

Guidelines for members of the community employing students.

- Work Day is Otumoetai College's key fund raiser and one way students can contribute to the school and wider community.
- As a guideline we ask students to work for at least 3 hours and we encourage students to contribute to the school at least \$20-\$25 for juniors and \$25-\$30 for seniors. If you are employing students for longer than 3 hours then the expectation is they will be paid proportionately more.
- **Work students are not to be involved in include:**
 - Spraying
 - Handling hazardous substances
 - Work at a height
 - Construction work
 - Excavation work
 - Operation of machinery
- It is advisable to supervise or be present when students are employed by you to ensure their safety and that they are clear with your requests. Please be specific in terms clothing and footwear requirements so as to meet OSH standards.
- Students may work at a time convenient to you and the student (outside of school hours) if that is more suitable for you e.g. babysitting in the evening, or a weekend job.