

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
Special Education Programs Division  
Career and Transition Services

**DISTRICT-HIRE PROGRAM**  
**EMPLOYER INFORMATION SHEET**

San Diego Unified School District has received funding to sponsor the District-Hire Program. This program provides paid work experience for high school students with disabilities. The following information is important for employers who are considering partnership with San Diego Unified School District in this program.

**COST TO THE EMPLOYER**

Using the program's "district-hire" model, student/worker wages are paid through San Diego Unified School's district payroll. The host employer pays no wages. Students earn minimum wage and receive their paycheck once a month through U.S. Mail. Worker's Compensation Insurance for the student is carried by San Diego Unified School District.

**HOURS OF EMPLOYMENT**

Students are authorized to work a Maximum of 40 hours per week (includes weekends) during the school year. The maximum hours per school day are 3-4 hours (based upon age) and 8 on the weekend days. They may not work after 10 pm. The average student in the program works about 5-12 hours per week. Work hours vary for each student based on the needs of the employer and the student's schedule.

**EMPLOYER RESPONSIBILITIES**

The employer is expected to provide on-the-job supervision. In some cases, supervision may be shared between the employer and school staff. However, the goal for each student is to become independent of any school staff supervision. The employer may be asked to maintain a district-provided timesheet for the student. There is no obligation for the employer to hire the student at the end of the work experience period. Employers are invited to offer employment to any student who has become a valued worker.

**SCHOOL DISTRICT COORDINATION**

A Vocational Rehabilitation Counselor or School-to-Work Transition Assistant with San Diego Unified School District will make arrangements for each student's placement and will remain in contact with the employer. Employers are informed about the student's strengths and limitations in order to make the training realistic and beneficial for both student and employer. Coordination of the payroll and related activities will be handled by district staff.

**BENEFITS TO THE STUDENT**

Students participating in this program not only gain a positive work experience, but also have the opportunity to establish relationships/friendships within a real work setting. Students develop a better understanding of what work is all about while growing in self-confidence and maturity. Receiving a paycheck gives students the chance to learn money management skills.

**BENEFITS TO THE EMPLOYER**

Employers participating in the program often experience a deep satisfaction in knowing that they are providing students with disabilities an opportunity to learn many of the skills required to become valued employees. Without the employer's willingness to provide these opportunities, these students would move into adult life less prepared for success. In many instances, employers gain access to responsible, long-term employees. Many employers think of Career and Transition Services as a cost effective screening agency for securing responsible employees.

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAMS.**

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School to Work Transition Assistant (SWTA)

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Phone