

WORKFORCE INVESTMENT ACT

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

WORKSITE SUPERVISOR HANDBOOK



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**Alabama Department of Economic and Community Affairs
Workforce Development Division
Alabama Workforce Investment Area
Governor's Office of Workforce Development**

WORKSITE SUPERVISOR HANDBOOK

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**SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)
WORKSITE SUPERVISOR HANDBOOK**

INTRODUCTION

The Worksite Supervisor Handbook has been prepared to assist the Worksite Supervisor in the supervision of Summer Youth Employment Program (SYEP) activities. The program will operate between June 2, 2009 and July 31, 2009.

Eligible youth that do not have a high school diploma or equivalent will be required, as a condition for participation to enroll in (as available) adult education and GED preparation programs while they are a participant in the SYEP. Participants will have to attend no less than ten (10) hours per week in these classes along with their work experience activities.

The Summer Youth Employment Program (SYEP) is operated within the 65 County Alabama Workforce Investment Area (AWIA) by the Governor's Office of Workforce Development and the Alabama Department of Economic and Community Affairs, Workforce Development Division.

Supervisors should study this material carefully before the program begins.

PURPOSE OF THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

The Summer Youth Employment Program (SYEP) provides a mechanism for eligible economically disadvantaged youth to earn money while gaining meaningful work experience and career exposure.

The information in this booklet is directed toward making sure that the youth being mentored through the SYEP will receive meaningful lifelong work habits and learn skills necessary to enhance employability, and make future career choices. Further emphasis is placed on making sure that this learning experience is accomplished in an environment that will ensure the youths' safety.

CAREER CENTER RESPONSIBILITIES

The Career Center has already signed a Worksite Agreement which outlines the agency responsibilities. A Career Center staff member has explained this agreement as well as the correct procedures to report time and attendance, injuries, and how to handle other issues that may arise with the SYEP participant(s).

Once the program begins, Career Center staff will come by regularly to check the progress of the SYEP participant(s), counsel with SYEP participant(s) who are having problems, and be sure that SYEP participant(s) are busy within the work environment and are adhering to the safety rules and regulations.

A Career Center staff person will also collect time and attendance reports for youth assigned to the agency weekly.

The Career Center staff person assigned is:

Name: _____

Address: _____

Phone No: _____

WORKSITE RESPONSIBILITIES

The Worksite Supervisor is responsible for:

1. Studying the rules and procedures covered in this booklet (Supervisor's Manual), Participant Payment Handbook and the signed Worksite Agreement prior to the SYEP participant(s) beginning their work experience activities.
2. Worksite preparation before the participant(s) begins their work experience on-site.
3. Participant(s) orientation and orientation to all staff members that will be working alongside the SYEP participant(s).
4. Accurately recording and reporting SYEP participant(s)' time and attendance. Informing other Worksite members of what their responsibility will be with the participant(s).
5. Ensuring that SYEP participant(s) are constantly supervised and kept busy and safe at all times.
6. Reporting unresolved participant(s) problems to the Career Center staff person.
7. Reporting participant(s) injuries and securing medical assistance immediately upon injury.
8. Completing the Participant Evaluation Form. The initial rating will be submitted within the first five days of the SYEP participant(s)' participation and the final rating will be submitted to the Career Center before the end of the last week of the SYEP program.

TIME AND ATTENDANCE POLICY

- The participant(s) work schedule will be agreed upon prior to assignments and will be shown in the Worksite Agreement. SYEP participant(s) should be assigned to work up to 35 hours per week, for six weeks, for a maximum of 210 hours. Payment for any hours the Worksite allows the SYEP participant(s) to work over the 210 hours, will be the responsibility of the Worksite.
- SYEP participant(s) will receive wage payments only for hours they actually work. They are not to receive wage payment for lunch breaks. They are not to receive wage payment for any time off, even if the other employees are on a (paid) holiday.
- NOTE: Maximum hours per week and total number of hours allowed per participant is documented on line VII on each Worksite Agreement.

