



SUMMER YOUTH EMPLOYMENT PROGRAM

2009



Worksite Support Manual

SUMMER 2009



The Workforce Alliance of South Central Kansas

**150 N. Main, Ste. 300
Wichita, KS 67202**

316-771-6619 Main Office Number
316-771-6689 FAX Number
syep@workforce-ks.com Email
www.workforce-ks.com Website

ACKNOWLEDGEMENT RECEIPT

This package has been developed and distributed to assist you with navigating the 2009 Summer Youth Employment Program (SYEP). We hope it will inspire your participation as a work-based mentor and answer your questions about the program.

By signing below, I acknowledge receipt of the Worksite Support Manual for the 2009 Summer Youth Employment Program. I have been advised that it contains important links and information regarding this 2009 Summer Youth Employment Program. I further understand that the SYEP requires that I read this material before accepting youth at my worksite.

_____ Print Supervisor Name	_____ Date
_____ Company	_____ Contact Number
_____ Signature	_____ Email Address

If you have any questions after your orientation or after you have reviewed this handbook, please contact **your Workforce Professional (WP)** at the SYEP Office, 316-771-6619, for assistance. Thank you again for your participation and your commitment to the future of our youth.

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Introduction

Welcome aboard! We are excited to kick off the 2009 Summer Youth Employment Program (SYEP) and are honored to have you as a partner in this venture. This year's program is designed to support partnerships between the Workforce Alliance of South Central Kansas and local area businesses and communities to prepare our area youth for succession into our future workforce. Competition for jobs in today's economy is fierce, and it is imperative that workforce development creates and encourages pathways for youth participation in our economy as well as to help sustain local business.

To support our area's economic position within this competitive global environment, the Workforce Alliance has been working diligently to design programs and training experiences that will engage, encourage and assist our youth in reaching their fullest potential. The opportunities at hand, including recent commitments for federal assistance, program model development, the strength of work-based mentorships, and role models like you support a strong foundation for constructing career pathways to the future.

The 2009 SYEP has also incorporated a continuum of targeted outcomes and modeled a pipeline for the progression of youth from entry level training programs to long-term, sustainable, career development pathways. You will find diagrams on the following pages for your reference. These models should help guide your skill attainment goals for your summer work experience.

The 2009 SYEP will include participation in activities promoting professional development, leadership, civic engagement and entrepreneurial pathways. These activities will supplement our basic job readiness training classes and will focus on life-skill development to enhance emotional learning, critical thinking and problem solving strategies as well as community awareness. However, our primary objective will be providing traditional work experience opportunities to our area youth and will focus on the partnerships with business to support positive, productive, work-based mentorships.

The active participation of our work-based mentors is essential to training youth as a viable workforce. You, the business partners, are integral to the ultimate success of our youth. Please be assured that SYEP staff are dedicated to supporting our partnerships with you and will continue to provide resources, training and follow-up to assist with your business development within our program.

Again, we thank you for your participation, your commitment to our youth and your investment in the future.

