

Southern Company Co-Op Manual



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COOPERATIVE EDUCATION AT SOUTHERN COMPANY

The Co-op program is designed to give hands-on experience to talented undergraduates in their selected areas of study.

THE PURPOSE OF THIS HANDBOOK IS TO:

- 1) Outline Co-op responsibilities
- 2) Highlight benefits
- 3) Explain the various pertinent operating procedures

The Company reserves the right to change, correct, modify or revoke this handbook or any of its terms, at any time with or without notice. Nothing contained in this handbook should be construed to create a contract or give rise to any contractual rights. It does not guarantee employment, or that your employment will continue for any specified work period of time or end only under certain conditions. In all employment matters, the Company reserves the right to take such action as deemed appropriate given the specific circumstances.

SOUTHERN COMPANY CO-OP QUALIFICATIONS

In order to remain as a Co-op at Southern Company, you must:

- Be enrolled in the Cooperative Education Program at your university
- Major in an approved program specified by Southern Company's Campus Recruiting Team
- Maintain a 2.5 GPA
- Must be able to fulfill your commitment to working a minimum of 3 alternating semesters. With approval from Business Unit Vice President and Director of Talent Acquisition, 3 alternating semester work terms can be modified to an alternative work schedule.

If your GPA drops below a 2.5, you will be placed on probation and be given one semester to improve your grades. If they do not improve during that time, you may not be able to continue. If any change occur in your program (school, major, etc.), your Campus Recruiter must be notified immediately.

MINIMUM WORK REQUIREMENTS

Southern Company requires that all Co-ops work at least three alternating semesters before graduation to be eligible for any accumulated service time upon full-time employment. Upon graduation, if you accept a full-time position, you must have completed the minimum work requirement to receive credit for accumulated service time. Those who graduate with less than the required three work rotations will not be eligible to receive any credit for accrued service time.

SOUTHERN COMPANY WORK ENVIRONMENT

Employment-At-Will

Employees without a written employment contract with the Company for a specific, fixed term of employment, or who are not covered by a collective bargaining agreement, are employed at-will for an indefinite period. At-will employment status means that you are subject to termination at any time, for any reason, with or without cause. Similarly, you may choose to end your employment at any time and for any reason.

Our employment-at-will policy may not be modified by any statements contained in this handbook, any other employee handbooks, employment applications, company recruiting materials, company memoranda, or other materials provided to applicants and employees in connection with their employment.

Work Hours

Your work hours will be determined by your immediate supervisor. Starting times vary but usually range between 6:00 a.m. and 9:00 a.m. and end between 3:00 p.m. and 6:00 p.m. You will be paid every other Friday.

Dress Code

The standard dress code at Southern Company is business casual. Certain circumstances or work environments may require modification of your attire. Please consult your supervisor for the appropriate dress for your particular position. (Jeans may be acceptable in one situation, while business attire is more appropriate in another).

TRANSCRIPTS

A current copy of transcripts for each semester/quarter you are in school must be submitted to your Campus Recruiter to be filed in your personnel folder. As soon as you receive your transcript, please send to this E-mail R2SCSCOOPD@southernco.com. Subject line should read (Your Name) – Transcript.

(Unofficial copies are acceptable.)

COURSEWORK

Students are expected to carry a full academic load while at school. Exceptions can be made for a student in his/her last semester/quarter of school and do not require a full course load to graduate. Students are also expected to meet their university's requirement regarding the distribution of technical and non-technical courses.

COMPANY POLICY HIGHLIGHTS

The following information is a brief summary of the Company policies. It is not intended to provide details. **As an employee it is your responsibility to know and abide by all company policies and procedures.** <http://compliance.southernco.com/default.html>
For more detail regarding these policies, visit the Southern Company intranet page on Company policies or discuss the policies with your manager or the Student Programs Coordinator.

Code of Ethics

We expect all employees to act ethically and with integrity.

Safety and Health

Our goal is to make your work environment safe and free from danger - you play a key role in attaining this goal by recognizing unsafe working conditions.

Equal Employment Opportunity

We are an affirmative action employer and do not discriminate in our hiring practices and do not tolerate harassment on the job.

Employee Concerns

Contact this department, if you have a concern about a work matter involving violation of the law, safety or company policy.

Phone: Confidential Reporting Line, 24/7, **1-800-754-9452**

Internet: www.myComplianceReport.com (ID: SCO)

Mail: Southern Company Concerns Program. PO Box 54384, 570 Piedmont Ave.
Atlanta, GA 30308-9998

Smoke-Free Workplace

Smoking tobacco products are prohibited in all company facilities and vehicles.

