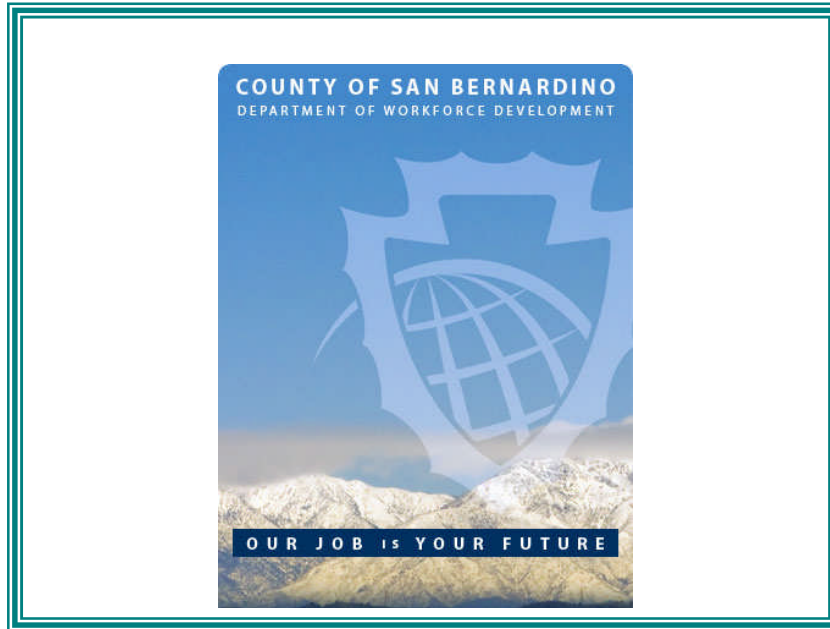


SUMMER YOUTH EMPLOYMENT PROGRAM



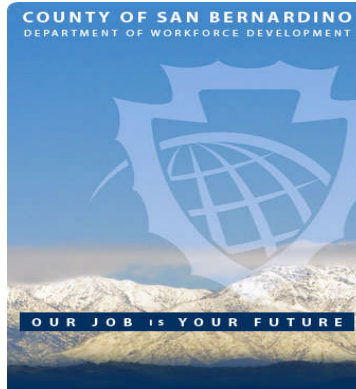
PARTICIPANT HANDBOOK

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CAREER INSTITUT**E**
Specializing in Career, Education and Life Planning

Administered by the Career Institute



PARTICIPANT HANDBOOK

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SAN BERNARDINO COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM

ADMINISTRATIVE OFFICE: San Bernardino County
Department of Workforce Development
215 N. D Street, Suite 301
San Bernardino, CA 92415-0046
(909)387-9869
Contact: Emily Petrus
epetrus@wdd.sbcounty.gov

CAREER INSTITUTE OFFICE: 10722 Arrow Route, Suite 808
Rancho Cucamonga, CA 91730
(909) 481-0270
Contact: Teresa Taylor
Teresaetaylor@hotmail.com

Benefits of the Summer Youth Employment Program Of San Bernardino County (SYEP)

Work Experience Opportunities:

Enter an internship performing a marketable skill that may become permanent employment.

Job Skills Training:

Occupational skills training in a wide variety of careers!

Work Readiness Training:

Develop the skills necessary to find and keep a job!

- **“Pre-employment” skills:**

Learn how to locate job openings, fill out a job application, complete a resume, interview for a job, dress appropriately for work, network to find a good job as well as additional job search skills!

- **“Work maturity” skills:**

Understand the importance of developing good work habits such as; reporting to work on time, proper attendance, being responsible, working as a team member, customer service skills, communication with co-workers, and many more!

Career Planning:

“Career Planning is identifying what you’re good at; how your skills, talents, and interests translate into work; and where to find that work. Career planning is a process. You can either engineer your own career changes—designing creating, and jumping to new opportunities on your own schedule—or you can find yourself scrambling to meet someone else’s agenda.” --California Career Planning Guide

In your summer work experience we are going to lead you through a process of learning about yourself and the world of work. This information in combination with your daily work, interacting with your supervisor and other members of the staff will help you in designing a Career Action plan.

WELCOME TO THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)!

Dear Million Dollar Club Member,

Welcome to the Summer Youth Employment Program of San Bernardino County!

The experience of participating in the Summer Youth Employment Program (SYEP) is an opportunity for you to develop valuable job skills, including those listed on the previous page. We hope this program will be a tremendous learning experience, and one that helps you feel great about yourself, your job, your worksite, your Worksite Supervisor, and the Summer Youth Employment Program (SYEP).

The SYEP is only as good as you choose to make it. We can provide you with assistance such as a bus pass, tools, equipment, uniforms, or other items you need to be successful. What you choose to do makes a difference, and the entire San Bernardino County Youth Program appreciates your hard work and efforts.

We are proud of you for taking the initiative to become a part of this exciting program, and we look forward to congratulating you on your successful completion. Best of luck to you!

Sincerely,
Youth Employment Program Team!

Summer Youth Employment Program

I General Information

A. What is the SYEP?

The San Bernardino County Youth Employment Program (SYEP), a division of the San Bernardino County Department of Workforce Development (WDD), operates a summer employment training program for youth, ages 14-24.

