



Youth Internship Program Participant Orientation



GENERAL INFORMATION

WELCOME!!

Program Goal: provide you with a meaningful work experience as well as mentoring and work-readiness training.

Length of Program: up to a maximum of **20 weeks**

Allowed hours: up to **30 hours per week**

Pay rate: **\$13.00/hour**

Report to: **Worksite Monitor & Worksite Supervisor**

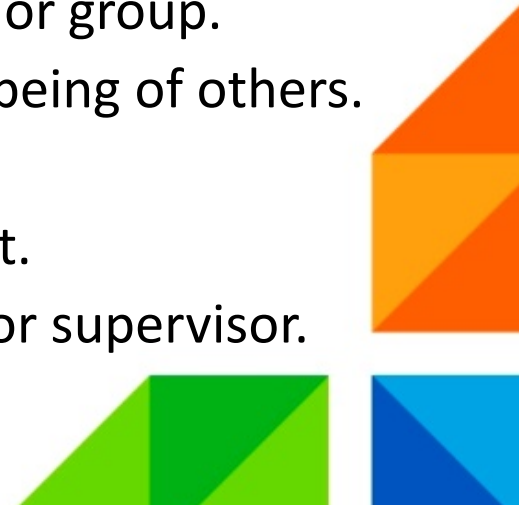




CODE OF CONDUCT



Any participant who violates this Code is subject to discipline, including removal from the program:

- **Abusive language** towards a staff, fellow participants or volunteers.
 - Possession or under the influence of **alcoholic beverages or illegal**.
 - Possession of dangerous or **unauthorized materials** such as explosives, firearms, weapons or other similar items.
 - **Discourtesy or rudeness** to a staff, fellow participants or volunteers.
 - Any form of **harassment** of staff, fellow participants or volunteers.
 - Actual or threatened **violence** toward any individual or group.
 - Conduct **endangering** the life, safety, health or well-being of others.
 - **Failure** to follow any agency policy or procedure.
 - **Bullying** or taking unfair advantage of any participant.
 - Failing to **cooperate** with an staff, worksite monitor or supervisor.
- 



APPROPRIATE ATTIRE



- Nothing too tight, too short, oversized, revealing, see-through, wrinkled, torn, or unclean.
- Make-up, jewelry and hairstyles should be in good professional taste
- No head rags, wave caps, bandanas, or hats
- No extreme fashion statements
- Appropriate footwear that follows worksite safety guidelines.





DRESS CODE



DRESS CODES MEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual



DRESS CODE

DRESS CODES WOMEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual



WORKPLACE EXPECTATIONS

First Impressions Count!

Here are some tips to help you start off your work experience the right way:

- ✓ Arrive 15 minutes early
- ✓ Have the name and phone number of both your worksite monitor and your worksite supervisor
- ✓ Business card for your immediate supervisor
- ✓ Know the expectations of your position





WORKPLACE EXPECTATIONS

These include:

- ✓ **COMPLY with all policies & procedures**
- ✓ **NO VISITORS**
- ✓ **Keep Busy And Take Initiative**
- ✓ **Ask Questions**






WORKPLACE EXPECTATIONS



Work Schedule:

- ✓ Determined by the Worksite Supervisor
- ✓ Saturday and/or Sunday work is permitted - if pre-approved
- ✓ Prior approval must be given for time off or ending a shift early
- ✓ Breaks or lunch cannot be used to get off work early
- ✓ Working over 8 hours a day or over 30 hours a week is not allowed

Interns will not be paid for:

- ✓ Lunch breaks
 - ✓ Overtime
 - ✓ Legal holidays
 - ✓ Sick Leave or time off to attend medical or dental appointments
- 

ATTENDANCE & PUNCTUALITY

Punctuality:

- ✓ Return from breaks on time
- ✓ Repeated tardiness is a reason for dismissal

Tips for excellent punctuality:

- ✓ Call if you are running late
- ✓ Detail, Detail, Detail



Absenteeism:

- ✓ Provide advanced notice to the Worksite Supervisor
- ✓ In an emergency, provide a 30 minute notice to the Worksite Supervisor and the Worksite Monitor

Tips for excellent attendance:

- ✓ Planning is key
- ✓ Do a test run for your trip to work
- ✓ Plan a back up to your back up

GROUNDS FOR DISMISSAL

If you engage in any of the following unacceptable behaviors, you may be immediately terminated :

- ✓ Fraud and/or dishonesty (i.e. falsifying timesheets, taking something from work)
- ✓ Fighting or violent behavior
- ✓ Cellphone use during working hours
- ✓ Misuse/abuse of property - Vandalism
- ✓ Continuous absenteeism or tardiness
- ✓ Sleeping on the job
- ✓ Stealing
- ✓ Carrying weapons
- ✓ Insubordination
- ✓ Under the influence of drugs or alcohol
- ✓ Sexual harassment



GROUNDS FOR DISMISSAL

The following recurring problems are also grounds for dismissal:

- ✓ Inappropriate attire – repeated violation of dress code
- ✓ Unprofessional conduct and bad language - Cursing
- ✓ Negative work attitude and behavior
- ✓ Lack of motivation – unwilling to work
- ✓ Problems with supervisor and/or co-workers
- ✓ Inappropriate appearance/grooming
- ✓ Disrespectful conduct towards staff, customers, or other youth participants





TRANSFERS

Transfers will only be allowed in the following situations:

- ✓ Safety issue
- ✓ Health concerns (e.g., youth must provide a written doctor's statement supporting their transfer request)
- ✓ Site closure

If one of the list reasons applies to you or your assigned worksite, you should contact your Worksite Monitor for a transfer request.






TIMESHEETS



Timesheets are a legal document used to determine the number of hours worked.

GUIDELINES FOR TIMESHEETS:

- ✓ Timesheets are completed electronically in ghg.
 - ✓ Timesheets must be submitted weekly on Friday or by 9am on Monday if you worked during the weekend.
 - ✓ If your hours are not correctly entered on the timesheet it will not be processed until corrected.
 - ✓ Youth must sign in and out for lunch break.
 - ✓ Both you and the Worksite Supervisor must approve the timesheet before being processed for payment.
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TIMESHEETS

Instructions for GHG

Step 1: To login: Use URL: <https://careersourcesyep-online.ghg.com/>

Step 2: Enter UserName: **LastNameFirstInitialLast4 (Uppercase)** – Ex: BrownK5522

Step 3: Enter Password: **LastNameFirst Initial (Uppercase)** – Ex: = BrownK

Step 4: Click on Login

Step 5: Click on Employee

Step 6: Click on Timesheet

Step 7: Click to add

Step 8: Click on name of job site – Example Disney

Step 9: Go to Task# and select

- WIOA Youth if you are an out-of-school youth
- WTP Youth if you are an in-school youth

Step 10: Enter total hours for each day – Must not exceed 3

- Lunch is not paid.

Step 11: Click on Save

Step 12: Click on Submit

TIMESHEET TRACKING

CareerSouce Polk - Summer Youth

Login

[Forgot Password?](#)

TIMESHEET TRACKING

Employee ▾ Administrator ▾ Scheduling ▾ General ▾

Profile ▾ Search Employees

Timesheet

Change Password

Polk - Summer Youth Online ?

Last successful login Mon Apr 09 12:19:04 CDT 2018

Failed login attempts since last successful login 0



TIMESHEET TRACKING

[Unsubmit](#) | [Documents](#) | [Printer Friendly](#) | [Leave Balance](#)

Timesheet Ending: 07/30/2017

Period 1 of 1

Revision 0

Charge Codes

Group	Charge Code	Pay Type	Task#	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Total
Citrus Boys & Girls Club - Lake Wales	SYEP 2017 PY 2016-2017	Regular Pay	WTP YOUTH	6	6	6	6	6			30.0
			Total	6.0	6.0	6.0	6.0	6.0	0.0	0.0	30.0



GETTING PAID

All interns will be responsible for opening an account with Fifth Third Bank, it can be a checking and/or savings account. You will receive a debit card in the mail from the bank.

