



Summer Youth Employment Program (SYEP) Employer Orientation



SYEP Purpose

The Summer Youth Employment Program (SYEP) provides Polk County youth ages 16-24 with a enriching and constructive summer work experience through subsidized placement with local employers and businesses.

Through the SYEP, we strive to provide eligible youth with the opportunity to:

- Develop skills, set career goals, earn money, and learn more about the community in which they live
- Gain meaningful (real world) work experiences
- Learn and develop skills, attitudes and commitment necessary to succeed in today's world of work through skills training workshops and positive relationships with the business world.
- Gain exposure to a diverse range of careers in industries and discover the career path needed to become a productive member of our community

Even though the SYEP is short-term our goal is to positively impact youth in a way that will last their entire life.



How the Program Works

- SYEP will begin Monday, June 4th and conclude on Friday, August 10th for a maximum of 10-weeks.
- Eligible Youth ages 16 - 24 participating in SYEP will work at your place of business for up to 10 weeks.
- Participants will be paid \$13/hour for a maximum of 30 hours/week
- Eligible youth are screened (including FDLE background and drug test) and registered with CareerSource Polk
- Participants will successfully complete a work-readiness curriculum prior to and/or during their placement in SYEP
- CareerSource Polk will provide a worksite monitor that will support both the youth and employer throughout the duration of the program.



SYEP Worksite Monitor

CareerSource Polk's Young Leaders has a worksite monitor in place to assist you throughout the program. This worksite monitor is responsible for:

- Provide support and guidance to the Employer and/or representative.
- Communicating pertinent information about the program to the Employer and/or youth.
- Facilitate the process for transfers, terminations, resolving pay disputes, and other program issues.
- Monitor the environment to ensure youth are receiving a quality work experience



SYEP Employer

- Ensure that youth are properly supervised at all times
- Ensure that youth time and attendance is documented and submitted by the deadline.
- Keep CSP Worksite Monitors informed of all issues as they occur.
- Administer performance evaluations within the first 30-days of placement as well as the last 30-days of placement.
- Approve all youth timesheets by close of business on Friday or by 9:00am on Monday morning if the youth works on the weekends.
- Organize experiences and responsibilities for each youth to cover the scheduled time of no more than 30 hours/week.
- Prepares a job description for each position that participants will have at your worksite
- Professional feedback



1st Day of SYEP

The first day that youth report to work will set the tone for the entire summer. Each employer should conduct a worksite orientation including the following:

- Youth required hours of work
- Regulations of the worksite as they apply to the youth
- Time and length of lunch breaks (see the lunch break policy)
- Provide point of contact for the youth to report tardiness or absences
- Safety procedures and steps to take in case of accidents
- Appropriate attire for the work place
- A clear explanation of the youth's duties and responsibilities



SYEP Evaluations

Supervisors will be asked to complete a performance evaluation for each youth assigned to them. Evaluations are to be completed within the first 30-days and with the last 30-days of the youth's placement.



Code of Conduct

CareerSource Polk SYEP participants are expected to conduct themselves in a professional manner at all times while employed. Infractions of the professional code of conduct will result in appropriate disciplinary action. The following policies must be observed as part of the employment experience. These policies are not to suggest other policies at the worksite should not be developed if deemed important and necessary.



Breaks

- Minors ages 14-17 shall not work more than five hours continuously without a non-work period of at least 30 consecutive minutes.
- Young Adults 18 or older must be given a meal break of at least 30 consecutive minutes if the employee is scheduled to work 7.5 or more hours per day. This meal break must be given sometime after the first two hours of work and before the last two hours of work.



SYEP Policies & Procedures

The following expectations of daily participation and general program worksite management supporting the success of youth in the work experience program have been defined and will be considered policies and procedures for ongoing supervision.

Lunch Policy

- Youth workers are permitted to take one 30-minute lunch break. The lunch break will be considered unpaid.
- It is the responsibility of the Employer to implement a break/lunch break policy for their respective sites. This policy should be communicated to all youth workers during their orientation session on the first day of work.