PAY POLICY

- Participant(s) enrolled in the SYEP will receive a wage payment in the amount of \$7.25 per hour for each hour worked.
- Attendance is reported to the Career Center for payment on form WDD 29 (Attachment 3). Career Center staff review the timesheets to ensure that the information has been entered accurately and completely. An incorrect entry or an omission will result in a participant not being paid until the timesheet has been corrected. Those responsible should be particularly careful in filling out the timesheets in accordance with these instructions.
- The timesheets should be completed and submitted to the Career Center at the end of each weekly pay period. Timesheets that are not submitted by Friday may not be received in time for payment the following week.
- Worksite Address – Enter the worksite name and address in the top left corner.
- Week Ending Date – The participant(s) are paid on a weekly pay period basis: Saturday through Friday. Enter the week ending date of the pay periods being reported. (Example: Friday, June 5, 2009, would be 6/5/2009.) ALL PAY PERIODS MUST END ON FRIDAY.
- Project Number – Enter the 8-digit project number under which the participant(s) are enrolled.
- Worksite I.D. Number – Enter the Worksite's I.D. number.
- Time and Attendance Information – The timesheet covers a one week pay period beginning on Saturday and ending on Friday.
- Participant Name – List each participant who attended during the pay period in this column. Enter the participant's Last Name, First Name, Middle Initial, and suffix. The name must correspond with the participant's name shown on the Pay Authorization form (WDD30).
- Social Security Number – Enter the last four digits of the participant's social security number in this column. This number must correspond with the last four digits shown on the participant's social security card. No participant can be paid without an assigned social security number.
- Attendance – The time sheet has seven columns for each week to record attendance: one for each day within the 7-day pay period.

Participant Signature Column – After the attendance of each participant has been recorded, have the participant(s) verify attendance. After verification, the participant(s) signs their name on the appropriate line. The participant(s) must sign exactly as their signature appears on the Pay Authorization form (WDD 30). Do not make any other entries in this column. When the participant is not available to sign, leave this column blank.

- End Service Date – When a participant(s) ends the SYEP Program enter the last date attended. (example: month, day and year). If a participant ends services and has not signed the timesheet, the Career Center will send a letter to the participants' home address for a signature.
- Supervisor's Authorization Signature – A person designated on the Authorization Signature Form (WDD 31) must verify and certify the accuracy of the completed timesheet by signing and dating the form in the spaces provided at the bottom left corner of the form. Enter the telephone number of the person at the Worksite to contact in case of questions or problems concerning the timesheet. The authorized Worksite staff person should sign and date the time sheet on or after the pay period ending date.
- Copies – The original must be submitted to the Career Center at the address shown in the lower right corner of the form. The Worksite should retain a photocopy of the timesheet at the Worksite.

WORKSITE EMPLOYMENT POLICY

- Worksite supervisors are the supervisors of the SYEP participant(s) while they are assigned to the Worksite. Participant(s) are expected to follow all of the Worksite rules.
- Participant(s) should be treated as employees. Please keep in mind, however, that this is an opportunity to provide a young person life skills, employability skills and workplace enhancement skills that will be life long.
- Career Center staff will be available to assist with any problems. Do not hesitate to call for their assistance if necessary.
- If a problem with a participant cannot be resolved at the Worksite, the supervisor has the right to decide that the participant can no longer work at the Worksite.
- The Supervisor does not have the right to terminate a participant from the Summer Youth Employment Program (SYEP). The Career Center will decide if a participant must leave the SYEP program or if he/she should be assigned to a different Worksite.

SAFETY POLICY

- The Worksite is responsible for supplying a safe place for SYEP participant(s) to work.
- The Worksite supervisor is responsible for instructing the SYEP participant(s) about the possible dangers that may arise while on the jobsite.
- Never leave Summer Youth Employment Program (SYEP) participant(s) without supervision.
- Worksites must be in accordance with Alabama's Child Labor Laws as appropriate. These laws are printed on Page 10-11.

ACCIDENT POLICY

- All SYEP participant(s) are covered by Workers' Compensation insurance provided by the Workforce Development Division at no cost to the Worksite. This insurance covers all injuries which are related to their work, including scratches and poison ivy.
- In case of injury:
 1. Immediately get medical treatment for the participant.
 2. Report the details of the accident to the Career Center as soon as possible.
 3. Complete the First Report of Injury form provided by the Career Center.
 4. The First Report of Injury must be completed within 24 hours. Prompt action is essential. Mail two copies of the Report of Injury to the following address:

Workforce Development Division
ADECA – Alabama Workforce Investment Area
Room 390
P.O. Box 5690
Montgomery, Alabama 36103-5690
- Give one copy to the Career Center.
- Report **all** injuries. The insurance company will decide if they are work related.
- Get to know the SYEP participant(s). Become aware of SYEP participant(s)' health issues or allergies which might affect the type of duties they can perform.

