

**SUMMER YOUTH EMPLOYMENT AGREEMENT
NO. 2013-2016-SYEP-CSC-2330**

This is an AGREEMENT, entered into this ____ day of _____, 2014 between CareerSource Broward (hereinafter referred to as CSBD), formerly known as WorkForce One Employment Solutions (WF1), the administrative entity for the Broward Workforce Development Board, Inc. and the consortium of the Cities of Fort Lauderdale and Hollywood, and Broward County, existing under and by virtue of the laws of the State of Florida as a Council of Governments, having its principal offices at 6301 N.W. 5th Way, Suite 3000, Fort Lauderdale, FL 33309 AND The School Board of Broward County, Florida hereinafter referred to as Contractor, existing under and by virtue of the laws of the State of Florida as a public body of politic (type of organization) having its principal office at 600 SE 3rd Ave., Ft. Lauderdale, FL 33301 c/o CTACE 1701 NW 23rd Ave., Ft. Lauderdale, FL 33311 to begin on the date this Agreement is signed by all the parties and to terminate on September 30, 2016.

IN CONSIDERATION of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, CSBD and Contractor agree as follows:

1. The purpose of this Agreement is to provide for a summer work experience for youth meeting eligibility criteria established by the Children's Services Council (CSC) the grantor organization whose funds make this program possible.
2. Definitions
 - A. "CareerSource Broward" referred to as CSBD in this Agreement.
 - B. "Contractor" shall mean the participating governmental entity, or non-profit agency.
 - C. "Job Order" shall mean the CSBD form used to describe the available work experience opportunities and worksites for participants and which is incorporated into and made a part of the Agreement. Job orders are placed online via the CSBD website. Job Orders may also be referred to as Training Plans.
 - D. "Participant" shall mean an eligible youth certified by CSBD.
 - E. "Worksite" shall mean the physical location to which the youth has been assigned.
 - F. "Worksite Supervisor" shall mean the personnel designated by Contractor to provide continuous on-site supervision and direction to participants at

- F. "Worksite Supervisor" shall mean the personnel designated by Contractor to provide continuous on-site supervision and direction to participants at Contractor's worksite(s). The worksite supervisor is responsible for verifying and signing participants' time sheets.

3. Summer Work Experience Dates

- A. Each summer, CSBD shall notify Contractor regarding:
 - a. The date the summer program will begin.
 - b. The date the summer program will end.
 - c. The dates CSBD will provide worksite supervisor training.

4. Contractor Responsibilities

- A. Contractor agrees to act as a host worksite and provide a summer work experience to youth aged 16 – 18, referred by CSBD.
 - a. Referral to Contractor shall be based upon the following factors:
 - i. The duties described in the job order(s) submitted by Contractor.
 - ii. The youth's career interests.
 - iii. The geographic location of the worksite and the youth's ability to get to the job.
 - b. Contractor shall assure that worksites are sanitary and safe.
- B. Contractor shall complete a "Job Order" form each summer for each work experience slot.
 - a. Job Order form(s) must be submitted to CSBD electronically following transmittal of the link to Contractor by CSBD.
 - b. Job Order form(s) should state the number of youth requested for each type of position and the location of the worksites.
 - c. Job Order form(s) should list the duties and responsibilities of the job to be performed by the youth.
- C. Contractor shall only assign youth to job sites located within Contractor's organization.

- D. Contractor shall not make material changes to youth's job duties, worksite supervisor, or location without notification and written agreement from CSBD in advance of the change.
- E. Contractor agrees to supervise youth assigned to their organization.
 - a. Contractor shall send worksite supervisor(s) to CSBD training scheduled prior to the start of the summer program each year that this contract is in effect.
 - b. CSBD will provide a Worksite Supervisor's Handbook at the training which shall be used by the worksite supervisors in managing the youth during their work experience.
 - c. Contractor shall provide worksite supervisor(s) with a copy of the Job Order to assure the worksite supervisor is knowledgeable regarding the duties to be assigned to the youth.
 - d. In the event of a change in supervisor, Contractor agrees to provide the new supervisor with the above information.
- F. Contractor agrees to comply with applicable federal and state Child Labor Laws rules and regulations.
- G. Contractor shall assure that the time worked by the youth is recorded on time sheets in segments of fifteen (15) minutes. The time sheets shall be signed by the youth and the worksite supervisor and submitted to CSBD in accordance with a procedure to be established by CSBD for the collection of the time sheets.
- H. Contractor shall assure youth do not work in excess of thirty (30) hours a week.
 - a. Contractor may not assign or request youth to work overtime.
 - b. Youth shall not be paid for sick, vacation, or holiday time during their participation in the summer program. Contractor shall assure that time sheets properly reflect absences attributed to sick, vacation or holiday time.
 - c. Contractor shall not change or reschedule participant's work hours without written approval from CSBD in advance of the change.
 - d. Contractor shall immediately inform the CSBD Summer Program Manager or the CSBD Summer Program Monitor assigned to

Contractor's worksite should an accident or injury occur at the worksite involving a participant in the program.