Q: Is it mandatory to have an account with Fifth Third Bank if I have an account with another bank?

A: Yes, Fifth Third Bank is the bank of choice for the Youth Internship Program.

Q: How will I be paid?

A: Your earnings will be deposited into your account at Fifth Third Bank every other week.





GETTING PAID

Q: What days will money be deposited into my account?

A: CSP operates under a bi-weekly payroll which begins at 12:00 AM Monday and ends at 11:59 PM on Sunday. All interns are paid on the Friday after the payroll period ends. Each direct deposit will include earnings for all work performed through the end of the previous payroll period. It is the employee's responsibility to submit their time through the computerized Time Management System at the end of each pay period and submit for approval. The supervisor will review and approve the time record before submitting it for payroll processing. In addition, if modifications to the time record are needed, supervisor must “unsubmit” the time record to allow for corrections. The employee must modify and resubmit the time record for approval.

BREAK AND LUNCHES

- ***Lunch time is not paid work time.***
 - ✓ **5-7 hours per day** = Must take a 30 minute lunch (unpaid)
 - ✓ **8 hours per day** = Must take 1 hour lunch (unpaid)

CELL PHONES

No cell phone unless you are on break.

- NO SOCIAL MEDIA
- NO CELLPHONES
- NO PICTURES




GRIEVANCE PROCEDURE

A grievance is a complaint. If a grievance occurs:

1. First, try to work it out with your Worksite Supervisor.
2. If it is not possible to work it out with your Worksite Supervisor, contact your Worksite Monitor. If needed, the Worksite Monitor will meet with you and your Worksite Supervisor.
3. If the problem remains unresolved after you, your Worksite Supervisor, and the Worksite Monitor have met, you may call CareerSource Polk Youth Lead, or Program Manager to request that further action be taken.
4. If needed, management will meet with the Worksite Supervisor to resolve the issue. You and your Worksite Supervisor will be notified of the outcome.

SAFETY

SAFETY GUIDELINES:

- Safety is always #1
- No Smoking 
- No Drugs or Alcohol
- When working with children, you are not allowed to discipline them.



FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) establishes youth employment standards affecting employees in the private sector and Federal, State and local governments. The restrictions for workers under age 18 are as follows:

- Age 16 - 17 may perform any job not declared a hazardous job or occupation and are not subject to restrictions on hours.
- Age 18 has no restrictions and can Work in Any Job for Unlimited Hours.

SAFETY PRACTICES

- Do not operate any equipment which is not in safe condition, or for which you do not have adequate training.
- Obey all company rules, governmental regulations, signs, markings and instructions.
- Running in the workplace or parking lots is not permitted.
- Pick up objects on the floor. Wipe up any spilled liquids from the floor immediately.
- Report any unsafe conditions at your work site to SYIP Worksite Monitors immediately. You may report unsafe conditions anonymously if you prefer.
- Whenever you are involved in a workplace accident or observe a workplace accident, even if there appear to be no injuries, the accident must be reported to the Worksite Supervisor and SYIP Worksite Monitors immediately.

SAFETY PRACTICES

PREVENT THE SPREAD OF CORONAVIRUS (COVID-19)



WASH YOUR HANDS OFTEN

Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer



AVOID TOUCHING YOUR FACE

Avoid touching your eyes, nose, and mouth with unwashed hands. Avoid close contact with people who are sick.



COVER YOUR COUGH & SNEEZE

Cover your mouth and nose with a tissue or your sleeve when coughing. Do not sneeze or cough into your hands



STAY HOME

If you are sick, stay home. Clean and disinfect frequently touched objects and surfaces

Incentive Activities

- The goal of the incentives is to provide each intern various training that will provide them with the skills needed in the world of work.
- Interns are to complete the activities throughout the duration of the program.
- All activities are created by the Career Development Specialist and assigned to the Intern.
- All completed activities will be given to CareerSource Polk's staff for processing.



**Have a Great
Internship!!!!**