PROHIBITED ACTIVITIES

Federal and State laws place certain restrictions on SYEP participant(s). The following is a list of PROHIBITED ACTIVITIES:

- SYEP Participant(s) may not be assigned to work at: zoos, aquariums, swimming pools, golf courses, or casinos.
- Engage in Political Activities: This includes voter registration, handing out leaflets for politicians, making speeches, and lobbying.
- Engage in Religious or Anti-Religious Activities: This includes attending religious and/or anti-religious classes, soliciting donations for religious and/or anti-religious organizations, doing clerical or maintenance work having a religious or anti-religious appearance, and singing or leading others in singing of religious or anti-religious hymns.

Participant(s) **will not** be involved in:

- Donation of Wages: The Worksite Supervisors may not require any participant(s) to make any contributions.
- Soliciting Funds: This includes any form of fund raising, such as selling tickets, stuffing envelopes with fund raising literature, etc.
- Nepotism: This includes hiring relatives of administrative staff as a Summer Youth Employment Program participant.
- Work under Hazardous or Dangerous Conditions: This includes working or receiving services in buildings or surroundings that are unsafe or unhealthy.
- Cannot work more than thirty-five (35) Hours per Week:
- Work at a Site Where There is Evidence of Discrimination: No discrimination based on race, color, national origin, sex, disabilities, political affiliation, or beliefs is allowable.
- Supplement Restriction: SYEP participant(s) may not replace or reduce the work schedule of other regular employees of the worksite; instead, their work should aid regular employees.

TERMINATION POLICY

- All youth must stop work when they reach 210 hours of paid work experience.
- As already discussed, the Career Center is responsible for terminations. The supervisor is responsible for letting the Career Center know when youth do not return to work.

WORKSITE PREPARATION

Once there is an understanding of the rules of the program, place a plan in action that will allow these youth the opportunity to gain a lifelong lesson and one that will best benefit the agency.

Establish goals for the work which should be accomplished. Consider the total hours of work available and set the work goals high enough to keep the SYEP participant(s) busy the entire time. Participant(s) need to understand what they are expected to do, how their work benefits the agency, and that they are performing useful and needed tasks.

PARTICIPANT ORIENTATION

The first day with the participant(s) is very important. A good explanation of what the agency expects and the Worksite rules will avoid many problems. Items to discuss include:

- Schedules- Explain the hours of work, lunch hour, and break time.
 - Explain what they should do if they are unable to report on time. Be sure they know the name and telephone number of the person to contact.
- Type of Work -The duties they are assigned to accomplish before the end of the day, end of the work experience and goals for the Worksite.
- Dress – Provide a Worksite dress code, if one is not available prepare one in writing to ensure everyone understands what is expected. If there is special clothing that will need to be obtained for the Worksite do not fail to mention this to the Career Center staff person and the SYEP participant(s), especially long sleeves, gloves, boots, etc.
- Conduct – Explain the rules of conduct on the job, safety rules, and their responsibilities.
- Program Rules – Go over the program rules as outlined in the previous section – especially the payment procedures and timesheets. Answer any questions the participant(s) may have during this time. Note any questions you need to ask the Career Center. A clear understanding at the beginning can avoid multiple issues later.

- Supervision – Be sure they know exactly which person(s) they are to answer to at all times. Help them understand that getting the job done well is a joint effort, that if they do not know what to do next, they should ask.
- Role of the Career Center Staff – Let the participant(s) know that staff from the Career Center will be coming by to see them regularly. Encourage the participant(s) to talk with the Career Center staff person if they have a question or a problem.

When the session is finished, show the SYEP participant(s) where they will be working. Introduce the SYEP participant(s) to the regular staff members. Show the participant(s) where to take breaks, where the restrooms are located, etc.

PARTICIPANT SKILLS ASSESSMENT

In order for the Summer Youth Employment Program to be effective in teaching youth about the world of work, it is important that the youth be provided information concerning their work habits and life skills. The SYEP Participant Evaluation Form (Attachment 2) will be utilized for this purpose.

