



# Summer Youth Employment Program (SYEP) Employer Orientation

# Agenda

- I. SYEP Overview**
  - II. Roles and Responsibilities**
  - III. Time, Attendance, and Payroll**
  - IV. Program Policies and Procedures**
  - V. SYEP Evaluations**
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# SYEP Purpose

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

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

- Develop skills, set career goals, earn money, and learn more about career options.
- Gain meaningful (real world) work experience in a safe environment.
- Learn and develop skills, attitudes and commitment necessary to succeed in today's world of work.
- Gain exposure to a diverse range of careers and industries while discovering 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 summer interns in a way that will last their entire life.



# Program Enhancement

## Youth Experience Improvements

- Earlier application process
- 400+ eligible youth already identified
- Youth must meet all steps of the application process
- Mandatory youth work readiness orientation

## Improved Employer Support

- Expanded to a more diverse employer base
- Online employer orientation established

## Improved Transparency

- All program materials, dates, and deadlines shared in advance



# Program Dates

The SYEP will begin on Monday, June 3<sup>rd</sup> and will conclude on Friday, August 9<sup>th</sup>.

This ten week summer internship will consists of a total of 50 work days.

- Thursday, July 4 is observed as a holiday.



# Youth Application Process

- Youth applied online from Monday, April 1<sup>st</sup> – Friday, April 12<sup>th</sup> (applications were processed on a first-come, first-served basis).
- More than 500 youth attended the What's Next Expo which was the kick-off event for Summer Youth Employment.
- We received more than 300 applications on the first day.



# Youth Application Process

To secure their space in the program, youth are required to:

Provide documents to prove their eligibility. Documents must show:

- Proof of Age;
- Proof of Social Security Number;
- Proof of Household Income;
- Proof of Polk County Residency;
- Proof of Parent Permission (if under the age of 18)

Youth will be required to complete additional steps in order to maintain their space in the SYEP:

- Complete the participant online orientation
- Create an employflorida profile and resume.
- Attend an in-person mandatory workshop.

Applicants who fail to complete mandatory requirements by the assigned deadlines will **lose** their space in the program!

# Employer Application Process

- Review and complete the CSP summer intern Worksite Agreement before the work experience program begins.
- **Identify staff on your team that will supervise the summer interns and ensure a positive experience at your location.**
- Provide a job description for each position where a summer intern can be placed.
- Complete the online employer orientation and take the orientation acknowledgement quiz.
- Review the employer handbook and submit the acknowledgement receipt.
- Provide a meaningful work experience in a safe environment for 10 weeks (from June to August)
- Arm our summer interns with skills and experience to better prepare them for the world of work.



# Roles & Responsibilities

## CareerSource Polk will:

- Provide young adults between the ages of 16 to 24 a opportunity to participate in a summer internship.
- Screen all potential summer interns for eligibility/suitability, which includes:
  - Background Checks
  - Drug Screening
  - Interviewing to assess desire to work
- Pay the wage of each participating summer intern (\$13.00/hour for a maximum of 30 hours per week)
- Cover liability and workers compensation for each summer intern during the program period;
- Provide the summer intern with a skills assessment and career interest survey to determine suitable placement.
- Assign a worksite monitor to each location that is responsible for conducting onsite visits to ensure safety measures are in place and to answer any questions from the worksite supervisor and summer intern.
- Ensure each intern earn a recognized credential that will support future success.



# Roles & Responsibilities

## **Employers are required to:**

- Ensure that summer intern are properly supervised at all times
- Keep CSP Worksite Monitors informed of all issues as they occur.
- Complete performance evaluations within the first 30-days of placement as well as the last 30-days of placement.
- Approve all summer intern's electronic timesheets by close of business on Friday or by 9:00am on Monday morning if the summer intern work weekends.
- Organize experiences and responsibilities for each summer intern to cover the scheduled time of no more than 30 hours/week.
- Allow summer interns to attend two (2) days of training during the summer intern employment program period.
- Provide each summer intern with professional feedback based on their performance at your place of business.



# Roles & Responsibilities

Each employer will be assigned a worksite monitor that will assist both you and the summer intern throughout the duration of the program. This worksite monitor is responsible for:

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



# 1<sup>st</sup> Day of SYEP

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

- Summer intern required hours of work
- Regulations of the worksite as they apply to the summer intern
- Time and length of lunch breaks (see the lunch break policy)
- Provide point of contact for the summer intern 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 summer intern's duties and responsibilities
- If you have a summer intern at your location that was not communicated to you by staff, please contact our office immediately.



# SYEP Policies & Procedures

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

## **Lunch & Breaks Policy**

- Summer intern 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 summer intern workers during their orientation session on the first day of work.
- 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

## **Weekly Work Schedule**

- The summer intern's schedule 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 summer intern 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 summer interns are required to be punctual which includes returning from breaks and lunch periods on time. If a intern 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 summer interns 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 summer interns 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 summer intern's job description.



# SYEP Policies & Procedures

## Code of Conduct

- CareerSource Polk SYEP interns are expected to conduct themselves in a professional manner at all times during the internship. Infractions of the professional code of conduct will result in appropriate disciplinary action.

## Undo Harassment

- It is the expectation of the program that neither the summer intern 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 summer intern 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 interns 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 summer intern. A copy of these laws are included in the employer handbook or can be viewed [here](#).

## Worker's Compensation

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

## Injury Instruction

- Injuries must be reported to the summer intern'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 by 9:00 am if the intern work 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.



# SYEP Policies & Procedures

## Transfer Policy

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

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



# How to process Timesheets

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

Step 2: Enter Username: First Name Last Name – Example: MinnieMouse

Step 3: Enter Password: First Name Last Name – Example: MinnieMouse

Step 4: Click on Login

Step 5: Select Client

Step 6: Click Review Timesheet

Step 7: Click Select a Group then select the name of the business that you are approving timesheets for.

Step 8: Select the timesheet payroll ending date which is a Sunday

Step 9: Select status should have Ready, No Timesheet, No Signature selected

Step 10: Click view selected timesheets.

Step 11: Timesheets for all of your interns for that payroll period should be displayed.

Step 12: Click on each Employee name to verify their hours

Step 13: Once the hours have been reviewed and verified select approved from the supervisor select status box in the top right hand corner.

Step 14: Click on Save

[Timesheets due every Friday by 5:00pm](#)



# Summer Intern Workshops

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



# SYEP Evaluations

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

Summer interns will be evaluated in the following six areas:

- Job Performance
- Initiative
- Communication
- Resolving Conflict
- Time & Attendance
- Goal Setting

Evaluation forms can be found [here](#).



# Forms

The following forms are available on our website,  
[www.careersourcepolk.com/employer/SYEP-employer-information](http://www.careersourcepolk.com/employer/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

- Click [here](#) to complete the online employer orientation