B. What are the primary goals of the SYEP?

The purpose of the SYEP is to provide you with work experience, occupational skills training, career and labor market information. The program stresses positive work habits and dependability. You will be working in close cooperation with a Career Mentor and your Worksite Supervisor.

C. What is the program structure?

The San Bernardino County Department of Workforce Development administers the Summer Youth Employment Program (SYEP). All participants are required to work. Work hours vary depending upon participant age and interest. Participants will be compensated. The different aspects of the program are discussed later in this manual. If you have any questions after reviewing this handbook, you should discuss them with your Career Mentor.

II Program Activities and Services

A. Work Experience

Positive work experience is the primary goal of the SYEP. As a participant, you will be assigned to a public or private non-profit worksite under a specific job title. You will be expected to perform the tasks described for that job. Your Worksite Supervisor has signed a worksite agreement. This agreement details your job description as it was explained to you during the participant orientation before you selected your job.

We hope this job experience will improve your job skills and help you to develop a mature approach to working with other people. The skills you acquire now will be important, both during your school years and in any future jobs.

B. Pre Employment Skills Training

The SYEP will provide each participant with pre-employment skills training information as part of their orientation process. This training will be continued throughout the course of your enrollment into our program. The topics included during the orientation will be:

- How to identify a job that interests you
- Information about available jobs in San Bernardino County

- Skills and educational levels for available jobs in San Bernardino County
- Skills and educational levels necessary for jobs that interest you

During orientation, members of the Youth program will make presentations on the above topics. Handouts will be provided so that you can retain information about our training session. We believe this information will be helpful when you select your job and academic enrichment class, specifically for your job interview.

Our staff will visit you at work every week. They will evaluate your progress at your job. Your Worksite Supervisor will also evaluate you every two weeks. If we find that you need additional help in becoming a better employee, new training in the area of work readiness will be provided to you on an individual basis by your Career Mentor.

The Summer Youth Employment Program (SYEP) operates from May to August. Participants joining during the Summer Program may have an opportunity to continue in the year round Youth Program. Participants who remain in the program will have an opportunity to participate in additional program activities beginning in September. If you are interested in continuing opportunities, or want additional information, notify your Career Mentor.

C. Counseling

Your Career Mentor will discuss problems, solutions and recommendations for improving your present or future employment plans with you at any time such discussion is needed or appropriate. Counseling only works when you and your Career Mentor work together honestly and openly.

D. Supportive Services

The initial supportive services provided by the Career Institute prior to starting work are:

- Two \$50.00 gas cards for transportation or two bus passes
- Two clothing cards for Career Support

III **Work Experience and Academic Roles And Responsibilities**

A. Participant

You are responsible for showing up to work on time every day. Absences must be kept to a minimum. You are required to call your Worksite Supervisor first thing in the morning if you are ill so they can plan for your absence. If you know in advance that you will be absent, you must request the time off from your Worksite Supervisor and Career Mentor ahead of time. You will not be paid for any day, or part of a day, that you do not work.

You are responsible for completing the sign in/sign out timesheet provided by your Worksite Supervisor each day. Your Worksite Supervisor is responsible for the daily entry of time worked on your timesheet. You are also responsible for certifying the entry is accurate by signing your time sheet. It is your

responsibility to have your timesheet faxed to the Career Institute on the designated day. It must be correctly filled in. If it is late, you must wait for the following pay period when it will be paid.

Personal appearance and cleanliness are extremely important. Dress for the job. Wear clothing suitable to the worksite and to the work performed. Maintain a positive work attitude. Show enthusiasm on your worksite and perform all duties assigned to the best of your ability. If you are unsure of how to accomplish a task, speak with your Worksite Supervisor. Show an interest in learning new skills and demonstrate a willingness to follow instructions.

B. SYEP Career Mentors

Your assigned Career Mentor will visit your worksite to provide career guidance and counseling, check your attendance, review your time sheet, and advise you about your paycheck. They will also evaluate your work performance every two weeks. This evaluation is kept in your file at our office. Regardless of whether you are doing great or having problems, your Career Mentor will take some time to discuss these evaluations with you. This is intended to help you gain a better understanding of what you may need to work on and what you have already mastered. Additionally, your Career Mentor will:

- Meet with your Worksite Supervisor a minimum of once every two weeks to discuss your progress and to identify and assist you with any problems.
- Review your time sheet every two weeks. All time sheets will be reviewed for accuracy. The Career Mentor may also spot – check time and attendance records during the week to assure that they are being completed on a daily basis. Your time record can be kept on your time sheet every day. However, you must keep track of the time you arrive, leave for lunch, return from lunch, and go home. You cannot be paid for more than **eight hours of work per day**. You do not get paid for lunch, but you do get paid for two 15 – minute breaks if you work eight hours per day.
- Advise you about your paycheck. You will be provided a schedule of when your check will arrive. **If you move during the program, notify your Career Mentor so your check can be mailed to the right address. It is your responsibility to tell us you have moved and to make sure we have the correct mailing address.**
- Discuss your work, work maturity and Career Development with you every two weeks. If you are not doing well, we may visit you every day until you improve. If you do not improve, you may lose your job.
- Notify your Worksite Supervisor about your school program and schedule. You are responsible for discussing your schedule with your Worksite Supervisor so that work tasks can be assigned.

- Visit your worksite to make sure that you are being treated fairly, have a safe place to work and have an appropriate amount of work to do.