By the **5th working day** and **again before completion of the last week**, all SYEP participant(s) should be **evaluated/assessed** by the **Worksite Supervisor** *with assistance* from the **Career Center** staff person. The supervisor should complete and initial the work. The supervisor should then discuss the results of the assessment with each participant and have the participant initial the form. A copy of the form should be given to the participant and the Career Center staff person. The original should be maintained by the Worksite Supervisor in order to complete the final assessment.

During the last week of the program, the Worksite Supervisor should again assess the participant's work habits/skills and document the results on the form. Results of this assessment should again be discussed with each participant in a positive and constructive manner. The participant should initial and receive a copy of the completed form. A copy should also be forwarded to the Career Center staff person.

CHILD LABOR LAWS

Pertaining to Youth Ages 16-21

- I. Prohibited Occupations for Youth Under Age 21
 - A. No person under 21 may serve or dispense alcoholic beverages where alcoholic beverages are sold for consumption on the premises.
 - B. No person under 18 may be employed in any part of an establishment where alcoholic beverages are sold, served, or dispensed for consumption on the premises except where employed as busboys, dishwashers, janitors, cooks, hostesses, or seaters.
 - C. No person under 18 may be employed in any capacity in, about, or in connection with any mine, coke break, coke oven, or quarry; in wrecking, demolition, or shipbreaking.
 - D. No person under 18 may work in jobs which have been declared hazardous. Such occupations include:
 1. Occupations in or about plants or establishments manufacturing or storing explosive or articles containing explosive components.
 2. Occupations of motor-vehicle drive and outside helper.
 3. Coal mine occupation.
 4. Logging occupations in the operation of any sawmill, lath mill, or cooperage-stock mill.
 5. Occupations involved in the operation of power-driven woodworking machines.
 6. Occupations involving exposure to radioactive substances and to ionizing radiation.
 7. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
 8. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
 9. Occupations in connection with mining, other than coal.
 10. Occupations involving slaughtering, meat packing or processing or rendering.
 11. Occupations involved in the operation of certain power-driven paper product machine.
 12. Occupations involved in the operation of certain power-driven bakery machines.

13. Occupations involved in the operation of circular saws, band saws, and guillotine shears.
14. Occupations involved in the manufacture of brick, tile, and kindred products.
15. Occupations involved in wrecking, demolition, and shipbreaking operations.
16. Occupations involved in roofing operations.
17. Occupations involved in excavation operations.

State and Federal regulations may differ in certain instances – the more restrictive regulations must be observed.

For more information contact the State of Alabama Child Labor Agency <http://www.alalabor.state.al.us/PDFs/Guide%20for%20the%20Employment%20of%20Teenagers.pdf> or the U.S. Department of Labor.

ATTACHMENT 1
SYEP WORKSITE AGREEMENT

WORKSITE AGREEMENT

Between the _____ (hereinafter referred to as the Program Operator) and _____ (Hereinafter referred to as the work site) concerning work experience under the Alabama Workforce Investment Area Work Experience Program.

The Work Site Agreement is hereby made between the Program Operator and the Work Site, pursuant to Public Law 105-220, the Workforce Investment Act (WIA).

The program is designed to provide WIA eligible participants with meaningful and worthwhile work experience, financial assistance, and a better understanding of the labor market. To this end, the following worksite agreement will be adhered to:

- I. The Worksite will ensure provision of adequate and competent on-site supervision. Supervisors will require participant conformance with the Worksite's personnel rules.
- II. Participants will be employed in accordance with the applicable Federal and State Child Labor Law Acts, rules, and regulations, and other applicable State and local laws.
- III. The job description on the reverse of this agreement must be completed for each participant employed by this worksite.
- IV. Worksite supervisors will agree to attend and participate in worksite supervisor orientation which will be conducted by local Program Coordinators.
- V. The Worksite will ensure orientation and training of worksite supervisor personnel directly responsible for the supervision of participants, as to the Worksite's responsibilities and obligations under this agreement by providing each supervisor with a copy of this Agreement.
- VI. Worksite personnel will maintain and certify daily and weekly time and attendance records on each participant for the programs duration. Participants will not be paid for absences, hours not worked, or holidays.
- VII. Participants will not be allowed to work more than _____ hours per week, _____ total hours.
- VIII. Worksite personnel will ensure to the best of their ability that no participant is engaged in political, sectarian, and/or maintenance of effort activities.
- IX. The Worksite will ensure that all sites where participants are assigned will have capability and facilities to provide services to WIA participants in a sanitary and safe environment.
- X. Worksite personnel agree to notify Program Operator staff immediately in the case of an accident or injury at the worksite affecting a participant.
- XI. Worksite personnel agree to notify Program Operator staff of any problem concerning participant performance at a worksite.
- XII. Worksite supervisors will be responsible for on-site program operation in compliance with governing DOL/WIA regulations and directions. The Program Operator is responsible for providing worksite Agencies with copies of this agreement and Supervisor Orientation information.
- XIII. Worksites will provide sufficient equipment and materials for participants. This will enable participants to keep busy and develop good work habits.

