

SUMMER YOUTH EMPLOYMENT PROGRAM HANDBOOK



The Dannon Project

One mission...One life at a time



2012 The Dannon Project – Jefferson County Workforce Investment Agency

SUMMER YOUTH EMPLOYMENT PROGRAM

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ACKNOWLEDGEMENT RECEIPT

Thank you for agreeing to be a part of The Dannon Project Summer Youth Employment Program (SYEP). This handbook has been developed to assist you with navigating the SYEP.

By signing below, you acknowledge the receipt of the Participant Handbook for this year's Summer Youth Employment Program. I have been advised that it contains important information regarding this program year's Summer Youth Employment Program. I further understand that the SYEP requires that I read this material before participating in this program.

Participant

Date

Parent signature (If Under 18)

Date

Program Manager (Signature)
Summer Youth Employment Program
Lisa Cole

Date

If you have any questions after your orientation or after you have reviewed this handbook, please contact your **Program Assistant** for assistance.

A copy of this document (page) remains with the participant, and a copy goes in their file.



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MY CONTACT INFORMATION

My Program Assistant

Phone Number

My Worksite Address

My Supervisor

Phone Number

THINGS I NEED TO KNOW THIS SUMMER

I work for the Summer Youth Employment Program at The Dannon Project. The program is sponsored by Jefferson County Workforce Investment Agency and Workforce Development. I will be paid \$8.50 for each hour that I work or while I am in orientation from June 4 – August 10th. I will earn a total of up to 240 hours for the whole summer including work experience and job readiness training. Although my schedule is set up by my supervisor, I will work 30 hours a week and can never exceed that time without approval from the Director of the program who is Lisa Cole.

The Dannon Project is led by Kerri Pruitt, Executive Director, who has high expectation of the students for this program. During this program, I am part of the The Dannon Project 100 and for this summer I will follow the The Dannon Project Creed.

I have high expectations for myself and I plan to have a great summer while I gain valuable skills for the future!



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Document Purpose

This Participant Handbook explains your responsibilities as a worker in the Summer Youth Employment Program (SYEP) and provides important program information. It serves as a guide for carrying out the terms of your responsibilities as a youth worker that has been accepted by The Dannon Project/ Jefferson County WIA into this program.

The active participation of Worksite Supervisors is essential for ensuring a meaningful work experience for the youth. You, the employer partner, are critical to the development of workplace skills and knowledge necessary for the success of our youth. Please be assured that the SYEP program staff is dedicated to supporting you and to ensuring a positive experience for the youth, for your staff, and organization.

STAFF Contact Information

Executive Director – Kerri Pruitt, MBA
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Program Manager– Lisa Cole
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lisa@dannonproject.org

Worksite Liaison / Program Coordinator – Chris Hollis
(205) 202-4072
Cell (205)514-8874
chris@dannonproject.org

Program Assistant Office
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The Dannon Project/ Jefferson County WIA 2012 Summer Youth Employment Program



Program Overview

The Summer Youth Employment Program is funded by Jefferson County and is administered by The Dannon Project. The Dannon Project / Jefferson County WIA Summer Youth Employment Program (SYEP) provide employers with 65 entry-level employees. **Youth work experience up to 30 hours per week for eight weeks and can not exceed 240 hours of employment for the duration of the program; and no more than 60 hours readiness training.** The goal of the program is working on building individual strengths of the participants and incorporating youth development principles recognized by the federal government as being key for career development and work force readiness. These principles include engaging the talents and interests of youth, developing their skills and competencies, and providing positive adult role models.

SYEP participants are Jefferson County residents between the ages of 16 and 21 and are enthusiastic, not just about earning some money this summer, but about building their resumes with good work experience, acquiring career oriented skills, and attaining marketable skills to help them prepare for the workplace. Youth are expected to follow the same work routine and procedures that a regular employee would follow related to attendance, breaks, attire, job expectations, behavior, feedback and correction, and if necessary, disciplinary procedures.

Worksites such as yours have been chosen based on opportunities for training, career exposure, the development of workforce readiness skills, good supervision and appropriate safety protocols.

The SYEP program pays the youth's wages and all applicable payroll and workers compensation taxes. In addition to being placed at a worksite, participants will be attending training classes promoting life-skill development, work readiness skills, financial literacy, critical thinking and problem solving skills.