SUMMER YOUTH EMPLOYMENT PROGRAM

MISSION AND VISION STATEMENTS

Vision Statement

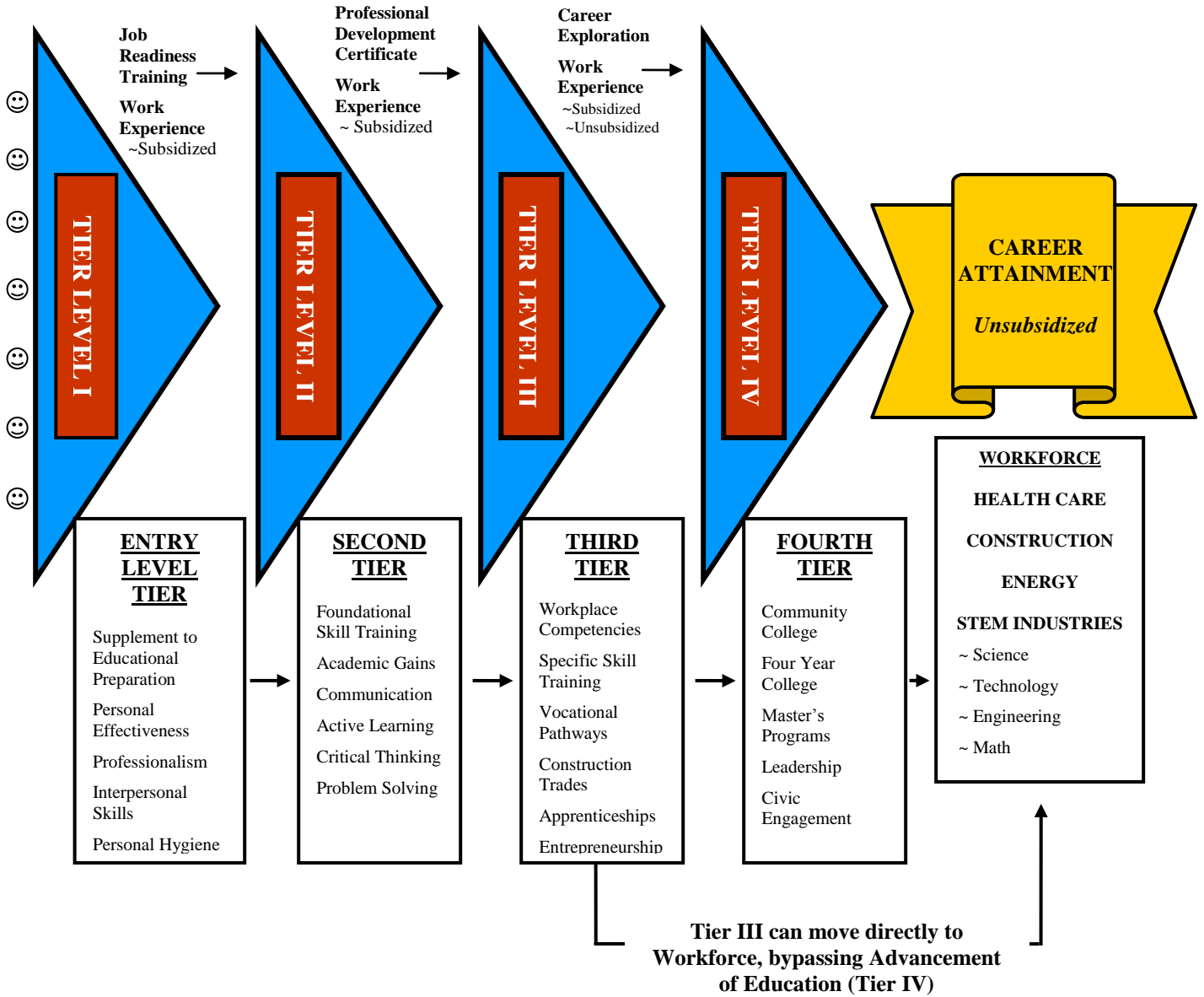
Our vision is for South Central Kansas to have a diversified, inclusive, highly skilled workforce functioning within a flexible, accessible system of education and economic development to advance the quality of life for our region and state.



