YOUTH APPRENTICESHIP AGREEMENT

This is an agreement between the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME], the apprentice, and the apprentice's parent to confirm expectations as part of the youth apprenticeship program at the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME], offered in partnership with CareerWise Colorado. These expectations help to build an apprenticeship experience that can lead to many future career and education opportunities for the apprentice.

APPRENTICE & PARENT/GUARDIAN: The apprentice and parent/guardian agree that the student is an employee of the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]. The apprentice and parent/guardian agree that work performance and professional behavior expectations will be set by the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]. As an employee, the apprentice agrees to follow all employment rules of the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]. the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] will share these rules when the apprentice begins work.

The parent/guardian and apprentice also understand the employer's background check policy, general liability insurance coverage, insurance and worker's compensation coverage, available healthcare benefits, if any. See Appendix A, B and C.

To support a strong apprenticeship experience, the apprentice is committed to attending his/her apprenticeship regularly and on time, and also learning and finishing work tasks using agreed-upon skills and competencies. In the unexpected circumstance that the apprentice does not perform in an acceptable way, the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] will take action that will typically first include consultation with the apprentice and/or his/her supervisor, coach, CareerWise relationship manager, parent/guardian, or school contacts. Persisting and/or extreme performance issues could result in suspending and/or ending the apprentice's employment.

The apprentice agrees to work with his/her school to be sure he/she is free during the work hours described in Appendix E. The apprentice also has identified reliable transportation to and from the apprenticeship.

The apprentice recognizes that he/she will have access to sensitive data and information during his/her apprenticeship and agrees to abide by the nondisclosure agreement in Appendix F.

The apprentice will make every effort to attend Apprenticeship Bootcamp, which is scheduled for [DATES] at [LOCATION]. If student is unable to attend bootcamp, he/she must provide a written explanation to [CAREERWISE EMAIL] and select an alternative method for pre-apprenticeship training by [DATE].

The parent/guardian and apprentice agree to the terms of the photo and video release terms or have opted out in Appendix G.

The parent/guardian and apprentice understand the liability statements in Appendix G.

The apprentice plans to finish the three-year apprenticeship and training with performance that meets the expectation of the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]. The apprentice will have the opportunity to take training courses related to his/her apprenticeship by the end of the third year; these courses are described in Appendix H.

Employers may require payback of external training costs according to their individual company policies if certain requirements (for example, certain coursework grades) are not met. If that is the case, the employer will include a

copy of that policy as part of this agreement.

Please note that nothing in this section is intended to alter the at-will status of the apprenticeship, discussed at the end of this agreement.

EMPLOYER: As the employer, the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] commits to the growth and training of the apprentice and will assign a supervisor and coach to the apprentice. the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] will also record the development of the apprentice's skills and competencies in a learning management system, Motivis.

With performance that meets expectations, the employer plans to host the apprentice for the three-year period of the apprenticeship. the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] will follow all youth employment rules of Federal and Colorado State Labor Law, including minimum wage rules in Section 6 of the Fair Labor Standards Act (FLSA). Students will not work more than eight (8) hours per day.

the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] sets the beginning wage for the apprenticeship at [$X.XX] per hour and will set the pay rate for future years based on performance and other factors.

The the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] is responsible for all relevant worker's compensation and general liability insurance coverage. See Appendices B and C.

AT-WILL EMPLOYMENT: While it is the expectation of all participating that the apprenticeship will last for three years, all parties recognize that circumstances change, and so it is important to acknowledge that nothing in this document changes the at-will nature of the apprentice's employment with the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]. The apprentice understands that he or she may end the apprenticeship at any time just as the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] may terminate employment at any time for any reason or for no reason, provided termination does not violate state or federal law.

Employer agrees to comply with relevant policies of the student's school and/or school district (See Appendix D).

_____	_____	_____
APPRENTICE NAME (PRINT)	APPRENTICE SIGNATURE	DATE
_____	_____	
APPRENTICE PHONE NUMBER	APPRENTICE EMAIL ADDRESS	
_____	_____	_____
PARENT/GUARDIAN NAME (PRINT)	PARENT/GUARDIAN SIGNATURE	DATE
_____	_____	
PARENT/GUARDIAN PHONE NUMBER	PARENT/GUARDIAN EMAIL ADDRESS	

_____	_____	_____
EMPLOYER REP. NAME & TITLE (PRINT)	EMPLOYER REP. SIGNATURE	DATE

Appendix A: BACKGROUND CHECK DISCLOSURE (TO BE FILLED OUT BY EMPLOYER)

Apprentices are employees of their apprenticeship employer, just as they would be for any part-time or full-time job outside of the apprenticeship. Every employer handles background checks differently. Below is information about how the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] conducts background checks, if at all. Please note that these descriptors are not mutually exclusive. The signature of the apprentice and parent on the apprenticeship agreement confirm their understanding and acknowledgment of this information.