You may get visitors while you are working. These people are from state, federal, or local government and may ask you questions about your job. They want to ensure that you are being paid on time and that you enjoy your job. Remember to relax, answer honestly and don't hesitate to ask questions if you do not understand what they are asking.

C. Worksite Supervisor

Your Worksite Supervisor is responsible for helping you learn your job. They will give you work assignments and answer your questions. The Worksite Supervisor is responsible for keeping an accurate record of your work hours and signing of your time sheets. The Worksite Supervisor will also provide three written evaluations of your work performance during the program. These evaluations will become a part of your file. Good evaluations are important because you can use this information as proof of your job skills and abilities when you are applying for other jobs in the future.

IV Work Rules And Regulations

The following is a brief listing of special limitations related to your job:

- Nepotism:
You cannot work for an immediate family member or relative.
- Political Activity:
You cannot be involved in any political activity during work hours.
- Sectarian Activity:
You cannot be involved in any religious activity during work hours.
- Maintenance of Effort (MOE):
You cannot work at a worksite that has a vacancy for a regular job with your same job description. If the regular job has been vacant for a period of time, your job cannot be used to fill the opening.
- Generation of Income:
You cannot be involved in any fund raising activities. That means you cannot sell products, call people on the telephone during work hours asking for donations, sell raffles, or any other activities which will generate income for the Department of Workforce Development, the contracting agency or the agency for which you work. If you are asked to raise money, please tell your Career Mentor so we can talk to your Worksite Supervisor.
- Social Security Cards:
You must have a social security card before you can be placed on the payroll.

G. Work Permits:

If you are under eighteen (18) years of age, a work permit must be obtained prior to your first day on the job.

H. Child Labor Laws:

Federal and State Child Labor Laws must be obeyed. Many activities are not allowed for certain age groups. For example, if you are under eighteen (18) years of age you cannot:

- Climb a ladder
- Operate a power lawn mower
- Operate power woodworking machinery
- Drive a vehicle
- Work during certain restricted hours

These laws can sometimes be difficult to understand. If you are ever asked to do something that you think is unsafe or that frightens you, tell your Worksite Supervisor. Your health and safety come first! Be aware and be careful at all times when you are working.

V AFFIRMATIVE ACTION / GRIEVANCES

A. Affirmative Action

Under Federal law, your civil rights are protected. No person may be discriminated against or denied employment on the grounds of race, citizenship, color, religion, sex, national origin, age, handicap or political affiliation or belief. Your civil rights were explained to you during your participant orientation. For reference purposes, a copy of the EEO/AA Policy Statement is attached (See Attachment "A")

B. Complaint and Grievance Procedures

The San Bernardino County Youth Employment Program has a complaint and grievance procedure and does not treat employees differently because of their race, ethnicity, gender, sexual preference, religious affiliation, political beliefs, or handicap. Each person who is an employee of our organization is entitled to have equal rights and benefits. It is our job to make sure that you are treated fairly.

Occasionally, employees believe that they have not been treated fairly or they have a problem regarding their job. These problems need to be discussed and solved. If you feel this way at any time, and the problems are not severe, you should discuss them with your Worksite Supervisor. Do not let your problem go unsolved - address them immediately. Small problems have a way of turning into big ones if not addressed.

If your Worksite Supervisor is not able to solve your problem and you need additional advice, call your Career Mentor. They will investigate your problem and discuss it with you.

If you have a very serious problem that you believe has been caused by your Worksite Supervisor, you may feel uncomfortable discussing it. This sometimes occurs when people have been unfairly disciplined, sexually harassed, unfairly criticized or physically assaulted. If this happens to you, call the Youth Program Supervisor immediately. We will resolve any problems and protect your rights. We believe we have some of the best Worksite Supervisors and work locations in San Bernardino County so we do not anticipate this to be a problem. Remember that your Career Mentor is here to help you should any situation arise.

There is a copy of the Complaint and Grievance form on page 19

VI PAYROLL PROCEDURES

A. Work Hours

You will work the hours specified in your worksite agreement. Each student can work for 6 weeks, 30 hours a week.

B. Wages/Allowances

You will be paid \$9.00 per hour. This is **above** the minimum wage established by the State of California. We have authorized you to work up to thirty (30) hours per week. If you are required to have a work permit, your work hours will be limited to the number allowed by your permit. Please do not work more hours. Even if your Worksite Supervisor wants you to work overtime, we cannot pay you for more time than we have budgeted. Legal holidays or any absences are not paid. Paydays are every two weeks. Your first two checks will be mailed to your house. You will pick up your final check from your Career Mentor when all assignments have been completed.

C. Time Sheets, Payday Procedures and Schedules

At the start of each pay period, your Career Mentor will visit your worksite to provide your Worksite Supervisor with a blank copy of a time sheet. This time sheet will cover 14 days. You are responsible for writing the correct numbers of hours that you have worked on your timesheet in ink. If you come in late, the time you did not work will be subtracted in intervals of 15 minutes from your time sheet. Remember, you do not get paid for absences or lateness; you only get paid for the exact hours you work. You do not get paid for lunchtime, but you do get paid for two 15-minute breaks (one in the morning and one in the afternoon). Generally, these breaks occur at 10:00 AM and 3:00 PM, but these times may vary due to the needs of your Worksite Supervisor and your job.