Fitness for Duty

All employees must be fit for duty. The company prohibits: illegal manufacture, distribution or use of drugs and alcohol on company property and/or company time, the abuse of drugs at any time, the use of alcohol prior to or during your work period. The company reserves the right to drug/alcohol test at any time.

Electronic Communication

Make sure you use electronic communications (e-mail, internet, voice mail, etc.) responsibly. Please review the policy closely.

Confidential Information

You are responsible for protecting confidential company information from disclosure during or after your employment.

ARREST REPORTING

All employees are required to report any custodial arrest to their immediate supervisor or other management no later than the first day or shift after they return to work or were scheduled to return to work following the arrest. The immediate supervisor or other management must then ensure that the employee completes the *Reporting Custodial Arrest Form and Disclosure and Consent Form*. The original signed forms should be mailed or faxed to the Compliance Officer of the appropriate Southern Company entity (or their designee).

An employee who fails to report a custodial arrest will be subject to disciplinary action up to and including termination of employment. Employees who are uncertain about whether they are required to report an incident should report the incident to their immediate supervisor or other management and provide adequate information for an evaluation as to whether a custodial arrest has occurred and thus must be reported.

Reporting of Legal Action (Southern Nuclear)

You must report legal action related to serious civil charges such as arrests or incarcerations for serious traffic offenses such as reckless driving, alcohol or drug offenses, a civil judgment, tax lien, civil restraining order, fraud, malicious conduct or gross negligence. A report of legal action must be made immediately when the employee arrives for work on the first shift or day following the legal action and before entering the site Protected Area. (See SNC Policy 752 - <http://compliance.southernco.com/policies/snc/Corporate/POLICTOC.html>)

***Reporting of Legal Action also required for non-work semesters.**

DRUG AND ALCOHOL POLICY

It is the goal of Southern Company and its subsidiaries (The “Company”) to achieve and maintain a drug-free and alcohol-free workplace. Employees are prohibited from the manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (or any paraphernalia associated with such illegal drugs) on Company property, during working hours, while traveling in Company vehicles, or while on the job in any capacity. Employees are also prohibited from reporting to work under the influence of any illegal drugs (including any Legal Drug that contains alcohol). Moreover, employee consumption of alcohol within five hours of reporting for work is prohibited.

Employees are prohibited from the unauthorized use of alcohol on Company property during work hours, while traveling in company vehicles, or while on the job in any capacity. Employees are also prohibited from reporting to work under the influence of alcohol (including any Legal Drug that contains alcohol). Moreover, employee consumption of alcohol within five hours of reporting for work is prohibited.

Policy Scope

This policy applies to all job applicants and all Company employees (including regular full-time, regular part-time, temporary full-time, temporary part-time, and **student employees**). Employees and contractor/vendors who work at Southern Nuclear Operating Company (SNC) locations will be subject to the Drug and Alcohol policies and protocols of SNC, including the SNC Fitness for Duty Policy. The application of this policy to contractors and their employees is specifically addressed in the Company's vendor and contractor agreements. Any contractor or employee of a contractor, who violates this policy or has a Positive Test for drugs or alcohol or a Verified Presence of Alcohol, will be barred from further access to Company property.

Random Testing

Employees who are subject to the requirements of the Department of Transportation Workplace Drug and Alcohol Testing Program (49 CFR Part 40), the SNC Fitness for Duty Policy (10 CFR Part 26), or other federal regulations will be tested according to those requirements. All other Company employees will be subject to random drug and alcohol testing under this policy. A computer will randomly select employees to be subject to random drug and alcohol tests at unannounced times throughout the year. Employees should report for a random test immediately after being notified they have been selected.

A complete and detailed drug and alcohol policy can be found for each Operating Company/Business Unit on the Compliance website under each respective OpCo/BU HR section.

SUMMARY OF BENEFITS

The following information is a brief summary of some company benefits. It is not intended to provide details. You should refer to the Benefits tab on the mySource website for important details or contact HR Direct at 1-888-678-6787. The information in this Co-op Guide is not a contract or a guarantee of benefits and the Company has the right to change or end benefits without notice.

MEDICAL INSURANCE

- Medical options include HMO's, PPO's and POS, depending on availability in your area. Corresponding prescription drug plans and dental coverage is also provided.
- If you do not select coverage during the enrollment period, coverage defaults to no coverage.
- If you do select coverage, your coverage will continue during your school terms. You will be billed directly for the premiums.

