



Summer Youth Internship Program (SYIP) Employer Orientation





Agenda

- I. SYIP Overview**
- II. Roles and Responsibilities**
- III. Expectations**
- IV. Program Policies and Procedures**
- V. Forms & Acknowledgement**



SYIP Overview



SYIP Purpose

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

Through the SYIP, we strive to provide eligible summer 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 SYIP is short-term our goal is to positively impact summer interns in a way that will last their entire life.



Program Dates

The SYIP will begin on Monday, June 1st and will conclude on Friday, August 7th.

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

- Thursday, July 4 is observed as a holiday.



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



Roles & Responsibilities

CareerSource Polk will:

- Provide young adults between the ages of 16 to 24 an opportunities 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.
- Administer 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 Internship 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:

- Provide 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 intern are receiving a quality work experience



Expectations

1st Day of SYIP

The first day the summer intern reports 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.



SYIP Evaluations

Supervisors will be asked to complete an 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



How to process Timesheets

Step 1: To login: Use URL: <https://careersourceSYIP-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.



Code of Conduct

CareerSource Polk SYIP 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 Internship 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.



Policies & Procedures



SYIP 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 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.

Transfer Policy

The SYIP 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



SYIP 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 Internship 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.

SYIP 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.



SYIP Policies & Procedures

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.

SYIP 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.



SYIP Policies & Procedures

Payday

- All payroll processing will be managed by CareerSource Polk Finance Department. SYIP 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 SYIP participant's checks.



Safety

Safety Practices

Interns have been instructed on the following safety practices:

- Do not operate any equipment which, in your opinion, is not in safe condition, or for which you do not have adequate training. Call Worksite Monitors for instructions. The appropriate numbers will be provided prior to starting the Summer Internship.
- Obey all company rules, governmental regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you. If you don't know ask.
- Running in the building premises of the client or across parking lots or driveways is not permitted.
- Pick up objects on the floor. Wipe up any spilled liquids from the floor immediately.
- Report any unsafe conditions on your work site to 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 Worksite Monitors immediately.



Safety Practices

In consideration of being allowed to participate in the Summer Youth Internship Program on behalf of CareerSource Polk each intern must acknowledge and agrees that:

- Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19.
- The intern knowingly and freely assumes all such risks, both known and unknown, while participating.
- The intern agrees to comply with terms and conditions for participation in regards to protection against infectious diseases. And will report any and all unusual or significant hazards to the attention of CareerSource Polk's staff immediately.

Employers should ensure that all Interns practice all guidelines issued by the CDC.



Acknowledgement of Receipt

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