After two weeks, you will fax your timesheet to the Career Institute office at (909) 481-3947. Both you and your Worksite Supervisor must sign it in ink. If there is a mistake on your time sheet, correct it by drawing a line through the incorrect number on your time sheet; the correct number should be written next to the incorrect number and both you and the Worksite Supervisor must initial it. Do not "white out" the incorrect number. You may forget to do that on your duplicate time sheet and that will cause incorrect time records to be retained in your file.

It is extremely important to complete your time sheets properly and have everything in order on those days. In order for everybody to be paid on time please do your best to ensure the following:

- Fax your timesheet on the designated day to (909) 481-3947.
- Complete your time sheet properly and have your Worksite Supervisor sign.
- Double-check your time sheets. They are then sent to our Payroll Department. Filling out timesheets carefully and correctly will save time and help to avoid payroll mistakes. It takes a full week for your Career Mentor to get your paycheck from our Payroll Department and give it to you. If there is a mistake on your time sheet, please tell your Career Mentor as soon as possible. It will take at least two weeks to correct any mistakes we find. It is important that you know how much money your check will be so that you can tell if a mistake has been made. Since you will not be paid for one to two weeks, it is important that you also have some money so that you can buy lunch or a drink at work. If you need help in receiving lunch, tell your Advisor and we will try to help you.

If you lose your paycheck, you must report it to your Career Mentor immediately. You will have to write a statement that tells us how you lost your check. Your check will then be canceled so that no one else can cash it. Anyone who tries to cash it will be doing so illegally. If you find your paycheck after a new one has been issued, rip it up into little pieces and throw it in the garbage.

Unfortunately, when you lose your check, it may take as long as four weeks to get a new one. So please, open a bank account at your nearest bank and deposit your check immediately. Opening a bank account is the first step to reaching your financial goals. It will also save you money, as most check cashing agencies charge you a fee every time you cash your paycheck. (See Attachment "C")

D. Sick Leave

Participants in the SYEP do not earn sick leave or vacation time.

E. Tax Information

The law requires that you complete Form W-4, Employee Withholding Allowance Certificate. You completed this form during the eligibility session at our office. If you are not "exempt" you will have to pay taxes, which will be taken from your check. In many cases, you may be eligible for a refund. This happens if you did not make enough money to make it necessary for you to pay taxes. Although some of you may have had other jobs during the year, you may still be eligible for a refund. It is to your advantage to find out. At the end of January, you will receive a form from your employer(s) called the W-2 or Wage and Tax Statement. You must then get an Internal Revenue Service form called "1040EZ": This is available at the post office, library or online at www.irs.gov. You can follow the step-by-step process on the form to determine if you will be getting a tax refund. Anyone who earns an income is required to file yearly State and Federal taxes. For information

and questions regarding your federal taxes you can call the Internal Revenue Service at 1(800) 829-1040.

Review the following example to see what will be withheld from your check and the explanation.

Attached to your paycheck is a pay stub that details what exactly happened to your salary. Items on the stub below have numbers that correspond to the explanations that follow.

Earnings						Deductions			
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date	
Regular		(1) 8.00	40.00	320.00	320.00	Fed (S/O) (348.00)(4)	55.00	55.00	
Overtime		(2) 12.00	4.00	48.00	48.00	OASDI (368.00) (5)	22.82	22.82	
						Medicare (368.00)(6)	5.34	5.34	
						CA (S/M/O) (348.00)(7)	10.00	10.00	
						CA SDI (368.00) (8)	4.05	4.05	
						Medical Deduction (9)	1.25	1.25	
						401k (10)	20.00	20.00	
Total Earnings			44.00	368.00	(3) 368.00	Total Deductions	(11) 118.46	118.46	
NET PAY		249.54	Total Direct Deposits		0.00	Check Amount	(12) 249.54	249.54	

EXPLANATIONS

(1) A standard work week is 40 hours. Employers must pay the agreed-upon hourly rate of pay for these hours. Here, 40 hours x \$8/hr. = \$320.00.

(2) Employers one-and-a-half times the standard hourly rate for any hours over 40 that are worked. Half of \$8 is \$4 so the overtime rate is \$8 + \$4 = \$12. The overtime pay is 4 hours x \$12/hr. = \$48.00.

(3) Total Earnings is Gross Pay (standard and overtime) before taxes and deductions. Gross pay in this case is \$320.00 + \$48.00 = \$368.00.

(4) Fed is Federal Income Tax. This tax goes to the Federal (national) government. When you file your income-tax return, you may be entitled to get some of this money back. The S/O next to the description is the exemptions claimed on your W4. In this case, it is Single claiming 0 dependents.

(5) OASDI stands for Old Age, Survivors and Disability Insurance. This is the money that is deducted and put into your Social Security fund. Your Social Security fund holds a percentage of your earnings averaged over most of your working lifetime. Social Security was never intended to be your only source of income when you retire or become disabled or your family's only income if you die. It is intended to supplement other income you have from pension plans, savings, investments, etc. Currently, each one of your paychecks will be reduced by 6.2% specifically for your OASDI contribution. Your employer is required by law to match this same amount and pay it to Social Security.

(6) Medicare is a federal hospital insurance program for individuals age 65 or older and some disabled persons. It goes hand in hand with OASDI and is also put into your Social Security fund. Currently, each of your paychecks will be reduced by 1.45% for your Medicare contribution. Like OASDI, your employer is required by law to match this same amount and pay it to Social Security.