This Agreement is effective the ___ day of _____, 2009, and shall remain in effect until terminated by written notice of either party concerned, or until _____.

WORKSITES WILL BE RESPONSIBLE FOR THE REIMBURSEMENT OF ANY OVERPAYMENT TO PARTICIPANTS WHO ARE ALLOWED TO WORK MORE THAN THE ALLOTTED NUMBER OF HOURS.

I have read, understand, and agree to comply with the terms of the Agreement.

BY: _____
Signature Of Program Operator

BY: _____
Signature of Agency Director

WORKSITE:
WORKSITE: ADDRESS: (1): _____

BY: _____
Signature of Worksite Supervisor

MAILING ADDRESS (2) if different than Worksite Address

BY: _____
Signature of Alternate Supervisor

BY: _____
Signature of Alternate Supervisor

CONTACT NAME: _____

PHONE NUMBER(S): _____

FAX NUMBER: _____

Number of Participants at Worksite: _____

SYEP WORKSITE JOB DESCRIPTION

Career Center Staff Member Name:

Date Completed:

WORKSITE ASSIGNMENT JOB TITLE:	WORKSITE AGENCY/BUSINESS:

WORKSITE ASSIGNMENT DESCRIPTION:

WORKSITE ASSIGNMENT DESCRIPTION:

SYEP WORKSITE PARTICIPANT LIST

The following participant(s) are assigned to this Worksite.

Participant:		Participant:	
From:	To:	From:	To:
Participant:		Participant:	
From:	To:	From:	To:
Participant:		Participant:	
From:	To:	From:	To:
Participant:		Participant:	
From:	To:	From:	To:

Career Center Signature

Worksite Representative Signature

ATTACHMENT 2

SYEP PARTICIPANT EVALUATION FORM

County _____

SYEP PARTICIPANT EVALUATION FORM

Participant: _____ Worksite: _____ / (ID# _____)

Date Started: _____ End Date: _____ Job Title: _____

Assign a number 5-1 in the appropriate space for all items which represents how well you believe the participant performed during the observation period. Place an (NA) in those items which you were not able to observe.

5	4	3	2	1
Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
ITEM			INITIAL RATING	FINAL RATING
Basic Work Skills:				
1. Follows Verbal Instructions				
2. Follows Written Instructions				
3. Follows Safety Procedures				
4. Asks Questions				
5. Maintains Clean Work Area				
Work Maturity Skills:				
6. Being Consistently Punctual				
7. Maintains Regular Attendance				
8. Presents a Neat Appearance				
9. Gets Along and Works Well with Others				
10. Exhibits Good Conduct				
11. Completes Tasks				
12. Accepts Constructive Criticism				
13. Shows Initiative/Reliability				
14. Assumes Responsibility				
Date Completed:				
Supervisor's Initials				
Participant's Initials (received copy)				
Total Score				
Average Rating (Total Score ÷ 14)				
*Work Readiness Skills Gain (check appropriate box)			YES	NO

*If the Average Final Rating is higher than the Average Initial Rating a Work Readiness Skills Gain has been achieved. The YES box should be checked. If the score is equal to or lower than the Average Initial Rating, the NO box should be checked.

Initial rating will be completed by the Worksite Supervisor and the Career Center staff member by the fifth work day of SYEP participation.

The final rating will be completed during the participant's final week of participation in the SYEP program.

Distribution: Original: Career Center File Copy: Participant Copy: Worksite File.

ATTACHMENT 3

WDD-29