- e. Contractor shall notify the CSBD Summer Program Manager or the CSBD Summer Program Monitor assigned to Contractor's worksite of any problem concerning youth's performance at a worksite.
- f. Contractor agrees to be responsible for payment of all straight time and overtime wages in the event the Contractor assigns the youth to work hours in excess of thirty (30) hours a week.
- g. Participants may not "make up" time when they take leave, sick, vacation or holiday time.
- I. Contractor shall allow representatives of CSBD and the CSC to visit worksites for the purpose of monitoring the program, case management, and collection of time sheets.
- J. Contractor shall maintain the records and files, including, but not limited to time sheets, attendance records, supervisor and worksite assignments for a minimum of three (3) years and shall make them available to CSBD upon request.

5. CSBD Responsibilities

- A. CSBD shall assign monitors to each worksite who shall case manage the youth, serve as job coaches, and address issues identified by worksite supervisor(s). They shall collect time sheets, and distribute participant paychecks as may be required for youth who have not received bank pay cards.
- B. CSBD shall serve as the employer of record.
 - a. CSBD shall pay the youths' wages and provide Worker's Compensation for all youth assigned to Contractor.
 - b. CSBD will inform youth that they will not be paid for leave, sick, vacation, or holiday time.

6. Prior Negotiations

This Agreement incorporates and includes all prior negotiations correspondence, conversations agreements, and understandings applicable to the matter contained herein, and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement.

7. Indemnification

- A. If Contractor is an agency as defined in Chapter 768.28, Florida Statutes, Contractor agrees to be fully responsible to the limits set forth in S.768.28, Florida Statutes, for acts of negligence of its agents or employees when acting within the scope of their employment or agency, and agrees to be liable to the limits set forth in S.768.28, Florida Statutes for any damages caused by said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by the state of Florida to be sued by third parties in any matter arising out of any contract.
- B. Contractors who are not state or federal agencies or units of general local purpose governments, shall hold and save CSBD, its officers, contractors, and employees harmless from liability of any nature or kind, including costs and expenses, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, contractor, or representative of the contractor. Contractor shall include CSBD as an additional insured under its comprehensive liability insurance in order to indemnify CSBD.
- C. Contractor agrees to cover participants under the Contractor's general or public liability insurance policy, or if the Contractor is self-insured to indemnify CSBD against third party claims involving participants under this Agreement. General liability insurance on a negligence basis including injuries and accidental death to any person shall be in an amount not less than three hundred thousand dollars (\$300,000.00) per occurrence and subject to the same limit for more than one person in an amount not less than one hundred thousand dollars (\$100,000.00) on account of one accident. Contractors not self-insured shall provide CSBD with a Certificate of Insurance listing CSBD as an additional insured. CSBD must be listed as, "CareerSource Broward" 6301 NW 5th Way, Suite 3000, Fort Lauderdale, FL 33309 in the Certificate Holder Box.
- D. Contractor shall maintain non-owner vehicle insurance coverage and shall name CSBD as an additional insured. CSBD must be listed as, "CareerSource Broward" 6301 NW 5th Way, Suite 3000, Fort Lauderdale, FL 33309 in the Certificate Holder Box.

8. Legal Requirements

- A. Compliance with Laws, Non Discrimination Laws, Equal Employment Opportunity, and Americans with Disabilities Act

Contractor shall comply with the prohibitions against discrimination including but not limited to the prohibitions stated in the following , the Age Discrimination Act of 1975, section 504 of the Rehabilitation Act, title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964 with respect to the performance of their obligations under this Agreement, and shall comply with the physical and programmatic accessibility and reasonable accommodations requirements of section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 as amended. Contractor shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16½), national origin, marital status, political affiliation, or physical or mental disability.