(7) State Income Tax. This money goes to the state government. When you file your state income-tax return, you may be entitled to get some of this money back. The S/O next to the

description is the exemptions claimed on your W4. In this case, it is Single claiming 0 dependents.

(8) CA SDI is disability insurance that provides benefits if you are hurt or get sick and can't work. It will give you money only for a short time. If you need help on a more permanent basis, you might receive Social Security payments.

(9) Medical Deduction. This payment goes to help pay for the medical insurance your employer supplies for you.

(10) 401(k) is a retirement account contribution that is tax-free from Fed and CA until you retire.

(11) This is the total amount of deductions taken out of your pay check.

(12) Net Pay is your take-home pay. It is your Gross wages minus your deductions. The net pay in this case is $\$368.00 - \$118.46 = \$249.54$

VII YOUTH PARTICIPANT PERFORMANCE

As stated earlier, one of the goals of work experience is for you to acquire good work habits. Your Worksite Supervisor expects you to be responsible regarding time, attendance and job performance. You will be evaluated as an employee who is there to do productive work. Achieving excellent evaluations in these performance areas is equally important to learning the necessary skills to perform your job duties.

A. Evaluations

Your Worksite Supervisor will evaluate your work performance and attitude during your work experience activity. When your evaluation is complete, your Worksite Supervisor and Career Mentor may discuss it with you on a job well done or to offer some helpful suggestions on how to improve your job performance or attitude. It is important that you listen carefully to these suggestions. These are not meant to be hurtful or to unfairly criticize you, but rather to help you to recognize areas in which you need work. Remember this is an **employment training** program. Please take these evaluations seriously.

As mentioned before, these evaluations become a part of your file and good evaluations can be used as references when applying for future jobs. You must sign your evaluation after it is discussed with you. Signing your evaluation simply means you have seen it, not that you agree with it. There is a section in the evaluation for you to make your comments. If you disagree with the evaluation you can write your reason for doing so in that area. If you received a poor evaluation, make sure you understand why and what you must do to improve. Failure to improve might cost you your job. (See Attachment "E").

B. Absences

You must always call your Worksite Supervisor and Career Mentor as early as possible when you are going to be absent from or late for work. The following are considered **excused absences** because they result from situations beyond your control:

- Illness (phone early each day)
- Disability due to injury
- Rare and unexpected emergencies such as: a serious injury to a member of your family or an automobile accident

The following are considered **unexcused absences** because they involve situations over which you do have control:

- No transportation
- Ran out of gas
- Got up late
- Forgot your work schedule
- Hangover
- Been ill (but did not call)

C. Termination

You will be fired from your job if you:

- Falsified your eligibility documents for the Youth Employment Program
- Don't attend work as scheduled
- Steal property at your worksite or from your co-workers
- Vandalize any property; this includes spray painting, gang signs, breaking equipment or damaging property
- Use or possess alcohol or illegal drugs while you are on the job
- Falsify your time sheet. Hours noted on your time sheet must correctly reflect the hours you have worked.
- Fight, don't get along with co-workers, disrespect your Worksite Supervisor or Career Mentor.
- Fail to follow instructions, violate safety rules or bring your friends to "hang out" with you while you are working.

Except in special circumstances, both parties engaged in fighting will be dismissed immediately. Avoid these actions; we don't want to lose you.

All suspensions and terminations will be included as part of your SYEP file. A termination-discrimination appeal procedure is available. You must submit any grievance in writing.

VIII HEALTH AND SAFETY TIPS

A. Safety

It is important that you use good judgment while at your worksite to avoid personal injuries. Do not operate any equipment or machinery without your Worksite Supervisor's permission and instructions. Follow all safety procedures recommended by your Worksite Supervisor and avoid carelessness at all times. (See Attachment "F" concerning CAL/OSHA.)

Remember that under Child Labor Laws, if you are a minor (under 18), there are certain functions that you cannot be asked to perform. Review Section V "Work Rules" if you think you may be performing tasks in violation of these laws or ask your Career Mentor. (See Attachment "G" for detailed Child Labor Laws.)

B. Medical

Every youth must have a medical waiver on file prior to their first day of work. If you are under 18 years of age, your parent's signature is required. (See Attachment "H")

Our insurance coverage can pay for your doctor visits, as well as the time you are out of work if you are injured on the job. Remember that it is against the law to say you are hurt when you are not. There are very serious fines and punishments for falsifying an on the job injury claim. Please use our insurance coverage correctly. Report all injuries immediately and visit your doctor immediately. You will need a doctor's note to return to work and you will have to sign statements regarding your injury to receive our insurance. It may take up to six weeks to receive any compensation for time you have lost due to injury. In the event of a serious injury, your Worksite Supervisor will take you to the nearest medical facility.

IX BENEFITS FROM THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

A. Work Readiness Training

The SYEP staff will teach participants some of the basics about finding, selecting, and keeping a job. During job orientations, we will discuss how to select a job that you are interested in, how to complete an application, how to call your potential employer to schedule an interview, how to prepare for your interview, and how to "get the job". We will also talk about the jobs that are currently available in your area of the county. We will discuss the differences in these jobs and the types of things you will

be doing when you work in one of these occupations. Additionally, each participant will learn how to look for jobs using the Internet!

