

SUPERVISED AGRICULTURE EXPERIENCE PLACEMENT MANUAL

**CONNECTICUT STATE DEPARTMENT OF
EDUCATION**

CONNECTICUT STATE DEPARTMENT OF LABOR



September 2024

Equal Opportunity Statement

Connecticut State Department of Education

**Charlene M. Russell-Tucker
Commissioner of Education**

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Introduction

Supervised Agricultural Experience (SAE) is an integral part of agricultural education, it is the career piece that provides student learners with actual, real-world experiences. SAE allows student learners to demonstrate what they learned in the classroom and provides the student learner with a work-based learning opportunity.

SAE programs consist of all practical agriculture activities of educational value conducted by student learners outside of class and laboratory instructional time or on school-released time for which systematic instruction and supervision are provided by teacher, parents, employers, mentors, and others.

Conducting SAE programs has many benefits for the student learner involved; student learners can gain experience in agriculture and/or agriculturally related careers, achieve independence, advance in the FFA, establish a background in agriculture and/or agriculturally related area, develop competencies needed for careers, develop a record of employment, gain self-confidence, learn to work with others, gain an understanding of the scope of projects, earn adequate income related to needs of the student learner, and compliment home situations.

Along with classroom/laboratory instruction and leadership training through the FFA, the SAE program prepares student learners to be college and career ready.

This manual provides a focus on placement SAE. As with all types of SAEs, student learner safety and welfare are the first and foremost considerations in the planning, preparation, approving, conducting, and supervising of an appropriate placement. To assist in making an appropriate and safe SAE placement decision, there are several state statutes that must be followed and forms that must be completed and e-mailed for State approval. It is the legal duty that appropriately certified teachers assure that their student learner is placed in a legal working environment and that the required forms for minor employment are completed and kept on file in the agricultural science and technology education (ASTE) center.

Definitions

Agricultural Education - is a systematic program of instruction available to student learners desiring to learn about the science, business, technology of plant and animal production and/or about the environmental and natural resources systems consisting of classroom/laboratory instruction, work-based learning experiences through supervised agriculture experience and leadership instruction and development through the National FFA Organization.

Agriculture Related SAE Placement - are positions where a student learner is placed at an agricultural business or organization that are not practicing traditional production agriculture on a farm but are in a closely related field such as providing goods and services to farms, processing farm products, caring for companion animals and/or agriculture education and communications. These placements must either be paid in accordance with Connecticut (CT) labor laws or be a volunteer placement at a government agency and/or a registered non-profit organization.

Agriculture Specific SAE Placement- are positions where a student learner is an employee at a registered farm business practicing traditional production agriculture, including but not limited to the cultivation, growth, or harvest of crops; the breeding and/or raising of livestock, bees, fur-bearing animals, or poultry; Christmas trees; and greenhouse and nursery crops.

Approvable Placements – are positions that meet the Connecticut Department of Labor (CT-DOL) regulations for employing minors in non-agriculture occupations and the [Fair Labor Standards Act of 1938 \(FLSA\) as amended, for youth employment in agriculture.](#)

Career and Technical Education - is an education pathway that provides student learners with the academic, technical, and real-world knowledge, skills and experience they need to be prepared for a variety of career opportunities.

LED 31-23 – is a waiver form that has been developed in accordance with the provisions of [Connecticut General Statutes, section 31-23](#) allowing minor student learners (14 and 15 years of age) to be placed in paid, credit-bearing workplace learning opportunities within non-hazardous occupations from which they would normally be prohibited by Connecticut minor labor laws.

LED 75-1- is a waiver form that has been developed in accordance with the provisions of [Connecticut General Statutes section 31-23](#) allowing minor student learners (16 and 17 years of age) to be placed in paid, credit-bearing, mentored workplace learning opportunities within potentially hazardous occupations that are related to a student learner's coursework.

Student Learner - is a student learner who is receiving instruction in an accredited secondary school, and who is employed on a part-time basis, pursuant to a bona fide career and technical educational training program.

Supervised Agriculture Experience - are teacher-supervised, individualized, hands-on, student-developed activities that provide student learners with real-world work-

based experiential learning experience directly applicable to careers in the broad field of agriculture. An SAE may involve student learner ownership of an agriculture-related enterprise, a placement or internship in an agriculture-related job, research, a school-based enterprise, or service learning.