LIFE INSURANCE

- You are eligible for life insurance coverage.
- If you do not select coverage during the enrollment period, coverage defaults to no coverage.

HOLIDAY PAY

Interns and co-ops are eligible to observe company holidays occurring during work terms without loss of pay. All paid holidays are for the hours normally scheduled to work on that day. A work term cannot begin or end on a holiday. Holiday pay should not be given if the holiday falls immediately preceding or following a work term.

- Example: Memorial Day falls on a Monday, the intern/coop would start their work term on Tuesday and not get paid for the Memorial Day Holiday on Monday.
- Example: July 4 falls on a Friday and is the last day of the last week of a work term. The intern/coop would not get paid for the July 4th holiday.

Co-ops and interns do not receive floating holidays, personal holidays or birthday holidays.

Please see your manager about specific holidays observed in your company.

VACATION

- Co-ops are entitled to 40 hours (1 week) of vacation in each calendar year. The portion of the 40 hours received will be prorated based on the quarter of the rotation start date. Once the third year of employment is reached, this amount increases to 48 hours- similar to full time employees (proration rates remain the same).
- The proration schedule is as follows:

Co-ops hired, rehired or returning to work in this quarter:	Will receive this amount of vacation for that calendar year:	Or this percentage of the amount the co-op would have accrued if he or she had started on January 1 of that year:
1st Quarter (Jan. 1 through Mar. 31)	40 hours	100%
2nd Quarter (Apr. 1 through June 30)	32 hours	80%
3rd Quarter (July 1 through Sept. 30)	24 hours	60%
4th Quarter (Oct. 1 through Dec. 31)	16 hours	40%

- **Vacation time cannot be carried over year to year.** All vacation accrued by a Co-op but not taken in a calendar year must be paid out and may not be rolled over to the following year. Work with the timekeeper to ensure balance is paid out.
- Vacation time is prorated based on standard work hours recorded in SHIPS. For example, a coop with 20 standard work hours that begins work in Q1 of a calendar year, would receive 20 hours of vacation for the entire year.
- If hired as a full-time employee, any vacation accrued but not used in the calendar year as co-op must be paid out prior to converting to a full-time employee. Vacation not used as a Co-op cannot be transferred to new full-time employee status.
- If you are hired as a full-time employee, all of the service time that has accumulated with the Company during the Co-op experience will be applied toward the accumulation of service awards and vacations. This includes all the time from the first day of employment (school and work terms).
- Vacation awarded upon conversion will be based on service date and prorated based on full-time start date.

SICK TIME

- In each calendar year, Co-op students are provided with half the basic sick time of a regular employee receives according to their specific OPCO sick policy. Sick time is prorated based on standard work hours recorded in SHIPS.
- Use of sick time must be authorized by your manager.
- Please recognize that sick time is designed to provide pay when sickness or non-occupational injuries prevent you from being at work. Consequently, every effort must be made to attend work regularly and to be absent from work only when absolutely necessary.
- Sick time does not carry over and is not accumulated when on Leave to Graduate status.

PERSONAL TIME OFF

Co-ops who work in business units that earn Personal Time Off (PTO), must adhere to the guidelines under the PTO policy.

OFF DUTY TIME for MISCELLANEOUS ABSENCES

The Company realizes there are times when absences are unavoidable. When the following absences occur during a work period, you will be paid:

- **Jury Duty and Subpoenaed Court Appearances**
You will receive your regular rate of pay when you are on jury duty or subpoenaed to appear in court during regular work hours.
- **Death in Immediate Family**
If there is a death in your immediate family, you can take a reasonable amount of time off. Immediate family includes your spouse, child, stepchild, parents, stepparents, brother, sister, grandparents, grandchildren, or in-laws.
- **Voting**
When your work schedule on Election Day does not allow you enough time to vote before work or after work, you can take up to 2 hours off with pay for voting.
- **Other Time Off**
You may receive full pay for other emergency and/or family situations. Such time off will be granted at the discretion of management. Contact the HR Direct service center for more information.

INCLEMENT WEATHER

In the event of inclement weather, preparations should be made in advance to telecommute if possible and the following policies should be observed.

- **Building Open**

If the building is open and the co-op worked from home, they will be paid for normal hours worked. If the building is open and the co-op did not come into the office or work from home then they will need to use vacation time for this absence.

- **Building Closed**

If the building is closed and the co-op works from home, they will be paid for normal hours worked. If the building is closed and the co-op does not work from home they will receive time off with pay.