During our job referral process, one of our staff members will help you select a job. For example, if you want to work at a hospital, you will most likely also be provided with information on health career ladders. When you go to class and improve your skills, you become a more valuable worker and will learn more while you are working. When you are good at work it becomes a more enjoyable experience for you.

While you are working, your Career Mentor will be talking to you and your Worksite Supervisor about your attitude and performance. This is called work maturity. If you have behavior problems or come to work with a negative attitude we consider this to be immature and inappropriate behavior. Your Advisor will discuss why your attitude or performances are not acceptable and they will also suggest ways in which you can improve. As we have said throughout this handbook, it is in your best interest to listen to these suggestions. We want you to keep your job, learn skills and earn money, but you must act appropriately and maturely for the professional work environment.

B. Fringe Benefits

The only fringe benefit available to you while on the SYEP is Worker's Compensation Insurance. You are ***not*** entitled to receive overtime, sick leave, vacation, holiday pay, or medical insurance while on the program.

You will not be eligible for Unemployment Benefits if you quit or are fired.

X **PERSONAL TIPS**

A. Attendance

- Daily, prompt attendance is an important requirement of any job.
- Be aware of the working hours for your job.
- Let your employer know when you are going to be absent or late as soon as possible (no less than a half-hour before your start time).
- Give advance notice to your employer if you plan to leave for another job. Tell them what your plans are – they may want to give you a job reference.

B. Appearance – Dress

Whether you realize it or not, the way you dress and your general appearance say a lot about you. Appropriate dress is important. Take note of what other employees are wearing for similar work and dress accordingly. Look the part for the job.

C. Attitude - Personality

Your employer and co-workers evaluate your work attitude.

- Show an interest in learning your job.
- Keep busy – show initiative.
- Be safety conscious.
- Ask directions if unsure of the task assigned.
- Show courtesy to your co-workers and Worksite Supervisors; it establishes good public relations for you and your employer.
- Be willing to learn from your co-workers.
- Do not bring friends or family with you to work.
- Let your friends know that you cannot have visitors at work.

D. Transportation

Prior to your first day of work, make sure you have a way to get to your job. Know the bus schedule and have some money for the bus. We may not be able to get your bus pass to you until the end of the first week of the program so let your Career Mentor know if you need assistance.

E. Childcare

If you are a parent, you must find a reliable childcare provider for your child. If this is a problem, ask your Career Mentor for information on places that may be able to assist you in finding reliable childcare.

F. Safety

Wear your safety equipment. If we have bought you shoes, gloves, clothing or safety equipment such as safety goggles or hard-hat, you must wear them while you work. You took your job knowing you would need to wear these things and you are required to use this equipment. If injured while you were not wearing your protective clothing and equipment, your injury may not be covered by our Worker's Compensation Insurance! Be responsible...do the right thing!

G. Receiving your pay check

Your Career Mentor will remind you about when your paycheck will arrive in the mail. You will be paid on a bi-weekly basis.

H Cell Phones

No texting or personal phone calls are allowed. Use your phone only on breaks and at lunch.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I- financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR INFORMATION OR TO FILE A COMPLAINT WITH THE RECIPIENT, CONTACT:

Fred Burks, Equal Opportunity Officer
County of San Bernardino Department of Workforce Development
215 North D Street, Suite 301, San Bernardino CA 92415-0046
Phone: (909) 387-9845
California Relay Service: 711
FAX: (909) 387-9880
fburks@wdd.sbcounty.gov

This WIA Title-I financially assisted program or activity is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities.

If you believe you have been adversely affected by a decision or action of the local workforce system that is in violation of the Workforce Investment Act, you may file a grievance or complaint using the process described below.

If your complaint involves discrimination, please use the *Discrimination Complaint Procedures* form.

1. Ask to speak with a Program Supervisor within 90 days of the day the action or decision
 - *A supervisor will contact you within 3 business days to discuss your complaint or grievance.*
 - *If you are not satisfied with the decision, go to Step 2.*
2. Ask to speak with the Program Director about your complaint or grievance.
 - The Director will contact you within 7 business days of the day you spoke with the Program Supervisor about your grievance or complaint.
 - If you are not satisfied with the decision, go to Step 3.
3. The Program Director will arrange a meeting for you to discuss your complaint or grievance witnesses, and the Department of Workforce Development Analyst assigned to your Youth Program Provider.
 - The meeting will take place within 25 business days of the day you spoke with the Youth Program Supervisor about your grievance or complaint.
 - If you are not satisfied with the decision, go to Step 4.
4. Obtain a *DWD 181C Program Complaint and Grievance Request for Hearing* form from your Program Provider or by contacting the Department of Workforce Development Analyst at (909) 387-9877 or (909) 387-9878. Complete the form and send to:

Equal Opportunity Officer
County of San Bernardino Department of Workforce Development
215 North D Street - Suite 301
San Bernardino, CA 92415-0046

The Equal Opportunity Officer must receive your written grievance or complaint within one year of the alleged WIA violation. For technical assistance with filing your complaint, contact the Equal Opportunity Officer at 909-387-9845. [TTY users can contact the Equal Opportunity Officer through the California Relay Service (711)].

I have read and understand the Department of Workforce Development's Youth Program complaint and grievance procedure.