B. Public Entity Crimes Policy

- a. Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to CSBD, may not submit a bid on a contract with CSBD for the construction or repair of a public building or public work, may not submit bids on leases of real property to CSBD, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with CSBD, and may not transact any business with CSBD in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of any monies paid by CSBD pursuant to this Agreement, and may result in debarment from CSBD's competitive procurement activities.
- b. In addition to the foregoing, Contractor further represents that there has been no determination, based on an audit, that it has committed an act defined by Section 287.133, Florida Statutes, as a public entity crime and that it has not been formally charged with committing an act defined as a public entity crime regardless of the amount of money involved or whether Contractor has been placed on the convicted vendor list.

C. Applicability of Governing Law

- a. This Agreement shall be interpreted, governed and construed in accordance with the laws of the State of Florida. All parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. BY ENTERING INTO THIS AGREEMENT, CSBD AND CONTRACTOR HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

9. Independent Contractor

Contractor understands and agrees that it is an independent contractor and no provision of this Agreement shall be construed as creating an agency or employment relationship between CSBD and Contractor or Contractor's Employees.

10. Notice

Notice to CSBD shall be given by delivery in person, by a nationally recognized next day courier service, or by first class, registered or certified mail, postage prepaid, Attention: Legal Department, 6301 N.W. 5th Way, Suite 3000, Fort Lauderdale, FL 33309. Notices to the Contractor shall be given by delivery in person, by a nationally recognized next day courier service, or by first class, registered or certified mail, postage prepaid at its office located at the address identified in paragraph one, page one, of this Agreement.

11. Termination

- A. This Agreement may be terminated by either party for convenience upon fifteen (15) days prior written notice to the other party.
- B. CSBD may transfer or terminate participants at any time and shall make best efforts to provide notice to the Contractor.
- C. CSBD may terminate this Agreement upon twenty-four (24) hours written notice to the Contractor in the event that CSBD is de-obligated or that the grant under which this program is funded is terminated.

- D. CSBD may terminate this Agreement at any time that CSBD President/CEO determines that Contractor has failed to comply with any of the provisions contained in this Agreement; or Contractor has failed to take corrective action after receiving oral or written requests to do so within a reasonable time, or if the health or safety of the youth assigned to Contractor may be at risk.

12. Attachments

- A. The following documents are hereby referenced and incorporated into and made a part of this Agreement.
 - a. **Exhibit A** – Sample Job Order/Training Plan.
 - b. **Exhibit B** – Summer Youth Employment Program Participant Manual.
 - c. **Exhibit C** - Child Labor Laws (29 USC 203): Employment of Minors Between Fourteen (14) and Sixteen (16) Years of Age (Subpart C), Occupations Particularly Hazardous for the Employment of Minors Between Sixteen (16) and Eighteen (18) Years of Age or Detrimental to Their Health or Well-being (subpart E).
- B. **Exhibit C** is public law and is not attached to this Agreement. **Exhibits A and B** are attached to this Agreement. **Exhibit A** is a sample and must be completed by Contractor.

13. Amendment

Either party may amend this Agreement upon the agreement of the other party. No such change shall be effective until reduced to writing and executed by the parties with the same degree of formality as was the original agreement.

14. Execution

- A. Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full and legal authority.
- B. This Agreement must be executed in three (3) copies, each of which shall be deemed to be an original.

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature:

The School Board of Broward County, Florida through its _____
(Board, Commission, Executive, as applicable) signing by and through
_____ (Title of Signatory) following _____ (Board,
Commission, Executive) action on the ____ day of _____, 2014, and
CareerSource Broward signing by and through its President/CEO, following
Board Action on the 12th day of December, 2013.

AS TO THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA:

WITNESSED BY:

_____ L.S.

_____ L.S.

BY: _____
(Signature)
Print Name

TITLE: _____
DATE: _____

AS TO CAREERSOURCE BROWARD:

WITNESSED BY:

WITNESSED BY:

[Signature] L.S.

[Signature] L.S.

