

2020 Summer INTERNSHIPS



Parent Handbook

June 1, 2020 – August 7, 2020

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PROJECT MISSION

To provide a quality work experience to Polk County's youth that will prepare them to acquire the skills and experience needed to obtain and maintain employment leading to a successful transition into the labor force.

GOALS

The Summer Youth Internship Program will:

1. Provide MEANINGFUL work experience with a for-profit or non-profit business partner that will allow youth to gain significant work experience through job shadowing, mentoring and completion of small projects and assignments.
2. Encourage youth to acquire skills and habits that will lead to greater work opportunities.
3. Create activities that direct youth into a productive use of their time, while providing alternatives to risky behaviors.
4. Assist youth in identifying challenges in seeking and maintaining employment and offer youth the training to acquire the necessary skills, tools, and experience that will lead to successful employment.

GENERAL INFORMATION

Hello Parents and Guardians!

Welcome to the CareerSource Polk 2020 Summer Youth Internship Program. This handbook is designed to give parents, and guardians a helpful insight into the Summer Youth Internship Program. This program is designed to provide youth with a meaningful work experience as well as mentoring and work-readiness training. The ten (10) week program will run from June 1, 2020 through August 7, 2020. Youth will only be paid for the actual hours that they work. They will not be paid for holidays or lunch breaks.

- Youth work experience will include a work assignment at an approved and designated worksite. On this assignment youth will be exposed to tasks or projects that typically exist in a working environment. Youth will not be permitted to transfer to an alternate worksite once an assignment has been made, unless circumstances make the change necessary.
- Youth will be assigned to a Worksite Supervisor who will explain their work duties and what is expected of them at their worksite. It is their responsibility to know their work schedule and to complete their daily assignments.
- Youth are responsible for accurately completing their timesheets. Errors on their timesheet may cause a delay in receiving their stipend.
- Youth will be assigned a CareerSource Polk' Career Development Specialist II who will assist them while participating in this program. It is expected that youth will work with their Career Development Specialist II to resolve any issues or discuss their experience.

GRIEVANCE PROCEDURE

A grievance is a complaint. If a grievance occurs:

1. Youth should try to work it out with their Worksite Supervisor.
2. If it is not possible to work it out with their Worksite Supervisor, they can contact CareerSource Polk' Career Development Specialist II. If needed, the Career Development Specialist II will meet with the youth and their Worksite Supervisor.
3. If the problem remains unresolved after the youth, Worksite Supervisor, and the Career Development Specialist II have met, you may call CareerSource Polk' Lead/Youth Program Manager to request that further action be taken.
4. If needed, the Program Manager will meet with the CareerSource Polk Contract Manager to resolve the issue. Youth and their Worksite Supervisor will be notified of the outcome.

Parents and guardians please keep in mind to let CareerSource Polk Young Leaders staff handle any problems the youth may be experiencing with their worksite. Interference may cause involuntary separation.

PROGRAM RULES AND GUIDELINES

Summer Interns are required to comply with all rules and guidelines of the program, in addition to those assigned by the Worksite Supervisor.

All Summer Interns are expected to adhere to the following guidelines:

- Report to work on time in proper dress attire for the work environment.
- Stay actively engaged in assigned work tasks. If a summer intern notices that more work is needed, then seek assistance from the Worksite Supervisor.
- Despite the assigned tasks, all Summer Interns should do their best at all times. If questions arise, please seek help from a reliable source.
- Be respectful and professional, showing a desire to learn and grow. You never know who may be watching and the different opportunities that may result from this Summer Internship.
- Friends, boyfriends, girlfriends, and relatives will not be permitted to visit you while you are working.
- Intern must obtain permission before making phone calls from the worksite telephones. Improper use of the phones may be grounds for dismissal.
- Personal belongings may not be used during working hours. All valuable personal belongings should be left at home. CareerSource Polk is not responsible for any lost or stolen items.

ORIENTATION AND JOB READINESS TRAINING

SYIP Worksite Monitors understand that for many of our Summer Interns, this is your first paid work experience. We will ensure that you receive training on various topics and skills that you may encounter during your Summer Internship.

The Orientation and Job Readiness Training will consist of various workshops and training that will prepare and provide you with the skills needed in the workforce. Some of the topics discussed include:

- Conflict Management
- Development of Professional Goals
- Effective Communication
- Soft Skills
- Financial Literacy (budgeting, saving)
- Resume/Portfolio development
- Professional Development
- Quality Customer Service

PLACEMENT RESTRICTIONS

As we continue to seek ways to provide every participant with positive work experiences, we have developed placement restrictions to ensure program quality and fairness.

- Summer Interns are restricted from being placed in the same department or as a direct report of a family member.
- Summer Interns are restricted from being placed at the same worksite for multiple summers.

APPROPRIATE ATTIRE

Your Worksite Supervisor will inform you of the proper dress code for your worksite placement. You will be expected to be clean, well-groomed, and aware of the importance of your appearance. Remember that you are a paid intern and you represent CareerSource Polk' Youth Program. **If your attire is found to be inappropriate and not in compliance with the dress code, you may be asked to leave the worksite, and will not be paid for the time you are not working.**

INCIDENT & ACCIDENT REPORTS

Incidents and accidents must be reported **immediately** by notify a Worksite Supervisor and SYIP Worksite Monitors. A detail synopsis of any injury and the details of how and when the injury occurred must be provided. Please note: If an injury happens that impacts a Summer Interns ability to perform their job duties, they are required to see a doctor and return provide a doctor's note before returning to work.

HARASSMENT & HOSTILE WORK ENVIRONMENTS

It is the expectation of the program that both Summer Interns and SYIP Worksite Monitors conduct themselves in a manner that does not display any form of harassment. Matters of harassment shall be viewed as significant by CareerSource Polk and shall be reviewed with serious consideration.

FAIR LABOR STANDARDS ACT – CHILD LABOR

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.

CONTACT INFORMATION

Below is the contact information for our Young Leaders locations.

LOCATION	SYIP Worksite Monitors		
Serving Davenport / Haines City	Derwin Riley 863-508-1100 x3351	Katerina Santiago 863-508-1100 x3403	Barbara Mincy 863-508-1100 x3327
Serving Lakeland	Genice Collins 863-508-1100 x3703	Veria Walker 863-508-1100 x3700	Angeles Otero 863-508-1100 x3705
Serving Winter Haven	Frankie Rollins 863-508-1100 x3361	Veda Roach 863-508-1100 x3325	Brienne Pierre 863-508-1100 x3342

Receipt Verification

My child will be available for the entire 10 week Summer Youth Internship Program Monday June 1, 2020 – Friday August 7, 2020. I understand that if they accept an internship and do not fulfill their 10 week obligation they will not be eligible for future summer internship opportunities and will lose their placement upon returning.

I have been informed of the expectations and requirements for the CareerSource Polk's 2020 Summer Youth Internship Program.

I understand that my child/children are solely responsible for their actions. Should I have any questions now or in the future, I understand that I may contact a Worksite Career Development Specialist II for assistance at any time.

I understand and agree with the attached Parent Handbook.

Parent Name (Print)

Parent Signature

Date