Employer Background Check Process Descriptors (Not Mutually Exclusive)	
☒	This business does a one-time database background check of county and state crimes associated with the employee's residential history
☒	This business also does a check of the sex offender registry

Companies can provide written details of their background check policies upon request through the student's hiring manager.

Appendix B: EMPLOYER GENERAL LIABILITY DISCLOSURE (TO BE FILLED OUT BY EMPLOYER)

The employer warrants that it does carry general liability insurance in the minimum amount of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in annual aggregate. It will alert all participating parties if such coverage is terminated and not replaced by the same or substantially similar coverage without lapse.

Appendix C: INSURANCE AND WORKERS COMPENSATION COVERAGE (TO BE FILLED OUT BY EMPLOYER)

The employer warrants that it will provide Worker's Compensation insurance to the apprentice, just as it does for all employees.

The apprentice is not eligible for health insurance from the employer. Companies can provide written details of their plan upon request.

Appendix D: RELEVANT WOKRPLACE DETAILS (TO BE FILLED OUT BY EMPLOYER)

The work environment in which the student will be placed is subject to the following conditions:

☐	Office: ● Walking: Moving about on foot to carry out tasks, or moving from one work area to another. ● Lifting: Bring objects from a lower to a higher position or moving objects horizontally from position-to-position. ● Standing: Particularly for sustained periods of time. ● Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time.
☐	Industrial ● Climbing: May use ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. ● Stooping: Bending body downward and requires full motion of the lower extremities and back muscles. ● Reaching: Extending hand(s) and arm(s) in any direction. ● Standing: Particularly for sustained periods of time. ● Walking: Moving about on foot to carry out tasks, particularly for longer periods or moving from one work department to another. ● Lifting: Move objects from a lower to a higher position or moving objects horizontally from position-to-position. Requires use of upper extremities and back muscles. ● Light work to medium work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force often, and/or a negligible amount of force constantly to move objects. Possibly exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force often, and/or up to 10 pounds of force constantly to move objects. ● Noise: frequently be exposed to a 85 decibel environment (equivalent to the sound of a bulldozer idling) and that they will be expected to wear ear plugs when the environment exceeds that level ● May be subject to some hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, or exposure to chemicals. Safety training will ● The worker may be subject to atmospheric conditions. One or more of the following conditions: fumes, odors, dust, gases. *Students will receive relevant safety training relevant to activity, potential hazards, and atmospheric conditions.
☐	A combination of Office and Industrial

Appendix E: WORK SCHEDULE (TO BE FILLED OUT BY EMPLOYER)

Student and company mutually agree to the following work schedule. For Year 1 of the apprenticeship, schedules for subsequent years will be documented as addendums to this apprentice agreement in future years. Changes to the schedule outlined below should be approved in writing by the student's school and filed with the apprentice agreement.

Student warrants that his/her school has reviewed and approved the schedule and that following the schedule will not jeopardize the student's progress toward graduation. Company warrants that it approves the work schedule, as well as the snow day instructions.

It is recommended students work no more than 20 hours a week throughout the Fall and Spring semesters while classes are in session. The maximum number of hours a student employee may work during the fall and spring semester is 25 hours per week or 50 hours per biweekly payroll period, provided no single week in that period exceeds 40 work hours. However, the maximum number of hours a student employee may work during the summer is 40 hours per week.

Apprentice Work Schedule for Year 1	
Work Day	**Planned Work Schedule** Include specific times. Leave line blank if there is no planned work on that day.
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

If the student's district/school announces cancellation for inclement weather (typically a snow day), employer instructs the following:

Employer Instructions for District/School Inclement Weather Cancellations	
☐	Student should follow the schedule of the district/school. Do not come to work.
☐	Student should call or email his/her supervisor for specific instructions.
☐	Student should assume that he/she must come to work unless he/she hears otherwise.
☐	Other (please describe):

For vacation time aligned to the school/school district calendar (Thanksgiving break, winter break, spring break), the employer requests the following arrangement:

Employer Instructions for School Vacation Time	
☐	Apprentice should follow the schedule of the school and take vacation time.
☐	Apprentice should specifically request all vacation time (including school breaks) from his/her supervisor.
☐	Other (please describe):

Appendix F: STUDENT NONDISCLOSURE AGREEMENT

During this apprenticeship, you may encounter information that you may not disclose to anyone, share with anyone, or discuss with others, including on social media.

- "Intellectual Property": This is business information that is private, confidential and belongs to the company. You may have ideas and input that create intellectual property. Any work done or work created during work hours or on a work-issued computer is typically considered intellectual property and belongs to the company.

- During this apprenticeship, you may encounter other confidential business information or confidential client information. Information about the business or clients and customers of the business is confidential and should not be shared with anyone, or discuss with others, including on social media.