Key Partners

Key partners in this program include:

- Jefferson County WIA, which is responsible for recruiting participants for the program, provides the funding for the program, and is responsible for program oversight, monitoring, and performance.
- The Dannon Project, which is responsible for preparing and supporting youth and for recruiting and working closely with the worksite to create and ensure a safe, productive, and mutually rewarding work experience.
- You, the worksite supervisor, who is responsible for providing a meaningful work experience in a safe environment that exposes youth to the normal expectations and duties of a work site, and for providing training and feedback so that the youth develop the skills necessary to succeed in the workplace.

Worksite Requirements / Restrictions

Your Worksite Supervisor is responsible for ensuring that the work experience complies with appropriate workplace practices and SYEP program intent, policies, procedures and restrictions. The worksite supervisors know that their duties include but are not limited to:

- Adhere to the parameters of the approved *Worksite Agreement* between your organization and The Dannon Project/Jefferson County WIA for your organization and this position. It is important to review this document to fully understand the allowable, restricted and non-allowable activities for the youth.
- Provide a safe working environment. Follow all OSHA guidelines and any restrictions listed in the *Worksite Agreement*.
- Ensure a non-hostile work environment and provide information to participants on workplace policies and practices related to harassment and discrimination.
- It is important for you, or an alternate supervisor, to be present when the SYEP Participant is working. Participants must be supervised as described in the *Worksite Agreement*. In the event that you will be late, absent, or out of the office, please be sure that the youth has a secondary contact, including 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.
- 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. 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.
- Ensure that time, attendance and payroll procedures are followed and appropriately recorded. Worksites are responsible to verify and sign-off on hours worked. Youth will not be paid for any missed work.
- Regularly monitor the progress of your youth and provide ongoing feedback with positive reinforcement for encouragement. Complete the *Participant Assessment* online when they are provided during the participant's tenure at your worksite.
- Know and follow all policies and procedures for SYEP incidents / accidents reporting.
- Discuss any work problems with the youth. Follow the *SYEP Disciplinary and Termination Policy*.



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Worksite Employer Agreement Violation

A worksite suspension or cancellation may occur if a violation of the *Worksite Agreement* occurs.

The following may constitute for immediate cancellation of the worksite or removal of the offending party from supervision of and contact with youth participants.

- Physical or verbal abuse of participants.
- Any sexual overtures or sexual harassment.
- Worksite employee having contact with the youth participant while under the influence of drugs and/or alcohol.
- Occurrence of any activities prohibited in the *Worksite Agreement*.
- Union, political, or religious activities.

DRESS CODE

The following items will serve as a minimum guide to acceptable dress for The Dannon Project/Jefferson County Summer Youth Employment Program.

Pants, shorts, and skirts must be worn at the waist and fit properly. Pants worn too low, too long, too large, or too loose are not permitted. Skirts, shorts, and dresses must be mid-thigh or longer in the front and the back. No slits or leg openings may be above mid-thigh.

1. Students are prohibited from wearing nose, tongue, eyebrow and body jewelry, and visible tattoos. Earrings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are also prohibited.
2. No obscene language and/or illegal substance advertisements (to include alcohol and tobacco) may be worn on clothing or accessories.
3. No halters, backless dresses, midriff shirts, or cut-off shirts are allowed.
4. No hats, caps, head coverings, hair curlers, picks, or sun glasses will be worn on Worksite or The Dannon Project offices.
5. Students are prohibited from wearing any metal chains, metal spiked apparel, or accessories.
6. Students are to wear clothing in the manner it is designed to be worn.
7. Students are prohibited from wearing any sign, symbol, logo, or garment which has become synonymous with any gang, any cult, Satanism, or any unauthorized club or organizational activity. This also includes any avenue for the promotion of products or activities prohibited that may generate negative feelings among the Summer Youth Employment Program.

Safety

Safety is a major concern of the Summer Youth Employment Program (SYEP). The Worksite Supervisors and SYEP Participants should make every effort to avoid accidents. Participants will not be employed in surroundings that are dangerous to their health or safety. State, federal, and worksite safety regulations are to be strictly enforced. In addition, all Worksite Employers must have a Safety Policy in place and train SYEP Participants accordingly.