EDUCATIONAL ASSISTANCE

- Co-op students will be eligible for educational assistance during work terms per the Southern Company Tuition Reimbursement Policy*. Co-op students are eligible for reimbursement of courses taken during work periods only. Reimbursement only applies to classes related to your major and approval must be received BEFORE the courses begin. Co-operative students can only file for reimbursement for classes that start and finish during their work semesters.
- Co-ops must attend an accredited college, university, vocational-technical school, accredited correspondence program, or professional certification program.
- Reimbursement does not cover books and supplies, late charges, parking fees, travel expenses, athletic fees, or health fees.
- You may receive reimbursement for tuition and fees. Reimbursement will cover 100% of the fees and tuition for grades C and above and/or for a "passing" grade in a pass/fail course. You may receive up to \$5,000 in a calendar year. The \$5,000 annual reimbursement limit is prorated based on standard work hours as recorded in SHIPS.
- You should apply for and use any available financial aid before using Company funds. Examples are Veterans' Administration benefits, the Alabama Student Grant, and the Georgia Hope Scholarship. This amount will be subtracted from your reimbursement.
- You must also provide HR Direct with receipts and grade reports, along with a completed request for reimbursement form (located on the Tuition Reimbursement Website)
 - Send directly to HR Direct at Bin SC900 or fax 404-506-3076 after completing the reimbursement request form

Tuition Enrollment/Reimbursement Form

https://mysource.southernco.com/psp/HRP/EMPLOYEE/EMPL/h/?tab=DEFAULT&lb=SS&crefid=SC_TUITION_CMP&cmd=login&languageCd=ENG

Tuition Reimbursement Policy

https://mysource.southernco.com/psp/HRP/EMPLOYEE/EMPL/s/WEBLIB_IS_DWN_LD.ISCRIPT1.FieldFormula.IScript_DocDownload?ID=3606

HOUSING ALLOWANCE

Managers may offer students a housing allowance of up to \$600 (grossed up) per month to offset duplicate housing expenses (this does not include utilities, phone, furniture, security deposits, etc.). The housing allowance is not intended to be a source of additional income. Anyone abusing the housing allowance policy is subject to disciplinary action up to and including termination.

- Housing allowance is offered at the discretion of the manager at the time of offer.
- Students may move closer to work and collect a housing allowance IF their current residence and/or permanent residence is 50+ miles from their worksite.
- Student must present rental documentation in the form of lease papers (includes extended stay hotel receipt or a sublease) to their manager or SHIPS generalist.
- Housing allowance is funded through the manager's budget and if offered to one qualifying student it must be offered to all qualifying students from the same budget.
- Management is responsible for approving the allowance and having their departmental SHIPS person process the payment of the housing allowance (If you do not have a departmental SHIPS person then contact HR Direct at 888-678-6787 for assistance).
- Mileage is not subsidized in lieu of the housing allowance.

OVERTIME

Your department head, manager, or other responsible superior must approve any overtime hours worked. If overtime is required, you will be compensated at one and one-half times the regular rate of pay per hour worked or by other methods allowed under applicable law.

DIRECT DEPOSIT

- To enroll in direct deposit please visit the mySource website.

REIMBURSEMENT FOR TRAVEL

- Co-ops are reimbursed for business travel during work periods only. Reimbursement is under management discretion.

WORKING EXTRA DAYS

- Days worked in addition to the regular Co-op schedule should be approved by the immediate supervisor. Supervisors may authorize the extension of a work term only if the Co-op is needed and is available to work, and if the extension does not interfere with the Co-op's school schedule.
- All Co-op employees are expected to work the entire scheduled work period. If the Co-op requests that the work period be modified, the supervisor and the Southern Company Campus Recruiter must give approval.

ACCUMULATED SERVICE

- Service time is defined as the period of time in which Southern Company (including all operating companies) employs an employee.
- Co-op students will receive all of the time employed with the company from original hire date (including school and work terms) as service time.
- Upon graduation, if you accept employment elsewhere, and are subsequently rehired by Southern Company, all of the time that was accumulated with the Company during your Co-op experience will be applied toward the accumulation of service awards and vacations as with any other company rehire.

GOING ON LEAVE and RETURN TO WORK PROCESS

Prior to the beginning of each work term, you must complete the General Information Report form (GIR form). This form will be sent to you via e-mail one month prior to the start of your next scheduled rotation and should be completed two weeks **before** your report to work date.