Customer's Printed Name: _____

Customer's Signature: _____

Date: _____

Attachment "C"
Summer Youth Employment Program Participant Time Sheet

 Career Mentor Name
 Number

 Case Number

 Participant

 Participant Name (Last, First, MI)

 Social Security Number

Pay Period Beginning: 6/3/06

To Be Paid: 6/23/06

Pay Period Ending: 6/17/06

6/3/06	6/4/06	6/5/06	6/6/06	6/7/06	6/8/06	6/9/06	TOTAL HOURS
SAT	SUN	MON	TUES	WED	THUR	FRI	
		4	3.75	0	4.5	1.25	13.5

6/10/06	6/11/06	6/12/06	6/13/06	6/14/06	6/15/06	6/16/06	TOTAL HOURS
SAT	SUN	MON	TUES	WED	THUR	FRI	
		3.5	0	2.5	3.5	2.5	12

TOTAL HOURS
 FOR PAY PERIOD:

25.5

REQUIRED/ LAST DAY OF PAY PERIOD
 Participant Signature Date

REQUIRED/LAST DAY OF PAY PERIOD
 Supervisor Signature Date

 Career Mentor Signature Date

Payments will be made by quarter hour only
 ¼ or .25 – for 15 minutes
 ½ or .50 – for 30 minutes
 ¾ or .75 – for 45 minutes

**SAN BERNARDINO COUNTY
SUMMER YOUTH EMPLOYMENT PROGRAM
Career Institute Participant Time Sheet**

Career Mentor

Participant #

Participant Phone Number

Participant Name (Last, First, MI)

Social Security Number

Pay Period	Time sheet Due	Payday	How you will receive your check
May 11 – May 24	May 26 by 5 p.m.	May 30	Mailed to your home
May 25 – June 7	June 8 by 5 p.m.	June 12	Mailed to your home
June 8 – June 21	June 22 by 5 p.m.	June 30	Must pick up from your Career Mentor with your Work Readiness assignments completed.
June 29 – July 12	July 13 by 5 p.m.	July 17	Mailed to your home
July 13 – July 26	July 27 by 5 p.m.	July 31	Mailed to your home
July 27 – Aug 9	Aug 10 by 5 p.m.	Aug 18	Must pick up from your Career Mentor with your Work Readiness assignments completed.

MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL HOURS

MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL HOURS

TOTAL HOURS FOR PAY PERIOD:

Supervisor Evaluation

	Excellent	Acceptable	Needs Improvement	Unacceptable	Comments:
Attendance					
Attitude					
Appearance					
Job Skills					
Motivation					

Participant Signature

Date

Supervisor Signature

Date

Payments will be made by quarter hour only

¼ or .25 – for 15 minutes

½ or .50 – for 30 minutes

¾ or .75 – for 45 minutes

Do not exceed 8 hours per day, 30 hours per week or 180 hours total.

Timesheets must be signed by participant and supervisor for processing.

Fax your completed timesheet to **(909) 481-3947 by 5 p.m. on the due date**, if it is received later than this time it will be paid in the next payroll period. **NO EXCEPTIONS!**

**Program Funded by the American Recovery and Reinvestment Act
County of San Bernardino Workforce Investment Board**

Attachment "E"

Participant Evaluation Form

PARTICIPANT MONTHLY EVALUATION

Instructions: Please complete an evaluation for each participant you are supervising and make two copies: one for the participant to keep and one for your records. Please have the original ready by _____
At this time the Career Mentor will review this evaluation with you and the participant.

PARTICIPANT: _____ JOB TITLE _____

SUPERVISOR: _____ PHONE: _____

EMPLOYER/ADDRESS:

Legend: 1 = Unsatisfactory, 2 = Improvement Needed, 3 = Meets Job Standard,
 4 = Exceeds Job Standard, 5 = Outstanding

Number	Item	Description	Score
1	Punctuality	Understands your organization's expectations for punctuality and follows them	
Comments:			

Number	Item	Description	Score
2	Attendance	Understands your organization's expectations for attendance and follows them (i.e. calls in if ill, gives advance notice for Dr's appointments, etc.)	
Comments:			

Number	Item	Description	Score
3	Attitude	Participant is approachable by employer and co-workers	
Comments:			

Number	Item	Description	Score
4	Self Discipline	Participant displays self discipline (e.g. works independently, displays self control, etc)	
Comments:			

Number	Item	Description	Score
5	Initiative	Participant displays initiative (self starter, requests new tasks)	

Comments:

Number	Item	Description	Score
6	Adaptability	Participant adapts to new work situations	

Comments:

Number	Item	Description	Score
7	Understanding	Participant works hard to understand new tasks	

Comments:

Number	Item	Description	Score
8	Problem Solving	Participant recognizes when a problem arises and is able to work out a solution	

Comments:

Number	Item	Description	Score
9	Interpersonal Relations	Participant works cooperatively with co-workers, individually or in a team setting	

Comments:

Number	Item	Description	Score
10	Supervision	Participant accepts supervision, guidance, constructive criticism and chain of command	

Comments:

Number	Item	Description	Score
11	Communications Skills	Participant communicates clearly using appropriate workplace language	

Comments:

Number	Item	Description	Score
12	Social Skills	Participant displays a courteous manner	

Comments:

Number	Item	Description	Score
13	Appearance	Participant exhibits good grooming, cleanliness, and personal hygiene	
Comments:			