Safety training and hazardous chemical training must take place on the SYEP Participant's first day at the worksite. Please refer to the *Worksite Agreement* for supervisory ratios in accordance with SYEP requirements.

Harassment, Hostile Work Environment, and Discrimination Policies and Procedures

It is the policy of the SYEP that all employed Participants 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, 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.

It is especially important to monitor participants in situations where you have a range of ages that include both minor and adult participants to protect from any inappropriate behavior.



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Employment of Minors

All worksites must adhere to state and federal labor laws. Failure to do so is grounds for termination as a SYEP worksite and could include possible intervention by law enforcement authorities. Please refer to the following links for more information regarding the employment of minors.

Incident / Complaint Reporting

We have a policy in place should there be an injury or accident on any worksite. Please call 202-4072 or 960-3796 if there is an issue and ask for Lisa Cole.

Disciplinary and / or Termination Procedures

It is the Policy of the SYEP to follow the 3-Step process for disciplinary action. Refer to the *SYEP Disciplinary and Termination Policy* for details.

Steps:

1. Verbal Warning
2. Written Warning
3. Termination

This policy is not meant to supersede existing worksite disciplinary and termination policies.

If the infraction is of a threatening or serious nature, take immediate disciplinary action and contact the appropriate authorities as necessary.

Here are a few guidelines for unacceptable behavior. Please note this list is not exhaustive and the consequences in all cases should be dictated by the severity of the behavior.

Behavioral Problem	Consequences
Possession of alcohol, drugs or weapons	Immediate Termination
Confirmed use of alcohol, drugs or weapons	Immediate Termination
Assault	Immediate Termination
Falsifying Timecard	3-Step process or Termination and Legal Action
Fighting	3-Step process
Theft	Immediate Termination
Hostile behavior/harassment	3-Step process
Unexcused absence	3-Step process



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Payroll / Timesheets

The SYEP Participant completes a *Timesheet* every week. The participants should document their arrival time on the their *Timesheet* daily, document the time they sign out for lunch or break and sign back in from lunch or break daily, and document the time they cease their work day on their *Timesheet* daily.

It is important to note that Alabama state labor laws state that every individual is entitled to a 30-minute break period for every 4-hours of labor, also for every 8-hours of labor an individual is entitled to a 1-hour break period. If a SYEP participant performs more than 4 hours of labor on a given day at your worksite there must be a break documented on their *Timesheet* for that day in order to comply with state labor laws.

Once the SYEP Participant has completed, signed, and dated the *Timesheet*, he or she will review the document hours with the Worksite Supervisor who will then sign and date the *Timesheet*. **Both** the SYEP Participant and the Worksite Supervisor must sign the *Timesheet*.

It is the responsibility of the Worksite Supervisors to turn the participants *Timesheets* in to the office of the SYEP Program Manager (Lisa Cole) by the assigned due date. (*Timesheet* turn-in dates are provided in the table below)



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Timesheet and Pay Dates

Pay Roll Activity	Dates
1st Pay Period Timesheets Due (Pay Period 6/4-6/15)	Friday, June 15, 2012
1st Pay Date	Friday, June 22, 2012
2nd Pay Period Timesheets Due (Pay Period 6/18 -6/29)	Friday, June 29, 2012
2nd Pay Date	Friday, July 06, 2012
3rd Pay Period Timesheets Due (Pay Period 7/2- 7/13)	Friday, July 13, 2012
3rd Pay Date	Friday, July 20, 2012
4th Pay Period Timesheets Due (Pay Period 7/16- 7/27)	Friday, July 23, 2012
4 th Pay Date	Friday, August 03, 2012
FINAL Pay Period Timesheets Due (Pay Period 7/30-8/3)	Friday, August 03, 2012
Final Readiness Training and FINAL Pay Date	Friday, August 10, 2012

EACH PARTICIPANT MUST COMPLETE THE TIMESHEET TRAINING IN ORIENTATION

Timesheets are provided with this document and are to be delivered to the SYEP Program Manager Lisa Cole's office on the dates provided above.

Timesheets must be signed by the participant or participants at the worksite, then verified for authenticity by the Worksite Supervisor, and finally signed by the Worksite Supervisor.