When returning to work, you must contact your manager (SNC students contact your Co-op Coordinator) to confirm a return date. Work schedules should coincide with your school calendar. Each term's target reporting date is published on the Student Programs Website <http://www.southerncompany.com/student-programs/forms.cshtml>

NOTE REGARDING APPLICATIONS FOR UNEMPLOYMENT BENEFITS: ALTHOUGH THE DETERMINATION TO APPROVE OR DENY UNEMPLOYMENT BENEFITS IS DECIED BY THE STATE, IT IS THE COMPANY'S POSITION THAT, DURING CO-OP LEAVE STATUS, THE INDIVIDUAL IS NOT ELIGIBLE FOR UNEMPLOYMENT BENEFITS. THE CO-OP PROGRAM IS DESIGNED TO PROVIDE WORK OPPORTUNITIES WHILE THE INDIVIDUAL IS NOT ATTENDING SCHOOL, Leave periods are for you to attend school, and you voluntarily accept leave for this purpose. The Company will defend all claims for unemployment benefits.

At the end of each work term, you must complete the Work Report Form and have your manager complete the Evaluation Form. These forms will be sent via e-mail to you and should be completed two weeks prior to the end of each work term.

**Please note that it is critical that the return to work and return to school dates that appear on the GIR and Work reports match up with the dates that you and your manager agreed upon. These dates will affect your NTID and access to internal systems as well as ensure receipt of any applicable pay increases.

RETURNING TO SCHOOL TO GRADUATE

After completing the final quarter/semester of work, the Co-op will remain on leave to graduate for 18 months or one month after their graduation date, whichever comes first. During "leave to graduate" students continue to accrue service time. Time exceeding 18 months is not counted toward accrued service time.

"Leave to graduate" or LTG students should notify their Campus Recruiter (SNC students should contact your Co-op Coordinator) of any change of address, telephone number or change in graduation date.

Federal Immigration Reform & Control Act (IRCA)
Employment Identity and Work Authorization Federal Requirement (Form I-9)

PLEASE READ THE INFORMATION BELOW IN ITS ENTIRETY

Federal Law requires new employees to provide, on or before their first day of employment, evidence of their identity and eligibility, for employment in the U.S. and complete the *employee* portion, Section 1, of Immigration Form I-9.

New hires must provide to the employer certain documents showing identity and eligibility to work in the U.S. Form I-9 and its instructions provide a list of acceptable documents.

On your first day of employment, your hiring manager or their designee will review your identity and eligibility documents and complete the *employer* section of Form I-9. If your hiring manager is not available to assist in completing this process, on your first day of employment, then it is important that you get with his/her delegate. Please ask your manager who should assist you in this process.

If you fail to provide acceptable identity and employment eligibility documents on your first date of employment, then you may be asked to go home and return with the documents.

The Form I-9 process at Southern Company is handled electronically. To complete Section 1, you will receive two separate emails from our electronic Form I-9 and E-Verify vendor, LawLogix. The first email will include your LawLogix login and access information, and the second email will include your LawLogix password. The emails are sent separately for security reasons. Please note the LawLogix email address is not a Southern Company address. The LawLogix email is donotreply@perfectcompliance.com this is not junk email, so please be careful to not delete it before opening.

For questions or assistance in completing the Form I-9, please contact Joyce Sewell in the SCS Employee Relations-General Counsel organization. Joyce can be reached at (internal phone) 8-257-4513, (external phone) 205-257-4513, or email josewell@southernco.com.

NEW CO-OP INFORMATION

The Southern Company Co-op Program provides each Co-op with supervised, progressive and meaningful work experience in the student's area of study. When you report to your assigned work location, you will be given a general orientation to the department and your work duties by the immediate supervisor.

Here are a few additional suggestions that will aid you in your transition into the work force.

- The safety of its employees is Southern Company's number one concern! The Company spends a great deal of time and money to assure that its activities are as "accident-free" as possible. We practice Target Zero, a company program aimed at instilling individual responsibility for safety. Our policy is "every day, every job, safely."
- To avoid unnecessary delays in receiving your first paycheck, be sure to complete all required paperwork on your first day of work. The Payroll department cannot add your name to the payroll until they receive all of your paperwork.
- You should understand that there is always some nonproductive time when learning a new job. Therefore, do not get discouraged or impatient. You should not be concerned about having to perform the less-challenging tasks that you will, on occasion, be assigned, because every job requires performance of routine tasks.
- Utilize down time to learn about The Company (Southern Today, Student of the Business, Power U, etc.)
- Most problems can be overcome by communication. You might recognize a problem, or potential problem, that your supervisor might not see. It is as much your responsibility to initiate discussion as it is the supervisor's. If problems or questions arise, your immediate supervisor should be your first point of contact.
- Make the most of your evaluation periods. They are one of the most important elements in the Co-op process.
 - They give you a chance to voice (in a professional manner) your reactions to and comments on your job assignments.
 - Evaluations provide you with a means of communicating desired changes in the work assignment to both your supervisor and the Student Program Coordinator.
 - These periods provide you with immediate feedback regarding your performance-highlighting strengths and developmental opportunities, and provide recommendations for appropriate courses of action.