Appendix G: PHOTO AND VIDEO RELEASE (TO BE FILLED OUT BY APPRENTICE AND PARENT/GUARDIAN)

CareerWise Colorado has my permission to use my (apprentice)/my (parent/guardian) child's photograph, video, name, and/or quote publicly to promote youth apprenticeships through CareerWise and the student's school district. I understand that the information described above may be used in print publications, online publications, presentations, websites, and social media or other forms of marketing and communications. Such publications and communications may be generated by CareerWise, my school district, or press outlets. My name will not be used publicly without written permission from me (the apprentice) and parent/guardian. I understand that I am not entitled to any royalty or fee for the use of this information.

☐	Photo and video release permission is granted by apprentice and parent/guardian
☐	Apprentice and/or parent/guardian opts out of photo and video release

Appendix H: APPRENTICESHIP TRAINING COURSEWORK AND CREDENTIALS
(TO BE COMPLETED BY CAREERWISE COLORADO)

The following schedule reflects the anticipated coursework associated with the apprentice's position. Please note that depending on the ultimate training provider, the courses selected, course names/number, and number of credits may change slightly. The apprentice will have access to these courses at no cost to him/her. Students may request to take alternative coursework if the situation warrants; all changes to coursework must be approved in writing by CareerWise Colorado.

APPRENTICESHIP TRAINING COURSEWORK AND CREDENTIALS LIST	
☐	**Financial Services/Accounting/Insurance Pathway** **Credential for Most Businesses: Maximizing credits toward an associate degree** **Credential for EKS&H Only: Certificate in Business Accounting** **Credential for Pinnacol Only: Associate in General Insurance (AINS)** **Courses:** ACC 101: Fundamentals of Accounting, 3 credits ACC 115: Payroll Accounting, 4 credits ACC 125: Computerized Accounting, 3 credits BTE 108: Ten-Key By Touch, 1 credits ACC 135: Spreadsheet Applications for Accounting, 3 credits *MAT 121: College Algebra, 4 credits *ENG 121: Composition, 3 credits *PSY 101 Psychology, 3 credits *PHI 112: Ethics, 3 credits **27 College Credits (13 guaranteed transfer credits*)**
☐	**Technology Pathway** **Credential: A+** **Courses:** CIS 118: Introduction to PC Applications, 3 credits CIS 124: Introduction to Operation Systems, 3 credits CNG 211: Windows Configuration, 3 credits CNG 121: Computer Technician I: A+, 4 credits CNG 122: Computer Technician II: A+, 4 credits *MAT 121: College Algebra, 4 credits *ENG 121: Composition, 3 credits *PSY 101 Psychology, 3 credits *PHI 112: Ethics, 3 credits **30 College Credits (13 guaranteed transfer credits*)**

APPRENTICESHIP TRAINING COURSEWORK AND CREDENTIALS LIST	
☐	**Business Operations/Project Management Pathway** **Credential: Certified Associate in Project Management (CAPM)** BUS 217: Business Communication and Report Writing, 3 credits MAN 240: Strategic Management, 3 credits ACC 121: Accounting Principles I, 4 credits *MAT 121: College Algebra, 4 credits *ENG 121: Composition, 3 credits *PSY 101 Psychology, 3 credits *PHI 112: Ethics, 3 credits **23 College Credits (13 guaranteed transfer credits*)**
☐	**Manufacturing Pathway** **Credential: National Institute for Metalworking Skills (NIMS) or Manufacturing Skills Standards Certificate (MSSC)** MAC 100: Machine Shop Safety, 3 credits MAC 101: Introduction to Machine Shop, 3 credits MAC 110: Introduction for Engine Lathe, 3 credits MAC 120: Introduction to Milling Machine, 3 credits CAD 101: Computer Aided Drafting, 3 credits *MAT 121: College Algebra, 4 credits *ENG 121: Composition, 3 credits *PSY 101 Psychology, 3 credits *PHI 112: Ethics, 3 credits **28 College Credits (13 guaranteed transfer credits*)**

Appendix I: SCHOOL DISTRICT RELEASE FROM LIABILITY

During the working hours of the apprenticeship at the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME], the apprentice's school district/school will not be liable for student's whereabouts or safety. Similarly, the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] is not liable for apprentice's whereabouts or safety outside of the apprentice's working hours. The apprentice is an employee of the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] and is covered by the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME]'s insurance and worker's compensation while working. The apprentice is responsible for securing transportation to his/her apprenticeship and the apprentice's school district/school may be able to assist in securing transportation if the apprentice cannot secure his/her own transportation. the University of Colorado Denver | Anschutz [DEPARTMENT/OFFICE/UNIT NAME] is not responsible for providing transportation to and from the apprenticeship work site.