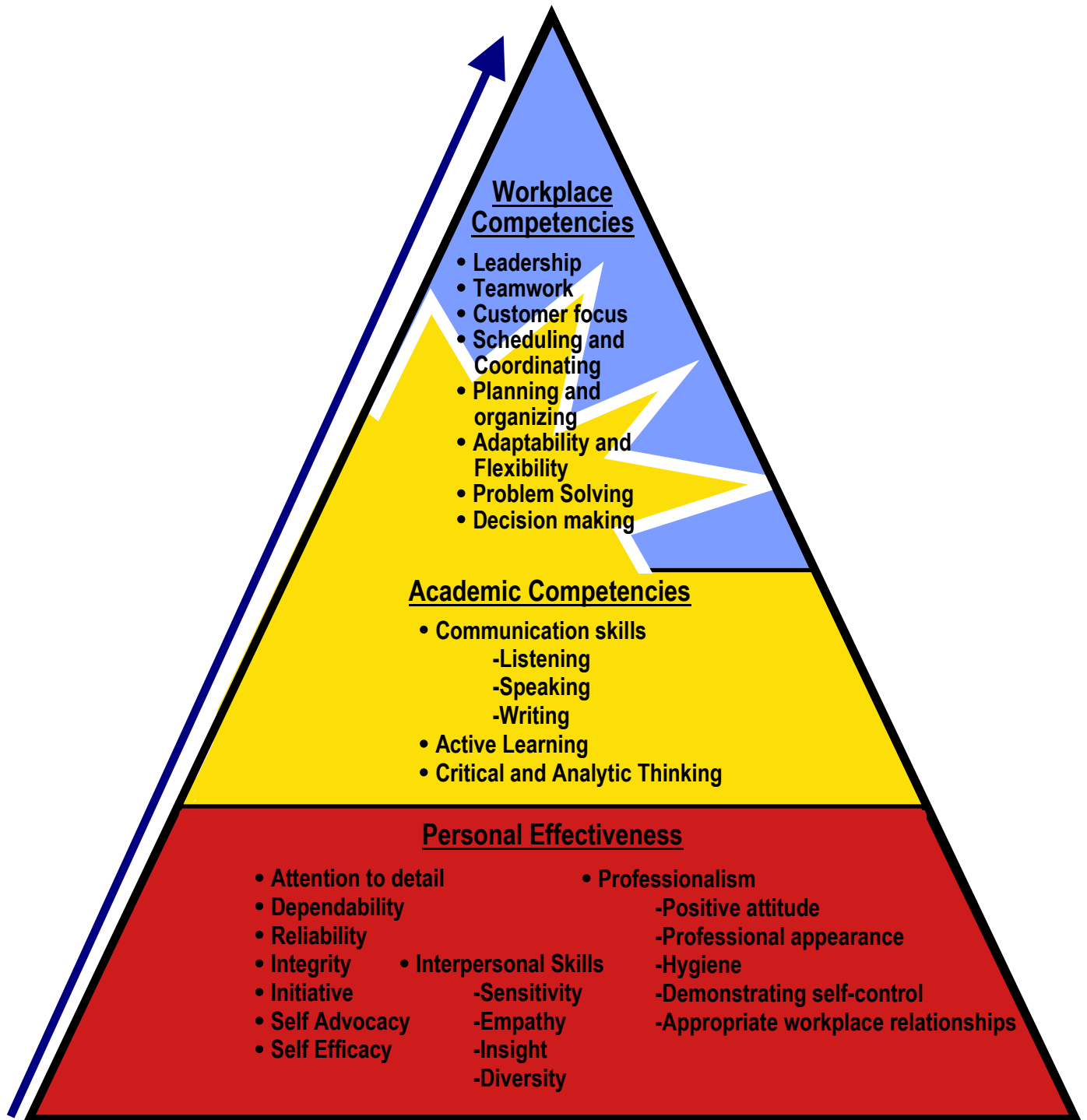
Mission Statement

The mission of the Workforce Alliance of South Central Kansas is to develop and lead a flexible, integrated workforce system that identifies and responds to the current and future needs of our region and state.

WORKFORCE PIPELINE MODEL



SKILL ATTAINMENT PYRAMID



OBJECTIVES & EXPECTATIONS

Objectives

- To engage, prepare and empower youth to meet the growing demands of a global economy.
- To provide positive work-based mentorship experiences with committed role models.
- To develop supported team relationships between employers, Workforce Professionals (WP's) and social service agencies to enhance business goals and to support youth success in the 2009 Summer Youth Employment Program (SYEP) work experiences.
- To provide training to define, enhance, encourage and support basic work skill attainment.
- To facilitate opportunities for youth to explore career opportunities.
- To provide youth with earning opportunities and to assist learning in the fundamentals of personal banking and individual financial responsibility.
- To provide a safe work environment in compliance with SYEP Policies, Worker's Compensation and State and Federal Child Labor Laws.

Expectations of the Employer

The Summer Youth Employment Program (SYEP) is an “on-the-job, work-based, mentorship program”. It is designed to support your business needs and to support youth in developing self-esteem, life strategies, career pathways and marketable job skills. It is important that these youth are directed, supervised and lead to success by their work-based mentors. They will need clearly defined responsibilities and adequate supervision. You may sometimes have instances where they will need encouragement and/or redirection. Supervisors should act as role models and manage youth with leadership, clear expectations and frequent positive reinforcement.

Direction to the youth should be clear and firm, but also understanding of the potential for extenuating life circumstances. Escalated or reoccurring issues should be referred to your **Workforce Professionals (WP's)**, who will assist you in partnership with any case manager the youth might have. Remember, our goal is to help these youth to understand workplace culture and requirements and to ultimately have a successful work experience. Keep in mind these are youth with varying levels of support and on occasion, they may need more guidance than a regular, waged employee.

Suggestions for the Worksite Supervisor

- Provide a safe working environment. Safety is paramount. Follow all OSHA guidelines.
- It is important for you, or an alternate supervisor, to be present when the youth is working. Youth must be supervised at all times. In the event that you will be late, absent or out of the office, please be sure that the youth has a secondary contact, their location and phone number in case you are not available. Show the youth where you are located in case they need you. Make sure they have your phone contact information.
- Take a few minutes to get to know your youth and if they are navigating their way to work effectively. You might help them review bus schedules and/or help address transportation, i.e. parking, travel-time, traffic, etc.
- Discuss work place culture with your youth. Show them the bathroom, lunchroom, etc. Review with them the hygiene expectations, personal presentation and dress specific to your work site. Show them examples.
- Review your attendance expectations. Help them make a plan to be successful. Be clear on your expectations for calling to report on tardiness and absence. Tell them who to call and when to call. Be clear and let them know that the more advance notice they give, the better.
- Review the job description that you submitted when applying for the position with the youth and develop an appropriate training plan to support specific goals and skill attainment.
- Ensure that time, attendance and payroll procedures are followed and appropriately recorded. Worksites are responsible to verify and sign-off on hours worked.

