Policies 40.025.01, 20.005.20

(1) **Policy:** It is the policy of the State of Oregon that we, as an employer, recognize the importance of enhancing work-based learning opportunities through creating and maintaining relationships with public and private schools that promote an effective and efficient workforce in state government through a School-to-Work: Career-Related Learning Program.

(a) Each agency is encouraged to develop an agency plan which promotes participation in and support of work-based learning activities for students and educators. The plan may allow employees the flexibility to participate in associated activities offsite and not directly work-related.

(b) An agency plan should:

(A) Consider the business needs of the organization while creating meaningful work experience opportunities for participants.

(B) Ensure that participants (paid or unpaid) in the Program do not displace permanent employees.

(C) Be applied consistently throughout the agency.

(D) Be communicated to all employees.

(c) Agencies are not required to submit their plans to the Division for approval, but are encouraged to work with the Division to prepare and administer their plans.

(d) Agencies may adopt or adapt the Model School-to-Work: Career-Related Learning Program Plan which is an addendum to this policy or they may develop their own.

(2) Policy Clarification:

(a) Agencies should consult their internal risk coordinator to determine the liability to the state under the different circumstances of employment of participants in the program.

(b) Agencies should adopt internal policies which allow employees the flexibility to participate in mentoring or other offsite activities on their own time while adhering to HRSD Policy 20.005.20, "Fair Labor Standards Act."

(c) Paid participants in the School-to-Work: Career-Related Learning Program will have temporary status (see HRSD Policy 40.025.01) unless hired into a budgeted student worker position.

(d) Where unpaid participants in the Program receive the primary benefit of the placement, (e.g., practicum, internship, job shadow), they may not have volunteer status. Check with the school or university to determine liability and injury coverage. All other unpaid participants will have volunteer status.

MODEL PLAN
SCHOOL-TO-WORK: CAREER-RELATED LEARNING PROGRAM

- (1) It is the policy and commitment of this agency to establish a work-based learning program that is mutually beneficial to state employees, students, and educators.
- (2) To achieve this commitment, this program is established consistent with State Policy 40.025.05 and shall serve as the agency's School-to-Work: Career-Related Learning Program. The agency shall:
 - (a) identify an agency program coordinator who will work with the state program manager;
 - (b) adopt and maintain an agency policy that allows employees reasonable flexibility to participate in mentoring or other offsite program activities on personal time;
 - (c) advocate voluntary participation in career-related learning activities within the agency;
 - (d) consider the business needs of the agency while creating meaningful program opportunities for students;
 - (e) initiate common understanding of the program mission, program goals, and education standards;
 - (f) provide representation on the state program team and committees;
 - (g) provide orientation and training for agency employees;
 - (h) provide adequate technology to the agency coordinator to support training;
 - (i) provide flexibility and support for unique departmental approaches;
 - (j) communicate program-related resources to employees;
 - (k) facilitate student placements in the worksite;
 - (l) create employee networking opportunities to share resources and practices;
 - (m) encourage participation in education reform training, workshops, and conferences;
 - (n) initiate a program measure strategy that is consistent with and ties to the state program measures;
 - (o) manage agency data collection and report to the state program manager; and
 - (p) provide opportunities for leadership and professional development for agency employees who create successful work-based learning environments for students and educators.
- (3) The School-to-Work: Career-Related Learning Program components include:
 - (a) matching student placements based on student's identified focused area of study;
 - (b) progressive skill mastery for participants;
 - (c) broad instruction in a variety of elements of an industry;
 - (d) agency familiarity with education standards;
 - (e) workplace mentoring;
 - (f) instruction in general workplace competencies;
 - (g) planned training program;
 - (h) internships, paid and unpaid;
 - (i) reflection of the agency program for recruitment and retention of a diverse pool of qualified, skilled employees;
 - (j) work-based curriculum to support school-based curriculum, where applicable;
 - (k) planned training agreements for long-term work-based learning placements in conformance with the state program guidelines;
 - (l) a certificate of skill mastery, where applicable.