Definitions for the waiver forms, LED 31-23, and LED 75-1

Career Pathways Coordinator - the individual that manages the ASTE SAE programs. The duties may include setting up placement sites, directing student learner's Career pathway selection and keeping all SAE records.

Employer Name - the name of the business, company or individual the student learner is placed with. This could be the same individual as the Worksite Mentor.

Student's Career Pathways Supervisor - the individual that works directly with the student in the SAE placement; duties may include worksite visits; monitoring student learner progress; assisting in completing applications and learning plans; evaluating SAE.

Student's Worksite Title - the name of the position or job the student learner will be placed in for most of the SAE.

Worksite - the actual location the student will be placed in for most of the SAE placement.

Worksite Mentor - the individual who will be directly supervising the student learner day-to-day at the worksite.

Approvable SAE Placements

All student learners enrolled in Agricultural Science and Technology Education (ASTE) Centers are required to complete a Supervised Agriculture Experience (SAE) as indicated in the [Regulations of State Agencies, Section 10-65-7](#), effective August 21, 1978.

“Vocational Agriculture students at all grade levels shall have a planned, supervised, occupational-experience program in agriculture that relates to the student’s goals and abilities. The program shall be in addition to regularly scheduled class activities (Sec. 10-65-7).”

Student learners with SAE placement positions shall be paid in accordance with Connecticut state labor laws. Unpaid SAE placements are permitted if the worksite is a structured school-based extended day activity, working at a government agency and/or if the worksite is at a documented not-for-profit organization. Documentation of school-based extended-day SAE activities is not required to be submitted to the Connecticut State Department of Education (CSDE), SAE documentation, including signed and approved waivers, shall be maintained in the ASTE Center. Waivers, work-site agreements, and work plan forms can be requested from Harold Mackin, Harold.Mackin@ct.gov.

Agriculture Specific SAE Placements

Christmas Tree Producer	Greenhouse Grower
Beef Cattle Farm	Large Animal Rescue Farm
Bee Keeping	Livestock Farm
Crop Production	Nursery Grower
Dairy Farm	Ornamental Plant Producer
Equine Breeding, Raising and Training	Poultry Farm
Fish Hatchery	Sheep Farm
Aquatic Animal & Plant Production	Swine Farm
Fruit Producer	Vegetable Producer
Goat/Llama/Alpaca Farm	

All student learners regardless of age do not need any state approved waivers, (LED 31-23 and LED 75-1), for agriculture specific SAE placements. Fourteen and fifteen-year-olds must be closely supervised while learning and practicing hazardous skills including operating machinery; hazardous skills is not to exceed 20% of work hours completed.

Agriculture Related SAE Placements

Agriculture Mechanics

Barn Restoration and Repair – Student learner works under the guidance of a professional contractor building, repairing, and restoring barns and sheds, including activities such as painting, installing hardware, siding, and roofing. **, ***

Electrician - Student learner works under the guidance of a professional electrician assisting in the installation, maintenance, and repair of electrical or power systems in agricultural settings. **, ***

Mason – Student learner works under the guidance of a professional mason assisting in the building and repair of stone and concrete features in an agriculturally related setting. **,***

Mechanic – Student learner works under the guidance of a professional diagnosing and repairing problems with outdoor power equipment in an agriculturally related setting. **, ***

Parts Clerk – Student learner works for an equipment dealership or similar business with the specialized task of researching, finding, or ordering replacement parts and other inventory in an agriculturally related setting. *

Plumbing and Irrigation - Student learner works under the guidance of a professional plumber/irrigation installer assisting in the installation, maintenance and repair of plumbing and irrigation systems in agriculturally related settings. **, ***

Small Engine Repair – Student learners are employed under the guidance of a professional performing routine maintenance on small engines in an agriculturally related setting. *

Agricultural Processing/Food Science

Agricultural Products Processing – Student learner is employed by a business that creates non-food products such as wool, other fibers, pet treats, soaps, seeds, and other items not intended for human consumption. **,***

Food Scientist – Student learner works for a business that provides experience in the application of microbiology and biochemistry or food product development to improve taste, nutrition, food quality or value of food. *

Food Products Processing- Student learner works for a business that processes food products and participates in quality control, food safety or sanitation practices. **, ***