- This is a work based-mentorship and an opportunity for career exploration. Teach the youth about your business. Include him/her in staff meetings, business discussions and visit different other departments as appropriate. Vary tasks given to the youth as much as possible to further enhance learning opportunities.
- Regularly monitor the progress of your youth and provide ongoing feedback with positive reinforcement for encouragement. Complete performance evaluations as requested.
- Know and follow the procedures for on the job accidents (see section on Worker's Compensation).
- Discuss any work problems with the youth. Call your WP if the problem cannot be resolved. Written warnings may be appropriate (review disciplinary section).

Expectations of the Youth to be Discussed with Youth at Work-Site

- Youth should be ready and willing to learn from new experiences.
- They should complete Job Readiness Training (JRT) as a part of their scheduled work hours.
- Courteous and respectful behavior with supervisors and co-workers is imperative.
- Discuss the appropriate clothing for the job. Hygiene and cleanliness are important.
- Follow all policies and rules as explained by the supervisor.
- Take breaks only when authorized by the supervisor - ten minutes every four hours. Half hour unpaid lunch when working five or more hours. SYEP participants are not to leave the worksite for any reason until the end of their shift.
- Be on time. Call the supervisor if they are going to be late or absent. Notify the supervisor in advance and ask for approval for any time off or vacations.
- Try hard. Ask questions if you need help or further direction. Inform supervisor if the tasks are too easy or too difficult and if additional work is needed.
- Complete timesheets according to instructions.
- Meet with their WP as required.
- No drugs or alcohol use. Use of drugs or alcohol at work, or being under the influence of drugs/alcohol while at work is grounds for immediate termination.

Steps for Success

Step 1—Prepare the Youth

Describe the task and explain how it fits into the total job. Know and be able to perform the task that will be assigned to the youth. Emphasize key points such as safety, public relations, accuracy and coordination with co-workers. Make sure that the youth has the necessary supplies and materials to do their job.

Step 2—Present the Task

Perform the task step-by-step. Explain to the youth what you are doing and why. Stress key points. If danger is present, describe the danger and emphasis how to avoid it. Instruct clearly, completely and patiently. Repeat until the youth is ready to perform the task.

Step 3—Try out Performance

Understand the youth's uncertainty about the task. Have the youth perform the task, explaining each key point to you as the task is being performed. Carefully note the youth's explanation and competency. Review and repeat the tasks as necessary.

Step 4—Reinforce Competency

Review the youth's performance frequently reinforcing positive and appropriate behavior. Do not focus on what was unsatisfactory, but encourage and demonstrate the correct way then compliment on effort and satisfactory performance.

Step 5—Follow-up

Assign the youth to the regular task. Check often initially, then less and less frequently. Be available for questions and clarification.

PROGRAM DETAILS

Program Duration

The 2009 SYEP runs between June 1, 2009 and August 8, 2009. Youth are allowed up to 180 total hours to be completed within this timeframe at their assigned worksites (they will also receive an additional 20 hours of paid JRT through the SYEP office or partners). You are allowed to structure the worksite hours to benefit your business and accommodate the youths' schedule. Please make sure to review, track and approve all time sheets. It is important that you do not exceed the allotted hours as you will be held responsible for payment of wages above the program parameters.

Youth are to follow all applicable youth labor laws throughout their participation in the Summer Youth Employment Program. As applies, please be cognizant of the youth's education schedule. Although most participants in the SYEP are not in school, there may be some who are attending summer classes. Summer sessions have less restrictive Wage and Hour Laws, but please make sure to respect those that do apply including hour limitations and age restrictions. Refer to the section on Labor Law and the links that are provided if you have questions.

Holidays may fall within the work program. Please note that Youth **will not be paid for non-worked holidays and they will not be eligible for overtime/holiday pay if they do work holidays.** If a holiday impacts a work schedule, the youth may work additional hours in the remainder of the week to make their full weekly hour commitment.

The SYEP plan is designed for up to 180 hours. Once a tentative schedule and start date have been agreed upon, please notify SYEP by completing and returning the confirmation letter with the start date and schedule for each individual youth. Such letters will be provided via email during the placement processes.

