



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.

Benefits for the Co-op:

- Apply skills and knowledge to real-life situations.
- Gain industry insight to help in your career.
- Develop and broaden your network.
- Add experience to your resume.
- Build additional relevant skills.

Benefits to ABS by Employing Co-ops:

- Receive support for projects and on-going workload throughout the year.
- Creative ideas and diverse viewpoints.
- Utilize innovative skills.
- Engage students as ambassadors for the organization.
- Upcoming professionals energizing the ABS workplace and ready to learn.
- Provide leadership development opportunities.
- Higher employee retention.

Co-op Requirements:

- All Co-ops must be actively enrolled in school. Proof of enrollment in classes will be reported to the Human Resources Department before receiving an employment offer.
- 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 12 registered academic credits to be eligible for consideration. Dual enrollment credits will be accepted towards the 12-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 enrolled in non-semester-based Universities.

The ABS Co-op program will employ students year-round, based on business need. 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 four (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.

The Co-op program provides meaningful opportunities and marketable skill development for students to enhance their knowledge and experience. The Co-op program 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 job experience and test ABS as a place of potential future employment. A Co-op interested in full-time employment at ABS should frequently visit www.americanbatterysolutions.com/careers to view and apply for open positions, in addition to speaking with their supervisor about their interest in joining ABS.

How to Apply

All student applicants must complete the online application process by applying for Co-op position(s) of interest posted at www.americanbatterysolutions.com/careers.

Co-op Coordinator

The Co-op Coordinator will perform the following duties:

- Attend and/or coordinate support for recruiting events to bring awareness of opportunities.
- Advertise/publish the organization's student opportunities.
- Coordinate the recruiting and screening of student applicants.
- Assist in the selection of students.
- Promote student 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.



Co-op Pay Schedule

Academic Standing	Hourly Rate
Undergraduate Freshman	\$18.00
Undergraduate Sophomore	\$19.00
Undergraduate Junior	\$20.00
Undergraduate Senior	\$21.00
2nd Year Undergraduate Senior	\$22.00
Master's Program	\$23.00

Students will be compensated based on their programs academic standing. Students will be required to submit documentation to their Human Resource Department each quarter to show academic standing and to ensure GPA requirements are being met. Should a student fall below the academic GPA requirement of 3.0 but not below 2.5, they will be given one semester to get their grades above a 3.0. If the Co-op is unable to raise their GPA within the probationary semester, their Co-op employment will be discontinued.

Responsibilities

Co-op students will be required to:

- Follow all ABS policies, procedures, and rules governing professional behavior and expectations outlined in ABS Employee Handbook and this Co-op Manual.
- Arrive at work at the time specified by management.
- Work the hours required to be eligible for the Co-op program and the work schedule as set by management. Work hours are to fall within the core business hours of the location the Co-op is supporting. Any deviation from those hours is to be approved by the Co-op coordinator.
- Notify designated management if unable to attend work as scheduled.
- Respect the confidentiality of the workplace, clients, and employees.
- Discuss any problems with their Supervisor/Manager and/or the Co-op Coordinator.
- Submit school enrollment to Human Resources.
- Achieve 24 credit hours per year or equivalent.
- Maintain 3.0 GPA throughout Co-op program and submit grades to Human Resources each semester.



Our Co-op program is a partnership between the students, the departments, and the Human Resources department. It is essential that Co-op students are provided feedback to guide the progress of their program to get the maximum benefit from their experience.

Co-op Status and Benefits

- All Co-ops will be employed on ABS payroll as part-time student employees.
- Co-ops are not eligible for ABS employment benefit packages.
- Co-ops are not eligible for PTO (Paid Time Off).
- Co-ops may be eligible for holiday pay based on their established work schedule.
- 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

ABS Departments will identify needs for Co-ops based on the following:

- Is there a project, assignment, or daily work that will provide a quality working and learning opportunity for a Co-op student?
- Do they have a management representative with the ability to commit time to developing a student and offering insight to the organization?
- Can the department accommodate schedule changes due to student classes and commit to a minimum of 15 hours per week, maximum 25 hours per week?
- Only teams answering yes to these questions will be offered a Co-op in their department.

Each Co-op will be assigned a management representative who possesses expertise in the area the student will work in and will be responsible for providing onsite orientation, day to day supervision, and overall guidance for the Co-op. The management representative will possess qualities such as leadership, effective communication skills, and patience. It is the responsibility of the employer to provide direct, on-the-job supervision of the Co-op which includes providing adequate resources necessary to accomplish job objectives.

Because the Co-op program is defined as a learning experience, proper supervision of the student is essential. The designated management representative serves as a mentor, teacher, and critic. Team members in the department may also assist with a student's development and learning opportunities. 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 management representative who oversees the entire Co-op experience.

The management representative is encouraged to meet with the Co-op to touch base, check in on the progress of projects, and provide feedback weekly. They will also be responsible for



completing 30, 60, and 90-day reviews in addition to a mid-year and annual review as deemed necessary for college/university or ABS requirements.

For students receiving academic credit, the management representative must complete the evaluation form provided by the student's college/university.

American Battery Solutions in an Equal Opportunity Employer.