Number	Item	Description	Score
14	Attire	Participant wears appropriate clothing/safety equipment required by the worksite	
Comments:			

Number	Item	Description	Score
15	Task Performance	Participant asks for clarification of instructions	
Comments:			

Number	Item	Description	Score
16	Assignments	Participant completes assignments in a timely manner	
Comments:			

Number	Item	Description	Score
17	Quality of Work	Participant shows quality in work performed	
Comments:			

Number	Item	Description	Score
18	Expectations	Participant understands workplace task expectations and adheres to them	
Comments:			

Participant Signature Date

Supervisor's Signature Date

Career Mentor Signature Date

Attachment “F”

CAL/OSHA

The California Occupational Safety and Health Act was enacted in 1973 for the purpose of ensuring safety and healthful working conditions for California employees. Its primary intent is to protect the right of employees to safe and healthful working conditions and the law provides a variety of mechanisms to ensure that this is preserved. An employee has the right to:

- Request an inspection by making a complaint to DOSH (Department of Safety and Health) about unsafe or unhealthful working conditions, and to have his/her identity kept confidential.
- Be informed by the employer of exposure to toxic or harmful substances, and to observe and have access to records of, monitoring and measuring conducted pursuant to standards.
- Have an employee representative accompany the employers (or employer representative) and the DOSH representative on an inspection.
- Receive notice of any variance application and become a party in hearing proceedings.
- Contest abatement requirements.
- Participate as a party in appeal hearings.
- Have access to records of medical surveillance, if required.
- Petition for changes in standards, and participate in development, amendment, or revocation of standards.
- Access to his/her employer’s log of occupational injuries and illnesses; this right also given to employee representatives, and former employees and their representatives.

Employees have protection from discharge or discrimination for exercising these rights under the law.

Attachment "G"

Excerpts from Child Labor Laws

Prohibited Employment

STATE	FEDERAL
Under 18 Years of Age	Under 18 Years of Age
Motor vehicle operations.	No restrictions.
Power driven manufacturing or Hoisting operations.	

Under 16 Years of Age*	Under 16 Years of Age*
Mendicant or wandering business	Loading & unloading of goods.
Performance in any drama, play, radio or television production without written consent of the Labor Commissioner.	Operating, cleaning, or setting up food slicers or grinders.

*Exemptions for apprenticeship and work experience programs.

Working Hours For Minors

STATE	FEDERAL
Under 18 Years of Age*	Under 18 Years of Age
Shall not work after 10:00 p.m. or before 5:00 a.m. or any day preceding a school day.**	No restrictions.
Shall not work after 12:30 p.m. on any day preceding a non-school day.	
Shall not work more than 4 hours in one day on a school day. However, a minor 16 years of age may work 8 hours on a day immediately prior to a non-school day.	
Shall not work more than 8 hours in one day or more than 48 hours in one week.***	

*Exemptions for minors who have completed high school or have a certificate of proficiency.

** Exemptions for minors over 16 years of age enrolled in work experience.

*** Exemptions for minors over 16 years of age employed in agriculture, horticulture, viticulture or domestic labor.

Under 16 Years of Age	Under 16 Years of Age
Shall not work more than 6 hours on a school day or 20 hours in a school week in agriculture, Horticulture, viticulture or domestic labor.	Shall not work before 7:00 a.m. or after 7:00 p.m. except from June 1 through Labor Day May work until 9:00 p.m.
Shall not be employed during school hours.*	
Shall not work more than 3 hours on a school day or more than 18 hours in one school week.	
Shall not work more than 8 hours in one day or more than 40 hours in one week when school is not in session.	
*Exemption for minors in work experience program.	

Attachment "H"

WAIVER FORM

Participant's Name:

To ensure that each San Bernardino County Youth participant can legally be provided with a variety of services while engaged on the program, the following authorizations must be included in each participant's file.

I, the undersigned parent/guardian or myself give permission for my son/daughter/ward or myself:

FIELD TRIPS/WORKSHOPS

to attend planned workshops or field trips that are part of the Youth Program's activities.
Be transported by bus or private vehicle for program related activities.

PUBLICITY

to have his/her/my photograph used for presentation of the San Bernardino County Workforce Development Programs to the press, State of California, Department of Labor, and the general public.

OFFENDER STATUS

to contact probation authorities to verify juvenile or adult arrests or convictions.

Name of Probation Officer: _____ Phone No. _____

MEDICAL TREATMENT

to receive medical treatment for any injuries which occur under the Workmen's Compensation Act or for other medical emergencies or for medical examinations/TB Test necessary for program participation. The treatment or examination will be made by a physician designated by the County of San Bernardino and or its representative or at the County Emergency Treatment Center.

The persons listed below should be notified in the event of any injury or illness of the participant, which requires immediate medical attention.

Name Address Phone

Doctor Address Phone

RELEASE OF PUBLIC RECORDS

- In addition, for the purpose of determining proper San Bernardino County Youth Program Services, I hereby authorize the release of school, welfare, social service, Social Security, probation, parole, court, E.D.D., Selective Service, Immigration, Naturalization Service records to representatives of the Youth Program. In addition, I am authorizing the Youth Program to release this information to partners of the One -Stop system.

Signature of Parent or Guardian Date

Signature of Applicant (if 18 or over) Date