Worksite Placement

Job placement is a critical part of the SYEP process. The youth(s) that have been placed at your worksite were matched to your worksite by comparing their skills and interests with your job requirements. Our SYEP placement process attempts to place youth as best suited to each position, but circumstances may dictate alternative matches. You will be notified by the SYEP office, via confirmation email or letter as to which youth(s) will be reporting to your worksite. Please DO NOT start a youth at your location until written confirmation has been received. Please note that proceeding without written authorization from SYEP will leave you responsible for payment of wages. The completion of a Summer Youth Employment Program Agreement received with your confirmation letter is critical. Please complete it when received and, after it has been signed by both you and the youth, return it to the SYEP office via FAX at 316-771-6689.

Again, please note that youth are not allowed to work for you unless they have been officially placed at your work site via an SYEP confirmation letter. If a youth arrives without prior written notification, please contact our office immediately. The Summer Youth Employment Program will not be liable for wages paid to a youth who has worked without authorization from the SYEP office.

Interview Process

Summer 2009 will follow a group interview process. The SYEP will have several “placement” events scheduled between May 1st and May 27th, 2009. Most will be held at the Wichita Workforce Center or one of the Local Area IV Workforce Centers as appropriate. The placement interview events are very strategically organized and the SYEP will be conducting interviews based upon your location, your age requirements and your job descriptions.

Prime consideration will be given to your location and the youth’s ability to reach your work-site with minimal effort. Transportation issues could potentially be our biggest obstacle. We will discuss your worksite location with the youth and make sure that they can get there. It is critical to make sure the youth can get to your worksite consistently and on time.

Interviewing processes and procedures will be specific to placement at your available positions. You will be oriented to the process at the beginning of the worksite placement, so it will be important for you to provide your appropriate site-specific documents, i.e. job descriptions, application forms, etc. on or before the deadline of May 8, 2009. SYEP will provide placement letters and confirmations as appropriate to the program requirements.

LAWS, POLICY & RESTRICTIONS

References

Kansas Child Labor Laws

http://www.dol.ks.gov/es/html/child_DEE.html

United States Child Labor Laws

<http://www.dol.gov/elaws/esa/flsa/cl/default.htm>

Summary of Child Labor Legislation

Please note that youth's school success is paramount and work experience should enhance rather than hinder the educational process. Please be cognizant of school schedules & homework requirements. For non-summer work experience "Work Permits" in the form of "Age Certificates" may be required by educational administrators. The state of Kansas requires work permits for children under the age of sixteen (16) who are not enrolled in or attending secondary school. Such permits/certificates are obtained through the youth's school or at any local SRS administrative office. Please note that these requirements are rare and most likely will not apply to the summer work program.

Occupations in which youth are trained must be in accordance with the provisions for the Federal and State laws as defined in The Kansas Statutes, Chapter 38 Article 6, and the U. S. Fair Labor Standards Act of 1938, Federal and State Child Labor Laws. Please refer to links above for questions regarding appropriateness of job duties to specific age classifications.

In keeping with the objectives of the Workforce Alliance of South Central Kansas to provide appropriate training and employment opportunities for youth and to encompass the legislative provisions mentioned above, where State and Federal laws differ, the law providing the greater protection of setting higher standards will apply.

Definitions

Minors - KSA 38-101 states, "The period of minority extends in all persons to the age of eighteen (18) years, except that every person sixteen (16) years of age or over who is or has been married shall be considered of the age of majority in all matters relating to contracts, property rights, liabilities and the capacity to sue and be sued".

The Federal Fair Labor Standards Act of 1938 (amended 1974) does not provide for a definition of 'minor' in its application. It does state youth employment regulations in terms of 'oppressed child labor' as "a condition of employment under which any employee under the age of 16 years is employed by an employer (other than a parent, or a person standing in place of a parent employing his own child or a child in his/her custody under the age of 16 years) in an occupation other than manufacturing or mining or an occupation found by the Secretary of Labor to be particularly hazardous for the employment of children between ages of 16 and 18 or detrimental to their health or well-being in any occupation."

Harassment and/or Discrimination Policy

It is the policy of the SYEP that all employed youth have a right to work in an environment free of discrimination and unlawful harassment. The SYEP maintains a strict policy prohibiting discrimination, sexual harassment and harassment because of race, national origin, sexual orientation, physical or mental disability, age, gender, marital status, military status, religion, political affiliation or any other basis protected by federal, state or local law or regulation. Any and all such harassment or discrimination is unlawful. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited.

