



Student Co-op Program

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ABOUT THE PROGRAM

Co-op positions at American Battery Solutions (ABS) are part-time (minimum of 15 hours per week, maximum of 25 hours per week) paid positions, providing students with practical, on the job experience. ABS may offer Co-op positions to students with or without academic credit attached. All students are encouraged to explore the possibility of earning academic credit through their schools for participating in ABS Co-op program.

ABS Co-op Requirements:

- ABS requires a minimum 3.0 GPA to enter the program, which must be maintained throughout participation in the program.
- Students are required to submit grades after each semester to the Human Resources Department.
- College transcripts must be submitted with the application and show at least 24 completed academic credits (sophomore status or higher) to be eligible for consideration. Dual enrollment credits will be accepted towards the 24-hour credit requirement.
- Students are required to achieve 24 credit hours per year which can be completed during any combination of terms: Fall, Winter, Spring or Summer.
- Credit hour requirements will be reviewed on a case-by-case basis for students on non-semester-based Universities.

The ABS Co-op program will employ students year-round. The start and end dates will vary as Co-op students may be onboarded and offboarded at any time, with approval from the Human Resources Department. The maximum amount of time that any Co-op student may be employed by ABS is 4 years. No exceptions to the 4-year timeframe will be granted. A Co-op student is not eligible for an Internship with ABS and Interns are not eligible for transfer to Co-op positions. Each student program has its own unique requirements.

ABS will use the Co-op program to provide meaningful opportunities and skill development for students and has the potential to lead to full-time employment based on business need, skills match, and interest. The Co-op program is a tool for students to gain on the job experience and test ABS as a place of potential future employment.

Benefits to ABS by Employing Co-op Students:

- Support for projects and on-going workload.
- Creative ideas and diverse viewpoints.
- Cutting edge skills.
- Effective public relations ambassadors for the organization.
- Energized workplace due to enthusiasm and desire to learn.
- Leadership development opportunities for mentors.



Departments and Co-op Position Allocation

Managers interested in pursuing a student Co-op should work with their Human Resources Manager to request a Co-op student, following the established ADP recruiting process.

Managers are responsible to provide an in-depth training plan before the Co-op student begins working.

ALL student applicants must follow the standard application and selection process to be considered for a Co-op position.

Human Resources Manager/Co-op Coordinator

The Human Resources Manager assigned to your location will serve as the Co-op Coordinator and will perform the following duties:

- Attend and/or coordinate support for recruiting events to bring awareness of opportunities.
- Advertise/publish the organization’s Co-op opportunities.
- Coordinate the recruiting and screening of Co-op applicants.
- Assist in the selection of Co-op students.
- Promote Co-op opportunities within the organization.
- Review and revise the organization’s Co-op procedures as needed.
- Serve as a liaison between students, supervisors, managers, executives, and colleges/universities.

How to Apply

Co-op positions may be advertised on:

- Company website: www.americanbatterysolutions.com/careers
- Handshake (www.joinhandshake.com)
- Warren County Career Center: <https://www.mywccc.org/jobcenter.aspx>
- State posting websites
- Local university websites not on Handshake
- Other applicable job boards used by Human Resources
- Note: All applications must be submitted electronically.

Co-op Student Pay Schedule

Academic Standing	Hourly Rate
Undergraduate Sophomore	\$19.00
Undergraduate Junior	\$20.00
Undergraduate Senior	\$21.00
2nd Year Undergraduate Senior	\$22.00



Students will be compensated based on their academic standing. Students will be required to submit documentation to their HR Manager, who will process pay increases on the appropriate payroll schedule. Retroactive pay will not be granted.

Responsibilities

Co-op students will be required to:

- Follow all ABS policies, procedures, and rules governing professional behavior as outlined in ABS Employee Handbook.
- Arrive to work at the time specified by the supervisor or manager.
- Work the hours agreed to by the Co-op student and their supervisor or manager.
- Notify their supervisor or manager if they are unable to attend work as scheduled.
- Respect the confidentiality of the workplace, clients, and employees.
- Take the initiative and volunteer for different tasks, work, or projects.
- Discuss any problems with their supervisor, manager and/or the Co-op Coordinator.
- Achieve 24 credit hours per year or equivalent.
- Maintain 3.0 GPA throughout Co-op program and submit grades to Human Resources.

The overall experience for the Co-op is a partnership between the student, the department, and the Human Resources Department. It is essential that Co-op students help to guide the progress of their program to get the maximum benefit from their experience.

Co-op Student Status and Benefits

- All Co-op students will be employed on ABS payroll as part-time student employees.
- Co-op students are not eligible for ABS employment benefit packages.
- Co-op students are not eligible for holiday or vacation pay.
- Co-op students have the same legal rights as full-time employees regarding protection against discrimination, harassment and other protections outlined in ABS Employee Handbook.

Supervising a Co-op Student

Each Co-op student must have a designated departmental supervisor or manager who is responsible for providing onsite orientation, day to day supervision, and overall guidance for the Co-op student. Each supervisor or manager should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the Co-op student will work. If the Co-op student is expected to rotate through various departments or areas of a department to gain broad-based experience, the student will have a single supervisor or manager who oversees the entire Co-op experience.

It is important that the supervisor or manager is interested in working with college students; has the time to invest in the Co-op program, especially during the first few weeks of the student's employment; and possesses qualities such as leadership, strong communication



skills, and patience. Supervisor or manager should also be encouraged to see their mentorship as an opportunity to broaden their skill set, including leadership and management training opportunities.

Because a Co-op program is defined as a learning experience, proper supervision of the Co-op student is essential. The supervisor or manager serves as a mentor, teacher, and critic. Team members in the department can assist with a Co-op student's development and learning opportunities, but they are not responsible to provide daily instruction, workload, monitor time, supervision, etc.

Ongoing supervision and feedback for the student is critical to the Co-op program. This is especially true for Co-op students who do not have extensive work experience. An effective method of Co-op student supervision is to have a set time to meet with the student to review progress on projects, touch base, and provide feedback. Some supervisors or managers do this over lunch; others choose a more formal setting.

The supervisor or manager will help ensure the student complies with requirements for turning in grades each semester and completely necessary reviews timely.

The supervisor or manager will be responsible to provide feedback to the Human Resources Department throughout the Co-op program. An evaluation form provided by the HR Manager must be completed twice per year.

For students receiving academic credit, the supervisor or manager that oversees the Co-op, will be required to complete the evaluation form provided by the student's college.

Right Choice

- To determine if a Co-op student is the right choice for your department, ask yourself the following questions:
- Is there a project, assignment, or daily work that will provide a quality working and learning opportunity for a Co-op student?
- Can a supervisor or manager be designated with the ability to commit time to develop a student, promote community goodwill, and offer insight to the organization?
- Can the department benefit from the latest technology, perspectives, and relevant skills being used in schools?
- Can the department accommodate schedule changes due to student classes?
- Can the department commit to the student being scheduled a minimum of 15 hours per week, maximum of 25 hours per week?

If you answered yes to these questions, then you are ready to explore the possibility of supporting a Co-op student.

American Battery Solutions in an Equal Opportunity Employer.