BY: Mason Jackson
(Signature)
Print Name: Mason C. Jackson
TITLE: President/CEO
DATE: 1/27/14

Approved as to form by
Joni Armstrong Coffey
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301

BY: Rochelle J. Daniels
Assistant County Attorney

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(Corporate Seal)

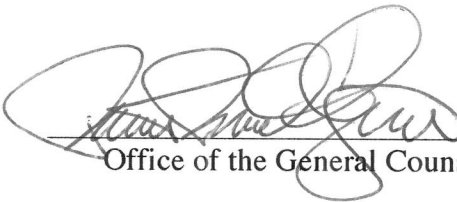
THE SCHOOL BOARD OF
BROWARD COUNTY, FLORIDA

ATTEST:

By _____
Patricia Good, Chair

Robert W. Runcie,
Superintendent of Schools

Approved as to Form and Legal Content:

 01/30/14

Office of the General Counsel

EXHIBIT A

SAMPLE JOB ORDER FORM

WELCOME TO THE SUMMER YOUTH EMPLOYMENT PROGRAM

These are the requirements for employers volunteering to serve as host worksites for youth enrolled in the Summer Youth Employment Program:

1. All employer organizations must enter into a worksite agreement with CareerSource Broward (CSBD).
2. Employers who have contracted to serve as a host worksite for the Children's Services Council of Broward County (CSC) funded summer program in the past will automatically receive a new agreement when their old agreement expires.
3. Employers who have not previously served as a host worksite for the CSC summer program may request to be included by contacting the Summer Program Manager at (954) 202-3830 or e-mailing lking@csbd.org. CSBD will forward a contract package to entities meeting the requirements for serving as a host worksite.
 - a. Examples of some of the requirements to be a host worksite include but are not limited to:
 - i. Evidence of incorporation for new not-for-profit organizations.
 - ii. Safe and sanitary working conditions for the youth.
 - iii. Transmittal of a copy of the host worksite organization's Certificate of Insurance which can be faxed to (954) 202-3619.
 - b. Examples of some of the requirements for work assignments include but are not limited to:
 - i. Precluding youth from lifting in excess of 25 pounds.
 - ii. Precluding youth from operating heavy machinery.
 - iii. Precluding youth from working with dangerous tools such as knives and axes.
4. A link to the completion of the job order form will be provided to host worksite employers once they have executed and returned the contract package to CSBD.

Explanation of Job Order Sections
The Job Order Immediately Follows

PLEASE READ PRIOR TO ENTERING THE REQUESTED INFORMATION
INTO THE JOB ORDER FORM

1. SECTION ONE titled: "Employer/Organization Information."

This section should be completed ONLY ONCE per Employer/Organization.

If you or anyone in your organization has already completed this section, please log in as a Returning Employer at the top of the JOB ORDER PAGE.

2. SECTION TWO titled: "Worksite Information."

Employers/organizations who wish to place youth at multiple/different locations/worksites must complete the "Worksite Information" section, for each location/worksite.

- Example: The Broward County Library

Each location/worksite requires that an additional "Worksite Information" section be completed. The employer would complete the "Worksite Information" section for each location/worksite. That is, there would be a separate form for each of the Main Library, North Lauderdale Library, Carver Ranches Branch, and so forth.

3. SECTION THREE titled: "Job Positions at this Worksite."

Employers must enter the "job position" which includes a job description for each location/worksite entered. Employers will be able to indicate if there are multiple "job positions" with the same job description for each worksite.

The system will prompt employers who wish to enter additional job positions for the same or different worksites.

4. After completion of any of the Job Order sections the system will generate an Employer Identification (ID) number prior to logging out of the system. Please record that number as the number must be entered each time the employer/organization logs into the system:

- a. To log into the system or to log back in to the system, please have (1) the employer/organization's Federal Employer Identification Number (FEIN) and (2) the Employer ID assigned to the organization available. You will

need this ID number in order to log in to add worksites or job positions at a later date.

- b. The FEIN can be provided by the department or entity responsible for payroll in your organization.
- c. To return to the Job Order or to enter additional locations and positions return to SECTION ONE, click "Log In" at the top of the page, enter the FEIN and the CSBD Employer ID provided to the employer/organization when SECTION ONE was completed and you will be able to add more worksites, and/or positions by returning to SECTION TWO and/or SECTION THREE to complete your JOB ORDER.

5. HELPFUL HINTS

- a. Use your Employer ID and FEIN to log in again if you need to add more worksites or job positions at a later date.
- b. To make changes/corrections to information previously submitted in a JOB ORDER, you will need to contact CareerSource Broward at (954) 202-3830 and ask for the summer program staff for assistance.
- c. Only **complete SECTION ONE** "Employer/Organization Information" one time regardless of the number of positions and worksites you are requesting.
- d. You can request as many youth for a job position as you like, but complete the job position information section only once for each type of job. There is a box on the form to enter the *number* of youth you are requesting for that job position.