“**Harassment**” includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at an employee because of the employee’s sex or race or any other protected basis;
- Threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- **Retaliation for having reported or threatened to report harassment.**

Nepotism

No employer is allowed to supervise a member of his/her immediate family. If there is any family relationship in an employer/youth relationship it must be disclosed and reviewed by the SYEP for appropriateness to program requirements.

Activity Restrictions

All program participants shall abide by all applicable federal, state and local laws, rules and regulations. SYEP youth may not participate in any work activity connected with a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool (Section 1604 of Division A of the American Recovery and Reinvestment Act of 2009 (P.L. 111-5)).

Operation of Motor Vehicles

Due to restrictions with the Worker’s Compensation Insurance through our contracted employer of record, the SYEP participants who will be driving a vehicle belonging to their assigned worksite will need to have a completed Primary Vehicular Liability Insurance Form signed by the worksite prior to beginning their work experience. The participants must also provide proof of a current and valid driver’s license of the appropriate type as per the vehicle they will be driving and proof of insurance to the SYEP. Participants who will be required by their assigned worksite to drive their own personal vehicle for work purposes will be required to complete a Personal Automobile Liability Form and provide a current and valid driver’s

license, proof of insurance and current registration prior to beginning their work experience and update these documents throughout the summer as applicable.

If transportation of an SYEP youth during working hours is required, such transportation must be in an insured vehicle with a licensed and insured driver who is covered under your business insurance. If you have business needs that fall into this category, please discuss them with your WP.

Political Activity Restrictions

SYEP participants may not participate in any partisan political activity during work hours. This includes, but is not limited to, lobbying, fund-raising, delivering speeches, assisting political meetings, distributing pamphlets or engaging in voter registration activities (Hatch Act, 5 U.S.C. §§ 1501-1508).

Religious Activity Restrictions

An SYEP participant may not be employed to support any religious or anti-religious activity. The SYEP participants shall not be employed on the construction, operations or maintenance of any facility if it is used, or will be used strictly for sectarian instruction or as a place of religious worship. A participant may not be employed by a religiously-affiliated school to perform the functions specific to the religious affiliation of teacher, librarian, guidance counselor, janitor/maintenance worker, clerical worker or teacher aid except as described below:

Subject to SYEP approval, participants may be employed in religiously-affiliated facilities in programs that fall outside secular activities (such as community centers, tutorial activities or early education/day care programs) provided that:

- Programs are not part of the regular sectarian curriculum;
- Programs are open to the community at large; and
- Programs do not involve religious activity.

SYEP participants placed at religiously affiliated worksites are not to be subjected to proselytizing or religious indoctrination and are not to participate in any activities associated with spreading the religious beliefs of the worksite and/or its operators. Further, SYEP participants must never feel coerced by peer or supervisory pressure into adhering to the dictates of any religion.

LOCAL AREA IV ASSURANCES AND DISCLOSURES
JULY 1, 2007-JUNE 30, 2009

The Local Area IV Two Year Plan represents the Local Workforce Investment Board's efforts to maximize resources with other State and local programs within Local Area IV. This plan was submitted in accordance with the provisions of the Workforce Investment Act of 1998, and we certify that we operate in accordance with it and the Local Area IV Operational Manual. This Manual contains policies and procedures for the administration of the WIA funded programs, the One Stop System and support for the Workforce Alliance of South Central Kansas. The administrative requirements applicable to the Workforce Alliance as a nonprofit organization include (but are not limited to):

Audit	29 CFR Part 99
Audit Resolution	29 CFR Part 96
Basic Principles for Allowable Cost	A-122 Attachment A
Treatment of Selected Items of Cost	A-122 Attachment B
Uniform Administrative Requirements	29 CFR Part 95
Lobbying Restrictions	29 CFR Part 93
Suspension and Debarment	29 CFR Part 98 Subparts A-E
Drug Free Workplace	29 CFR Part 98 Subpart F
Non-Discrimination (civil rights)	29 CFR Part 31
Non-discrimination (basis of handicap)	29 CFR Part 32
Age Discrimination of 1975	29 CFR Part 35
EO Requirements (WIA only)	29 CFR Part 37
Title IX-Education Amendments 1972	49 CFR Part 25
Nepotism	20 CFR 667.200 (g)

The Workforce Alliance of South Central Kansas has also enacted a Conflict of Interest Policy which is contained within the Business Plan. Errors and Omissions Insurance for the Board of Directors will be maintained.