IMPORTANT TIMESHEET INFORMATION

If the *Timesheet* is not filled out and completed correctly, the participant will not receive their pay on the pay date associated with that pay period. Errors in time sheets will delay receipt of payment by at least one pay period. All discrepancies with the participant's timesheet must be remedied before any distribution of payroll funds derived from county and state budgets can be used to pay the participant for time worked.

All Timesheet will be delivered fully completed to the SYEP Program Manager, Lisa Cole's, office by fax on the date due before 3 p.m. central time. **The fax number is 205-202-4071**, and all faxes should be sent in attention to SYEP. Confirmation of receipt of the faxed time sheet can be obtained by calling the SYEP Program Manager at 202-4072 or emailing lisa@dannonproject.org.

If you do not have faxing capabilities or you are unable to gain access to a fax machine please discuss this with: Senior Program Coordinator Vanessa Brown 205-202-4072.



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Participant Evaluation

Each SYEP Participant will be evaluated on Worksite Specific Skills and Work Readiness Skills two times over the duration of the program. The Worksite Supervisor should complete evaluations during the first and final week of participant employment at the Worksite.

SYEP PARTICIPANT EVALUATION FORM

Participant: _____ Worksite: _____
 Date Started: _____ End Date: _____ Job Title: _____
 Name of evaluator: _____ Title of evaluator _____

Assign a number 1-5 in the appropriate space for all items that represents how well you believe the participant performed during the summer youth employment program. Write (NA) for those items you were not able to observe.

5 4 3 2 1

	1-Unsatisfactory 2-Needs Improvement 3-Satisfactory 4-Good 5-Excellent									
	Initial Evaluation					Final Evaluation				
ITEM INITIAL RATING FINAL RATING	1	2	3	4	5	1	2	3	4	5
Basic Work Skills:										
1. Follows Verbal Instructions										
2. Follows Written Instructions										
3. Follows Safety Procedures										
4. Asks Questions										
5. Verbal Communication Skills										
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:

Staff Initials:

Participant's Initials (received copy)

Initial rating will be completed by the Worksite Supervisor 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.



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Participant Code of Conduct

I understand that I am subject to the rules and regulations of The Dannon Project SYEP Program as well as the rules of the county and my worksite with regard to my behavior in this program.

If I fail to meet ANY of the responsibilities outlined below, a noncompliance letter will be sent to me and I face the possibility of immediate dismissal from the program.

Completion

If I fully comply with all of the requirements of the Program I will receive bi-weekly payment for my work as well as be eligible for The Dannon Project trainings on campus.

Checklist for Compliance:

Participant Responsibilities (Intake):

- The participant will enroll in an intake/orientation at The Dannon Project.
- The participant will sign and return all required *Human Resources* documents.
- The participant will submit to a random drug test during the orientation or at any period throughout the summer. * Failure to submit to a test may be considered a POSITIVE test result.
- The participant will complete a Timesheet training.
- The participant will be courteous and respectful to orientation staff in order to be considered for worksite placement.
- The participant will complete a readiness and financial literacy training.

Participant Responsibilities (Onsite):

- The participant will make initial contact with their worksite within 12 hours of their assignment.
- The participant will inform the program office 202-4072 or lisa@dannonproject.org of their first work day, location, supervisor and assignment within 12 hours of being placed at a site.
- The participant will check their email at least once a day during the week for relevant correspondence. They may also ask a friend to tell them the message for that day.
- The participant will sign in and out daily at their worksite.
- The participant will sign and submit a time sheet to their supervisor.

It is the participant's responsibility to insure that all time sheet and documentation are in order for that person to get paid. They can feel free to call the program office at 205-202-4072 or email Lisa@dannonproject.org if they have any questions or concerns.

Participant Responsibilities (Conduct):

- The participant will refuse to initiate, facilitate or engage in any behavior that would be considered conduct unbecoming of a SYEP Dannon Project student worker. Any actions by a participant that can be interpreted by the worksite, the Program Manager or such representatives as inappropriate work behavior can be grounds for sanctions or terminations.

I have read and agreed to these terms:

Name _____ Date _____

PARENTS SIGNATURE (IF UNDER 18) _____ DATE _____