☐ I have read and understand all of the above requirements.

JOB ORDER REQUEST

SECTION ONE EMPLOYER/ORGANIZATION INFORMATION

Please complete the information below to request youth to be assigned to your organization during the Summer Youth Employment Program.

PLEASE COMPLETE SECTION ONE TITLED EMPLOYER/ORGANIZATION INFORMATION **ONLY ONCE**

REGARDLESS OF THE NUMBER OF JOB POSITIONS, NUMBER OF YOUTH
AND LOCATIONS OF WORKSITES YOU ARE REQUESTING.

You will be able to request and enter multiple worksites and job positions in sections two and three respectively.

Employer/Organization Name:		
Type of Organization:		
Federal Tax ID #:xx-xxxxxx Example: 12-3456789 (The dash is required)		
Contact Person - (for the Contract):		
Address:		
City:	State: FL	Zip:
Telephone:		
Cell Phone:	FAX:	Email Address:
Contact Person - (for the Program): Same as above _____		
Address:		
City:	State: FL	Zip:
Telephone:		
Cell Phone:	FAX:	Email Address:

Does your Organization have an executed agreement with CareerSource Broward to serve as a host worksite for the CSC summer program?

Yes ☐ No ☐ Not sure ☐

If you have responded "yes," continue to section two. The system will generate an automatic Employer Identification (ID) number. You will need to use that ID

number to log on later to add worksites or positions to your Job Order or to reference your Job Order record if calling for technical support.

If you have responded “no,” please refer to the instructions for section one paragraphs 3 and 4.

SECTION TWO WORKSITE INFORMATION

Please enter the worksite information which indicates the location to which the youth will be assigned for their work experience.

The ratio for supervisor to youth is 1:5

Worksite Name:

☐ Same as Company Address

☐ Same as Company Contact Person

Worksite Address:

Direct Supervisor of Youth Name:

City:

Title:

State: FL

Telephone:

Zip:

Fax:

Cell Phone:

Email Address:

How many of your company employees does this Supervisor currently supervise?

Is public transportation available to this worksite? ☐ yes ☐ no

This is your CSBD Employer ID: _____

You must use the Employer ID and your FEIN to log in again to add worksites or positions. "Continue" to Section Three, Job Positions at this Worksite.

Once you have completed Section Three, you may enter additional worksites, if necessary. You may also "Quit" now and log in later to complete Section Two and Section Three.

SECTION THREE
JOB POSITIONS AT THIS WORKSITE:

Please complete this section only once if all positions have the same job title and working hours.

Job Title:
Number of Slots Available at:
Work Schedule (30 hours/week):
Please note: Schedules include a 30 minute unpaid lunch break Youth are not allowed to work weekends Youth are not allowed to make up time missed during the program.
Dress Code: None or Casual Dress
Indoor/Outdoor:
Are Criminal Background Checks Required for Your Employees?
Description of Job Duties:
Brief Description of primary job duty, 250 characters max.

This is your CSBD Employer ID: _____

You can use it and your FEIN to log in again to add worksites or positions.

The job order link will be open until April 4th, 2014.

To add another **worksite** or a different physical address, click the "**Add Another Worksite**" button. To add another **type of job** (e.g.- "**Clerical**") at *THIS* worksite, click the "**Add Another Job Position at THIS Worksite**" button.

**** Please record your CSBD Employer ID number.**

You will need it and your FEIN to log in later to make changes to your JOB ORDER.

Add Another Worksite (Button)

Add Another Job Position at THIS Worksite (Button)
--

If you've finished adding worksites and job positions for now, click "Finished."

Exhibit B
Summer Youth Employment
Program Participation Manual

FOCUSED. ~~ENGAGED.~~ COMMITTED.



Summer Youth Employment Program
Participant Manual 2014
Broward County



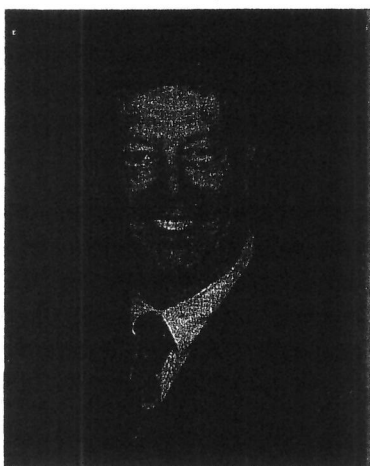
SOON TO BE...