TIME & ATTENDANCE RECORDING

Per KSA 38-603, “No child under sixteen (16) years of age, who is employed in any of the several vocations mentioned in this act, or in the transmission of merchandise or messages, or any hotel, restaurant or mercantile establishment shall be employed before 7 a.m., or after 10 p.m., except on any evening that does not precede a school day, nor more than eight (8) hours in any one calendar day, nor more than forty (40) hours in any one week.” The 2009 SYEP program is structured over a ten week period to a maximum of 180 total working hours at the designated worksites. Program participants will be paid \$7.25 per hour for work. You may structure your youth work schedule to accommodate business needs (subject to labor laws).

During the SYEP, there will be a timekeeping system put in place at each worksite called “Manpower Direct Time (MDT)”. MDT is an internet based system to track start time, end time and lunchtime each day of the workweek. Manpower representatives will meet with each worksite prior to the start of the SYEP to explain in detail the entire MDT program. Each participant working in the SYEP through Manpower will also receive similar instructions on how the MDT system works and how to enter their hours into the system to assure they are paid in a timely manner. All time MUST be entered into the MDT system by 5:00 p.m. each Friday. Worksites and participants will also have paper timecards to keep a daily record of their hours and a signed copy of this timecard must be submitted to the participant’s Workforce Professional by the following week.

As an Employer, you must ensure your youth worker signs in and out via the MDT system and on the timecard supplied. It is the youth’s responsibility to accurately report their hours via the MDT system and complete their timecard accurately and completely and turn it in to their Workforce Professional. However, it is the Supervisor’s responsibility to verify that the hours are correct. Please keep a copy of all time sheets for your own records. **Please note that it is the employer’s responsibility to verify that youth do not exceed allocated hours. If youth do work more than the approved hours, it will be the responsibility of the employer to pay for hours worked which exceed the allotment.**

Time Sheets

- Use only ink on time sheets (blue or black).
- Do not allow youth to fill out hours before they work them.
- Do not use any white out on a time card. A single line must be drawn through a mistake.
- All timesheet corrections must be signed by the Supervisor.
- Do not use minutes on a time card. Time must be rounded to a quarter hour. For example .25 = 15 minutes, .50 = 30 minutes, and .75 = 45 minutes.
- Youth can be paid for one 10 minute break for every 4 hours worked.
- **If a youth works more than 5 hours in succession, they must take a minimum thirty (30) minute unpaid lunch.**
- A youth should **never be allowed to work more than 8 hours** in one day.
- Except for babysitters, no minor under the age of 16 shall be permitted to work between the hours of nine-thirty p.m. and five a.m. unless the next day is not a school day. An exception to this rule is a minor employed as an actor, model or performer.

Calendar of SYEP Events

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Youth Interviews	5 Youth Interviews	6 Youth Interviews	7 Youth Interviews	8 Youth Interviews	9
10	11 Youth Interviews	12 Youth Interviews	13 Youth Interviews	14 Youth Interviews	15 Youth Interviews	16
17	18 Youth Interviews	19 Youth Interviews	20 Youth Interviews	21 Youth Interviews	22 Youth Interviews	23
24	25 Memorial Day	26	27	28	29	30 SYEP Kickoff
31						

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 First day at worksites	2	3	4	5	6
7	8	9	10	11	12 First payday	13
14	15	16	17	18	19 payday	20
21	22	23	24	25	26 payday	27
28	29	30				

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 payday	3 4 th of July Holiday (observed)	4
5	6	7	8	9	10 payday	11
12	13	14	15	16	17 payday	18
19	20	21	22	23	24 payday	25
26	27	28	29	30	31 payday	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Final day at worksites payday	8 Awards Ceremony Sedgwick
9	10	11	12	13	14 Final payday	15 Awards Ceremony Cowley
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DISCIPLINARY PROCEDURES

Behavior Guidelines for Youth Participants

Our Summer Youth Employment Program is a partnered mechanism to train youth on appropriate workplace behavior. Behavioral expectations of our youth should follow the same guidelines that you use for your waged employees and are specific to each worksite. Please remember that these youth are “in training” and may need defined boundaries and guidance to be successful. Be clear on your expectations and correct infractions promptly. It is also important to reinforce and/or reward positive, corrected behavior.

Here are a few guidelines, however, that may guide you for absolutely unacceptable behavior. If a youth violates any of these specific guidelines, please call your Workforce Professional (WP) before taking any action. **If the infraction is threatening or of a serious nature, take immediate disciplinary action and contact the appropriate authorities as necessary, i.e. dial 911*.**

Guidelines:

Behavioral Problem	Consequences
Possession and/or use of alcohol, drugs or weapons	Immediate Termination *contact authorities
Timecard forgery	Immediate Termination
Fighting	Immediate Termination *contact authorities as necessary
Stealing / Theft	Immediate Termination
Sexual Harassment	Termination
Walking off the job without permission	Termination
Abusive or profane language	Written Warning
Excessive tardiness	Written Warning
Unexcused absence	Written Warning / Termination if continues

Termination

If you wish to terminate a youth’s employment with your agency, please notify your **WP** before proceeding. We hope that in most cases the written warning system and additional counseling will rectify the behavior and that termination will not be necessary. Remember, our goal is a successful work experience for all parties.