Transfer Policy

The SYEP staff will not transfer participants unless one of the following circumstances apply:

- Safety issue (youth must provide a police report when applicable)
- Health concerns (youth must provide a written doctor's statement supporting their transfer request)
- Site closure
- Other approved extenuating circumstances



SYEP Policies & Procedures

Weekly Work Schedule

- Participant schedules shall be determined by the worksite location and listed in the worksite agreement. If there is a change in the schedule, that change must be communicated to the CareerSource Polk worksite monitor.

Absenteeism

- Regular attendance is required of all participants. In the event an emergency situation should arise, the participant must call her/his worksite supervisor and worksite monitor prior to their designated start time. Such notification must be done within 15 minutes of the participant's regularly scheduled start time. Failure to call within the prescribed 15-minute period or failure to report absence will result in a Poor Work Performance Notification, which precedes an Employment Termination Notification. A youth participant will be given an opportunity to improve in the area of concern in order to prevent termination from the program.

SYEP Policies & Procedures

Punctuality

- All participants are required to be punctual which includes returning from breaks and lunch periods on time. If a SYEP participant is late, there must be an acceptable reason for the tardiness. In the event of chronic tardiness, a Poor Work Performance Notification will be issued.

Holidays

- There are no provisions for SYEP participants to be paid for legal holidays. All legal holidays that fall within the program period should be recognized as days off. Some worksites may require work on the holiday; in that situation SYEP participants may be given an alternate day off (up to the discretion of the worksite).

Inclement Weather

- In the event of inclement weather, it is the obligation of the worksite supervisor to assign secondary job duties as listed on the SYEP participant's job description.



SYEP Policies & Procedures

Undo Harassment

- It is the expectation of the program that neither SYEP participants nor the worksite staff shall conduct themselves in a manner definable as harassment. Matters of harassment shall be viewed as significant by CareerSource Polk and shall be reviewed with serious consideration.

Grievance Procedures

- It is the policy of this program that no SYEP participant will be discriminated against because of race, religion, color, handicap, sex, age, national origin, beliefs, or political affiliation. A positive goal oriented program has been established to achieve this objective. All SYEP participants will receive a copy of Grievance Procedures form. This form outlines the steps that must be taken in order to file a grievance. A copy of CSP grievance policy is included in the employer handbook.

SYEP Policies & Procedures

Child Labor Laws

- The Child Labor Laws are designed to protect and benefit each SYEP participant. A copy of these laws is included in the employer handbook.

Worker's Compensation

- The program provides Worker's Compensation for SYEP participants injured on the job. If time is lost from the job due to injury, supervisors will indicate as such on the time sheet.
- A SYEP participant is not eligible for any compensation when not at work.

Injury Instruction

- Injuries must be reported to the SYEP participant's worksite monitor and Youth Program Manager as soon as possible. An injury procedure form must be posted at the worksite area, along with emergency information.



SYEP Policies & Procedures

Payday

- All payroll processing will be managed by CareerSource Polk Finance Department. SYEP employers will validate and submit participants timesheets on a weekly basis for payroll processing. All timesheet should be approved and submitted by close of business on Friday or Monday at 9:00 am if the participant works weekends. Employers will be provided a login and password for the payroll system. All payroll questions should be referred to the worksite monitor.

Payroll Deductions

- Standard deductions such as FICA (Social Security), Medicare, and, if applicable, federal taxes will be withheld from the SYEP participant's checks.



Youth Workshops

Attention: There will be designated days that the youth will be required to attend mandatory workshops held at our Young Leaders locations. Worksite monitors will inform you of the scheduled days.



Forms

The following forms are available on our website, www.careersourcepolk.com/syep-employer-information:

- Child Labor Law Poster
- Incident Reporting
- Participant Injury Procedures
- Participant Incident Report
- General Workplace Performance Evaluation
- Safety Review
- Poor Work Performance Notification
- Employment Termination
- Worksite Evaluation
- CSP Grievance Procedure



Acknowledgement of Receipt

Date

As a representative of:

(Name of organization)

I acknowledge that I have received a Supervisor's orientation to participate in CareerSource Polk Summer Youth Employment Program and I am acquainted with the responsibilities of this program, expectations and responsibilities.

I have received a handbook as a reference tool outlining expectations and responsibilities related to my role as a Supervisor and understand these responsibilities and commit to meeting said expectations.

Worksite Supervisor - Print Name

Worksite Supervisor - Signature