Meat Products Processing – Student learner works in a facility that processes whole cuts into retail cuts and products such as sausage and smoked meats intended for human consumption. **, ***

**Non-hazardous work approvable for 14/15-year-olds with the required LED 31-23 (if it is a paid position)*

***Hazardous work not allowed for 14/15-year-olds*

****Hazardous work approvable for 16/17-year-olds with the required LED 75 (if it is a paid position)*

No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17

Maple Products Processing – Student learner works for an agricultural business that is a maple producer, tapping trees, collecting sap, and creating finished maple products such as syrups and candies. **, ***

Milk Products Processing – Student learner works in a facility processing milk into products intended for human consumption. **, ***

Taxidermist – Student learner works under the guidance of professional taxidermist to skin and mount wildlife specimens. ** ***

Vegetable and Fruit Products Processing - Student learner is employed by a business that creates food products through the preservation of vegetables and fruits through processes such as canning, freezing and drying. **, ***

Animal Science

Animal Caretaker – Student learner is employed in a setting where they are primarily responsible for the routine care of companion animals in a pet store, home environment, shelter, or similar setting. Responsibilities include socialization, basic training, grooming, feeding, cleaning, and/or maintaining environments and similar responsibilities. *

Animal Trainer Assistant – Student learner works under the guidance of a professional animal trainer to teach basic obedience and teach or reinforce new behaviors. *

Exotic Animal Caretaker – Student learner is employed by a business or organization that exhibits captive and exotic animals such as a zoo. Student learner responsibilities included providing basic care though feeding, cleaning, maintaining exhibits and educating the visiting public. **, ***

Farrier Assistant – Student learner works under the guidance of a professional farrier to assist in providing equine hoof care. Responsibilities include trimming hoofs, communicating with horse owners, keeping records, physically examining the horse and hoof, and preparing equipment. **, ***

Horse Barn/Riding Stable Worker – Student learner is employed by a horse barn (therapeutic riding facility), with the responsibility of providing routine care for multiple horses including feeding, watering, grooming, mucking stalls and cleaning barns. *

Kennel Assistant – Student learners are employed by a dog and cat boarding facility with responsibilities of feeding animals, cleaning enclosures and exercising animals. *

Pet Breeder – Student learner works for a business or organization that breeds and sells non-livestock companion animals. Responsibilities include specialized animal care, tracking breeding cycles, keeping records and marketing. *

Pet Grooming Assistant – Student learner works under the guidance of a professional pet groomer with responsibilities such as bathing and drying dogs and cats, cleaning workspaces, assisting customers, and keeping records. *

**Non-hazardous work approvable for 14/15-year-olds with the required LED 31-23 (if it is a paid position)*

***Hazardous work not allowed for 14/15-year-olds*

****Hazardous work approvable for 16/17-year-olds with the required LED 75 (if it is a paid position)*

No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17

Riding Instructor – Student learner is hired to plan, prepare, and teach individual or group lessons on horseback riding. *

Service Animal Training- Student learners teach basic obedience and/or reinforces new behavior to service animals. *

Therapeutic Riding Aid –Student learner provides physical and emotional support to riders. Duties may include preparing the horse for the lesson (groom and tack), leading the horse, walking to the side of the rider, and helping to ensure they mount, ride, and dismount safely. *

Veterinary Assistant – Student learner works at a veterinary practice assisting the veterinarian and/or veterinary technicians during the exam, through the care of animal patients and in record keeping. *

Aquaculture/Marine Trades

Aquarium Maintenance – Student learner is responsible for feeding, cleaning, maintenance and basic repairs to aquariums and fish production systems that raise fish and other aquatic species including aquatic plants, wild stock, and ornamental species. *

Bait and Tackle Store Clerk – Student learner provides customer service, sales or stocks bait and lure section which requires knowledge of recreational fish and saltwater fisheries. *

Commercial Fishing Sternman/ Lobster Boat – Student learner assists in hauling and setting various fishing gear. **, ***

Dockhands – Student learners work around the docks assisting boaters docking and leaving. **, ***

Fish Market – Student learner works in a store or seafood department preparing and/or handling seafood; excludes operating cutting machines. *

Launch Operator I – Student learner (16 years old) operate/navigation launches and supply vessels in marinas. ***

Launch Operator II – Student learner (18 years and older) lowers launch assistant back up “crew”. **

Marine Boatyard Dockmaster Assistant- Student learner assists in line dock handling for larger vessels. **, ***

Marine Power Systems- Student learner performs outboard mechanics work in marine technology repair shops. *

General Placements

Agriculture Educator/Teacher Assistant – Student learner is directly involved in the planning and teaching of lessons or activities related to agriculture education and FFA.