Behavioral Modification

A “Request for Behavioral Modification” form has been provided for you to use to track and submit issues (see following page). Please review the problem situations with the youth and complete the form as necessary. If you need assistance contact your **WP**. All issues requiring a “Behavioral Modification” form should reported to your **WP** and the form should be faxed to their attention SYEP, 316-771-6689 when completed.

REQUEST FOR BEHAVIORAL MODIFICATION

Date: _____

Name of Worksite: _____

Supervisor: _____ Phone: _____ ext. _____

Alternate Supervisor: _____ Phone: _____ ext. _____

Youth Name or SSN: _____

Job Title: _____

Workforce Professional: _____

Behavioral Issue:

Comments:

Required Modification:

Action Plan:

Due Date of Correction: _____

Youth Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

WP Signature: _____ Date: _____

SYEC Signature: _____ Date: _____

Monitor follow-up:

Date: _____

Comment: _____

Date: _____

Comment: _____

ACCIDENTS ON THE JOB

Worker's Compensation – Accidents on the Job Procedures

Job safety is of utmost importance and is ultimately the responsibility of the supervisor. Be sure you follow all safety instructions as appropriate to your worksite. The best way to prevent an accident is to supervise your youth and make sure all safety rules and instructions are followed carefully.

All Youth participants will have Worker's Compensation Insurance. If they are injured on the job, this insurance will pay for their treatment. **However, to be covered through Worker's Compensation Insurance you must assist them in following each of the following steps. If you do not, the youth could lose their right to collect the insurance benefits.**

Worker's Compensation Contact

Kristin Morgan, Sr. Staffing Specialist

Manpower

800 E. Douglas Ave.

Wichita, KS 67202

Phone 316-946-0088

Fax 316-946-0151

Treatment and Transport Procedures

If a youth is injured or involved in an accident while on the job, report it to your **WP as soon as feasibly possible**. Please take emergency or non-emergency action as appropriate to the injury. When a job injury is serious in nature and/or life threatening, call 911 and have the youth taken immediately by ambulance to the nearest hospital. If it is non-emergency medical injury, help arrange transport to a medical provider and verify that the Youth has been seen by the appropriate professional. **NOTE: If there is a question as to the seriousness of the injury, the emergency response route is best utilized – i.e. call 911.**

Reporting Procedures

After the youth has received care as needed, the worksite Supervisor must immediately report the accident or injury to the **Sr. Staffing Specialist at Manpower at 316-946-0088** and the **WP at the SYEP Office, 316-771-6619**. If the accident occurs on a weekend, leave a message and a Manpower representative and the WP will contact you first thing on Monday when they arrive at the office. **Reporting must occur within 24 hours of the injury**. You must submit a ***First Report of Injury*** (copies can be obtained through your WP), include any other internal investigative forms **and fax the information to the SYEP office at 316-771-6689**. Once the report is received, it will be reviewed by a WP and then forwarded to the Sr. Staffing Specialist. As necessary, the Sr. Staffing Specialist may contact the work-site supervisor for a more detailed information and follow-up on the current work status of the injured employee.

DATA COLLECTION & SURVEYS

Program Evaluation & Surveys

As part of both a qualitative and quantitative program evaluation, the Summer Youth Employment Program will be periodically collecting information from our Employers. The intent of this process is to capture data about which specific features of the SYEP are successful and effective and which need to be modified or eliminated. The participation and feedback provided by our Employers is highly valued and critical to the process of program review and assists with potential future SYEP development.

We are asking all of our employers to complete several brief assessments of the youth as well as of their SYEP experience. There will be a Performance Review Process for the youth and both Pre and Post Online Surveys to evaluate the employer experience. When completing the surveys and evaluations, please be honest, thoughtful and thorough in your responses. Your responses are confidential and will be used for program planning and evaluation purposes only. Our goal is to use it to help improve the operation of SYEP for our Employers and Youth alike. Thank you in advance for your cooperation.

CONCLUSION

Thank you for your participation in the 2009 Summer Youth Employment Program. We look forward to working closely with you, our business partners, to support positive work-based mentorships at your businesses. If ever there are questions, comments or you feel that you need assistance, please don't hesitate to contact your Workforce Professional or any member of our SYEP Team.