Summer Youth Employment Program

Message from the President



I want to welcome you to the 2014 Broward County Summer Youth Employment Program. Congratulations on taking the first step towards your future. By Participating in this program, you will gain valuable knowledge and skills that will be useful to your future education and career plans.

The Employability training you will receive is provided to help with basic job skills such as: working as scheduled, dressing appropriately, managing your money, and conflict resolution. This guide was prepared for you as a reminder of what you learned during the Employability Training sessions. It contains answers to many of the question you may have while participating in this program.

Each one of you will be matched with a monitor to assist in making your summer job a success. Your monitor will visit your workplace to speak with you and your supervisor. It is extremely important that you share any issues, concerns, or achievements. Your monitor and I want to ensure that you succeed this summer.

Over 6,000 young adults have taken advantage of the Summer Youth Program through the years. Because of their hard work, many have found employment for the following school year and beyond.

On behalf of WorkForce One Employment Solutions, the Broward County Children's Services Council, and the City of Fort Lauderdale, we thank you for your participation in the program and encourage you to be the best you can be!

Sincerely,

Mason Jackson
President/CEO
WorkForce One Employment Solutions
Soon to be CareerSource Broward

Summer Youth Employment Program



Your First Day

The first day on a new job is a lot like the first day of school; you have to find the bathrooms and the cafeteria, get all your supplies, meet new people and maybe even do some work. That first day can seem overwhelming, but knowing some basic workplace rules will help you survive. Here are a few tips to make your first day a success!

Make Sure to Prepare Ahead of Time

1. Travel to your assigned jobsite, before the first day, to familiarize yourself with the route, distance, and the time it will take for you to get to your job on-time. Research Bus Routes if you plan to take the bus.
2. Have a "dress rehearsal." If in doubt about what to wear on your first day, choose an outfit and ask a friend or relative for their opinion. Remember, it is better to be overdressed than underdressed.
3. Gather all the supplies you may need for the first day. For example, a pen to fill out forms and a pad of paper to take notes.
4. Remember to set your alarm clock. Try to give yourself enough time in the morning to arrive at your job at least 10 minutes early.
5. The morning of your first day at work, remember to eat a healthy breakfast, and be confident and open-minded.

SYEP Administrative Staff

Latema King	SYEP Program Manager	(954) 202-3830, Ext. 3021
Yolanda Grant	SYEP Community Liaison	(954) 202-3830, Ext. 3023



Summer Youth Employment Program

Remember These Tips and Make a Good Impression

1. Follow good personal hygiene. Shower or bathe. Have clean hair. Brush your teeth. Use deodorant, etc.
2. Keep your hair clean, combed and neatly styled.
3. Use make-up, perfume and after-shave sparingly, as they could be a distraction.
4. Neatly trim and clean your fingernails. This applies not only to young ladies but young men too. Women with fancy and/or long nails should consider limiting the length of their nails and wear conservative colors to avoid projecting the wrong image to an employer.
5. For a job requiring uniforms the correct attire is to wear the uniform each work day.
6. For a job in an office environment where the dress code is "business casual," the correct attire is for Men should wear a shirt with a tie and nice dress pants, or even a suit. Women should wear a dress or a business suit, with skirts that are at least knee-length or longer.
7. Limit the quantity and size of your accessories. Women should wear close-toed shoes. Men should ensure shoes are shined and in good condition.
8. Wear clean and neat clothes that fit well and are in good condition. Clothes should not be tight. Male participants should avoid baggy or loose fitting pants and female participants should avoid crop, strapless, or low cut tops. Both genders should avoid backless shoes such as flip flops as those are not safe in a work environment.

Getting Started

Summer Youth Employment Program



Don't Forget to Ask These Questions at Work on Your First Day

1. **What Do I Wear?**

Ideally, ask this one before your actual first day, in enough time to go buy pieces for your uniform, or more professional clothes if necessary.

2. **Where Do I Park?**

If you have a large number of customers coming to the business, it's common to allow them access to the most ideal parking spaces. That leaves your car way out on the far edges of the parking lot. Always ask on the first day the appropriate place to park. The business may have assigned parking for their employees.

3. **Who Do I Ask If I Have a Question?**

Sometimes the person who hired you is not your supervisor. You'll encounter a lot of new situations your first day, and you need to know who to ask for help when you run into something you can't handle. Do Not Be Afraid to Ask Questions.