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***Hazardous work not allowed for 14/15-year-olds*

****Hazardous work approvable for 16/17-year-olds with the required LED 75 (if it is a paid position)*

No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17

Duties may or may not include writing curriculum, preparing lesson materials, planning events, and maintaining laboratories and greenhouses.

Agricultural Writer/Editor – Student learner is a writer, editor, or assistant in the creation of a print, web or digital publication that communicates information about agriculture and/or the FFA.

Agriscience Research Assistant – Student learners who work under the guidance of a research professional through some or all the stages of conducting research, data collection, interpretation, and communication of results, (Non-hazardous research site: *; Hazardous research site: **; ***)

Agritourism Associate – Student learner is engaged in the maintenance, promotion, or operation of an agritourism operation for the education or recreation of the general population. *

Community Volunteer- Student learners are engaged in development activities such as volunteerism, community development and community betterment activities related to agriculture.

Docent (Museum, Zoo, or Aquarium) – Student learner serves as a knowledgeable guide in an agriculture-related educational exhibit like those in a museum, fair or aquarium. *

Farmer’s Market – Student learner is employed by an agricultural organization to assist in the organization and set up of a farmer’s market and the sale of produce and other farm produced products to the public. *

Agricultural Wholesale/Retail Sales Associate – Student learner is employed at an agriculture related business that sells agriculturally related supplies. The student learner is trained in product knowledge, marketing, and display, completing sales transactions and customer service. *

Agricultural Public Relations Specialist – Student learner coordinates with an agricultural organization and the news media in the preparation of an agricultural event such as a fair, trade show, farmer’s market, or related event with duties such as setting up meeting areas, cleaning, preparing materials, keeping records, and writing press releases.

Youth Mentor/Camp Counselor – Student learner works directly with youth in a structured setting with the objective of building relationships with youth through a variety of activities related to agriculture and the environment.

Natural Resources/Outdoor Recreation

Conservation Worker – Student learner works supporting the mission of an environmental service organization through park clean-up, basic trail maintenance, small shrub/invasive species removal, wildlife observations, soil and water monitoring and similar activities. *

**Non-hazardous work approvable for 14/15-year-olds with the required LED 31-23 (if it is a paid position)*

***Hazardous work not allowed for 14/15-year-olds*

****Hazardous work approvable for 16/17-year-olds with the required LED 75 (if it is a paid position)*

No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17

Forest Management – Student learner performs forest management tasks associated with live standing timber including tree identification, timber cruising (tree measuring and data collection), measuring property boundaries, visual inspection for pests/diseases, trail maintenance and planting of seedling/saplings. (There must not be any logging activity at site.) *

Arboretum/Nature Center/Science Center – Student learner provides care for captive species on display, maintains environment and/or supports educational programming at a Nature Center, Science Center or similar facility or program. *

Outdoor Recreation Assistant- Student learners who strive to develop outdoor recreation activities as the primary land use. Activities may include enterprises in cabin and cottage management, camping and/or picnic areas, fishing, water sports, winter sports, riding stables, vacation farms and historical areas. *

Plant Science

Floral Design Assistant – Student learner works under the guidance of a professional, conditioning flowers, sweeping, and cleaning workspaces, helping customers, keeping records, and assisting in the creation of flower arrangements. *

Gardener/Nursery Worker – Student learner plants and maintains gardens and/or potted plants (annual and perennial). Responsibilities include planting and potting, watering, mulching, insect, and disease monitoring, weeding and basic pruning of bushes and shrubs. *

Groundskeeper – Student learner works to install and maintain basic landscape features including gardens, flower beds, walkways, borders, and turf areas without the use of bladed power equipment. *

Landscaper – Student learner installs/maintains turf, lawns and landscaped areas using outdoor power equipment. **, ***