STUDENTS OF SOUTHEN COMPANY

The Students of Southern Company is a group that has assembled for the purpose of creating a friendly environment where cooperative education students and interns can expand their professional knowledge through exposure to several different areas of the company in order to form a well-rounded employee.

This is a voluntary association organized around a common dimension of diversity and are created by student employees, who want to raise awareness in the company to ensure all student employees are respected, valued and productive.

This group supports the company's diversity and business objectives, by coordinating activities that promote networking, mentoring, peer coaching, and community outreach. This group may not form or evolve for the purpose of opposing other groups, conducting political or lobbying activities, or promoting social, political, or religious positions.

The Students of Southern Company have a chapter located in Birmingham and a chapter located in Georgia. For more information contact your student program coordinator or recruiter.

Co-op First Term Checklist

Beginning of Work Term

- Complete all the required paperwork on the first day of work (I-9, W2, etc.) *Note: It's required that the co-op complete Section 1 of the Form I-9 on or before the first day of employment*
- Meet with Manager to:
 - Develop goals for the work semester
 - Set expectations and performance measurements

During Work Term

- Document key work assignments and projects to use for your end of session presentations

End of Term

- Complete the electronic Work Report Form sent to you via email two weeks prior to end of term
- Ask your manager to complete the electronic Evaluation Form. Notification and link sent to manager via email. Form should be completed 2 weeks prior to end of term. Your manager will not be able to complete their evaluation form UNTIL you have completed and submitted your Work Report Form.
- Verify your personal email address is included in your personal information in mySource to ensure receipt of return to work notification and forms.
- If this is your last rotation for the calendar year, ask your Timekeeper to pay you for any unused vacation. You will receive this on your last paycheck.

Co-op Second/Third Term Checklist

Before Reporting to Work

- Confirm start date with hiring manager (SNC students confirm with Co-op Coordinator)
- Complete GIR form two weeks before scheduled start date. (GIR form will be sent to your personal email address approximately one month before your next scheduled rotation)
- Send current Transcript to R2SCSCOOPD@southernco.com (unofficial is acceptable)

Beginning of Work Term

- Meet with Manager to:
 - Develop goals for the semester
 - Set expectations and performance measurements

During Work Term

- Document key work assignments and projects to use for your end of session presentations

End of Term

- Complete Work Report Form two weeks prior to end of term
- Ask your manager to complete the Evaluation Form 2 weeks prior to end of term. Note: Your manager will not be able to complete the evaluation form until you have completed and submitted your Work Report Form
- Update your resume in JobSource before leaving to return to school
- If this is your last rotation for the calendar year, ask your Timekeeper to pay you for any unused vacation. You will receive this on your last paycheck.
- See "Leave to Graduate Checklist" if this your last rotation

Co-op Leave to Graduate Checklist

- Discuss your potential interest in a full-time position with your current Supervisor or Manager
- Complete Work Report Form two weeks prior to end of term
- Ask your manager to complete the final Evaluation Form 2 weeks prior to going on Leave To Graduate
- Update your resume in JobSource before going on Leave to Graduate
- Ask your Timekeeper to pay you for any unused vacation. You will receive this on your last paycheck.

Hiring Manager Checklist*

Beginning of Work Term

- Have student complete all the required paperwork on the first day of work (I-9, W2, etc.) Note: Manager or designee is required to complete Section two of the Form I-9 within three (3) days from the Co-op hire date.
- Meet with Co-op to:
 - Develop goals for the semester
 - Set expectations and performance measurements

End of Term

- Remind Co-op to complete Work Report Form two weeks prior to end of term
- Complete Evaluation Form sent via email on Co-op at least two weeks prior to end of term. Please note that you will not have access to the evaluation form until your Co-op has completed and submitted their Work Report Form.
- Review evaluation form with Co-op
- If this is your Co-op's last rotation for the calendar year, please have time keeper request payout for any unused vacation.