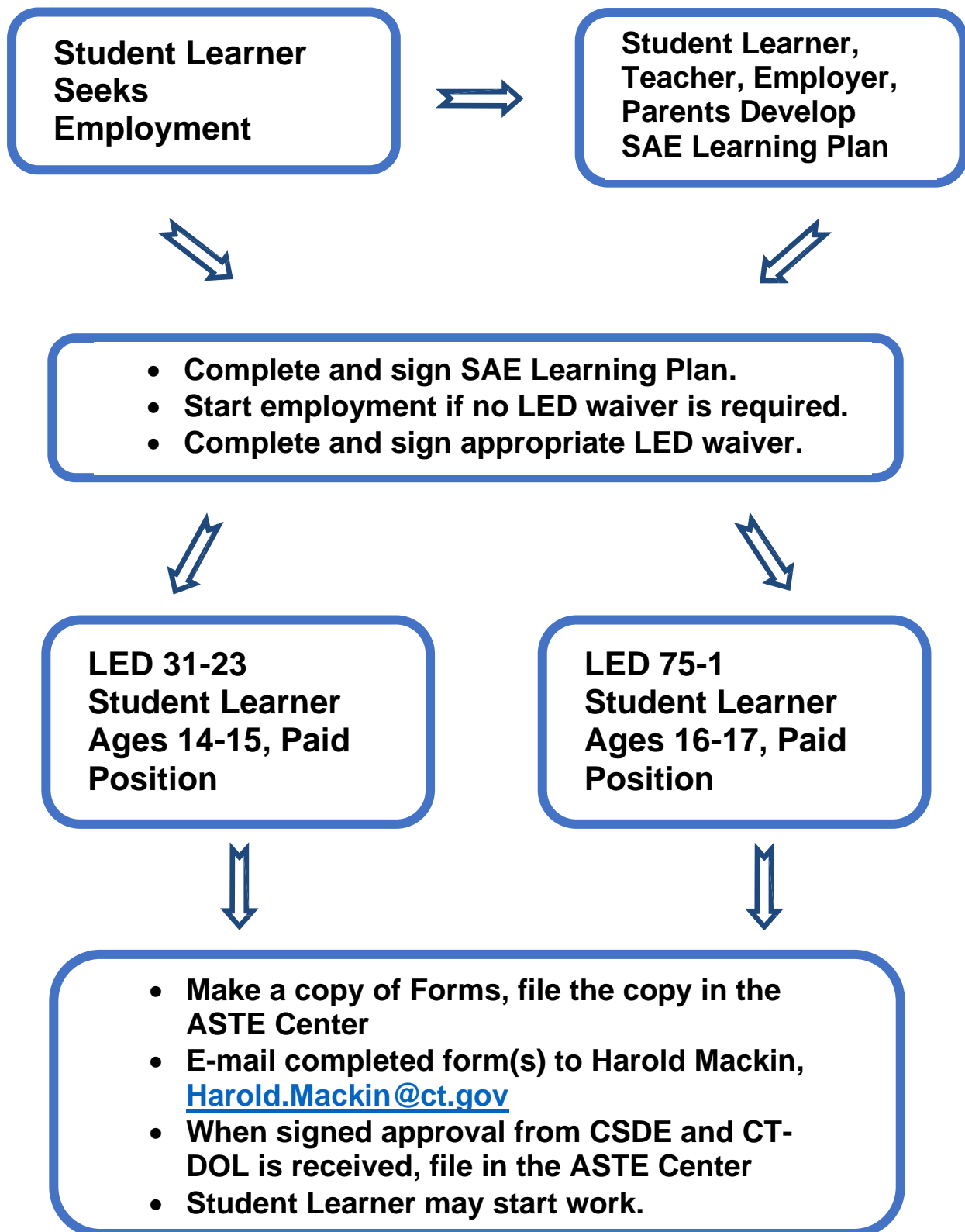
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***Hazardous work not allowed for 14/15-year-olds*

****Hazardous work approvable for 16/17-year-olds with the required LED 75 (if it is a paid position)*

No asterisk means the placement is approvable without a LED 31-23 or LED-75 for student learners 14-17

SAE Placement Waiver Approval Flow



SAE Placements That Require No LED Waivers

Agriculture Specific SAE Placements

Volunteer or paid position at a recognized non-profit organization or any government agency.

Agriculture Educator/Teacher Assistant – Student learner is directly involved in the planning and teaching of lessons or activities related to agriculture education and FFA. Duties may or may not include writing curriculum, preparing lesson materials, planning events, and maintaining laboratories and greenhouses.

Agricultural Writer/Editor – Student learner is a writer, editor, or assistant in the creation of a print, web or digital publication that communicates information about agriculture and/or the FFA.

Community Volunteer- Student learners are engaged in development activities such as volunteerism, community development and community betterment activities related to agriculture.

Agricultural Public Relations Specialist – Student learner coordinates with an agricultural organization and the news media in the preparation of an agricultural event such as a fair, trade show, farmer's market, or related event with duties such as setting up meeting areas, cleaning, preparing materials, keeping records, and writing press releases.

Youth Mentor/Camp Counselor – Student learner works directly with youth in a structured setting with the objective of building relationships with youth through a variety of activities related to agriculture and the environment.

Connecticut Employment of Minors Law

[Connecticut Department of Labor Employment of Minors](#) provides information on the employment of minors.

[Minors Employment Provisions of the Fair Labor Standards Act \(FLSA\) for Agricultural Occupations](#) provides an overview of youth employment provisions.

To Which Agricultural Student Learners does the FLSA Apply?

The FLSA covers student learners whose work involves production of agricultural goods which will leave the state directly or indirectly and become a part of interstate commerce.

What are the Minimum Age Standards for Agricultural Employment?

Youths ages 16 and above may work in any farm job at any time.

Youths aged 14 and 15 may work outside school hours in jobs not declared hazardous by the Secretary of Labor.

Youths 12 and 13 years of age may work outside of school hours in non-hazardous jobs on farms that also employ their parent(s) or with written parental consent.

Youths under 12 years of age may work outside of school hours in non-hazardous jobs with parental consent, but only on farms where none of the employees are subject to the minimum wage requirements of the FLSA.

Local youths 10 and 11 may hand harvest short season crops outside school hours for no more than 8 weeks between June 1 and October 15 if their employers have obtained special waivers from the Secretary of Labor.

Youths of any age may work at any time in any job on a farm owned or operated by their parents.

Hazardous Occupations for Minors in Agriculture

Minors under 16 may not work in the following occupations declared hazardous by the Secretary of Labor:

- operating a tractor of over 20 PTO horsepower or connecting or disconnecting an implement or any of its parts to or from such a tractor.
- operating or working with a corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, mobile pea viner, feed grinder, crop dryer, forage blower, auger conveyor, unloading mechanism of a non-gravity type self-unloading wagon or trailer, power post-hole digger, power post driver, or non-walking type rotary tiller.
- operating or working with a trencher or earthmoving equipment, forklift, potato combine, or power-driven circular, band or chain saw.

- working in a yard, pen, or stall occupied by a bull, boar, or stud horse maintained for breeding purposes; a sow with suckling pigs; or a cow with a newborn calf (with umbilical cord present).
- felling, buckling, skidding, loading, or unloading timber with a butt diameter or more than 6 inches.
- working from a ladder or scaffold at a height of over 20 feet.
- driving a bus, truck, or automobile to transport passengers, or riding on a tractor as a passenger or helper.
- working inside: a fruit, forage, or grain storage designed to retain an oxygen-deficient or toxic atmosphere; an upright silo within 2 weeks after silage has been added or when a top unloading device is in operating position; a manure pit; or a horizontal silo while operating a tractor for packing purposes.
- handling or applying toxic agricultural chemical identified by the words “danger,” “poison,” or “warning” or skull and crossbones on the label.
- handling or using explosives.
- transporting, transferring, or applying anhydrous ammonia.

Exemptions From the Hazardous Occupations for Minors Prohibitions:

- youths employed on farms owned or operated by their parent/guardian.
- 14- and 15-year-old student learners enrolled in agricultural programs are exempt from certain hazardous occupations when certain requirements are met; and
- Minors aged 14 and 15 who hold certificates of completion of training under a 4-H or vocational agriculture training program may work outside school hours on certain equipment for which they have been trained.

Minimum Wage for Minors working in Agriculture

As of January 1, 2024, the state minimum wage is \$15.69 per hour.

Minors working in agriculture must be paid 85% of the state minimum wage or \$13.34 per hour, (CGS Section 31-58a.).

The exception: Employees between the ages of fourteen and eighteen who are employed by agriculture employers who did not, during the preceding calendar year, employ eight or more workers at the same time shall be paid a minimum wage of not less than seventy per cent of the minimum wage which is \$10.99 per hour.