4. **When is Lunch?**

Besides knowing when to go to lunch, you want to know what to do before you leave. Are you expected to check with your supervisor? Do you need someone to cover your work? Do you follow a formal schedule for breaks? If under 18 years old you are not allowed to leave the worksite for lunch. You will need to bring your lunch or order lunch and stay at the workplace. Lunch is ½ hour and unpaid.

5. **What Equipment Do I Use?**

Where is the copier, and how does it work? Where is the computer paper, cash register paper or other items that you'll need to replace regularly?

6. **What Are The Internet Usage Rules?**

If you use a computer, your online use may be restricted. Even if you are allowed free access, ask about any restrictions, such as e-mail and instant messaging sites.

7. **Who Do I Call If I'm Out Sick or Running Late?**

Get a name and phone number in case you need to call before or after office hours. Add your supervisor's and WF1 monitor's contact numbers in your cell phone's speed dial for quick access. Leave message for your supervisor and monitor if you are unable to speak to them directly.



Summer Youth Employment Program

8. **How Does the Phone Work?**

Business phones can be far more complicated than the one you use at home. If your job does not focus on the telephone, a company might overlook teaching you how to use it. You don't want to accidentally hang up on a customer, or worse, your boss! Ask about the policy concerning personal calls. If you have a direct line to your work station, what is the number? Ask about the cell phone policy.

9. **What Do I Do Next?**

During training, your tasks may be broken down into components. You'll work on something for a short period of time, and then your supervisor will check up on you to find out how you're doing. When you're given a task and then left alone to do it, ask what you should do when you finish. Show Initiative. Asking this question will have an impact on your supervisor. You show confidence in your ability to do the task assigned, you show a willingness to do more and you demonstrate the foresight to look ahead.

10. **Where's the Bathroom?**

Waiting until you're hopping from foot-to-foot is not the best time to ask about the facilities. Ask early in the day – before you have to go. If your supervisor gives you a tour of the building, make sure you cover this question then.

First Day

Summer Youth Employment Program



Helpful Tips

Tips to Help You Stay on the Job

1. **Punctuality**

Be on time for work every day. Come back from all breaks on time. Your supervisor and your coworkers will appreciate your PUNCTUALITY.

2. **Regular Attendance**

Show up for work regularly. If you are too sick to come to work, call before your shift starts so arrangements for a replacement can be made. If you are going to be out sick, whenever possible, ask to speak directly to your supervisor rather than having a coworker relay a message to your supervisor. Do not rely on or have someone else call in for you.

3. **Follow Instructions**

If you are assigned a task and given a procedure to follow, then follow it. Even if you have done this type of work before and it was done differently, it is important to do things the way your current employer wants. If you have questions about the procedure, ASK. Showing initiative is always encouraged. If you want to make suggestions, do so in a non-challenging way and wait for the appropriate time.

4. **Complete Tasks on Time**

Be sure to manage your time well when you are assigned to do a particular job or when it is to be completed within a certain number of hours or days. Complete all assigned tasks. As soon as you realize there may be a delay in completion or a problem arises, let your supervisor know. Avoid incomplete tasks and avoid making excuses as to why a task was not completed.

5. **Know What is Expected**

Be sure you understand exactly what is expected of you on the job. If you are unclear or uncertain about any of your duties, politely ask your supervisor to explain them again. If necessary, take notes so you can refer back to them.

6. **Accept Criticism**

If you have not done a job correctly or have not completed a task on-time and your supervisor reprimands you or brings it to your attention, accept the comments and criticism politely. No one enjoys being criticized but it is very important not to get defensive. You might even consider saying something like, "Thank you for bringing it to my attention. I will try to do better next time."

7. **Be Respectful and Cooperative**

Always use proper language and call your supervisors by their last names (Ms. King or Mr. Williams) unless they tell you directly to call them by their first names (Ms. Susan or Mr. Frank). Also respect your co-workers.



Summer Youth Employment Program

8. **Keep Confidences**

If you are given confidential information by a coworker or supervisor or as part of your job, it is important to keep that confidentiality. You want to be thought of as trustworthy, so behave as such.

9. **Ask For More Responsibility**

When you feel ready to handle it, ask for more responsibility. When you complete an assigned task, ask your supervisor if there is anything else you can do to help.

10. **Honesty and Integrity**

If you make a mistake, admit it. Apologize, and if you can, correct the mistake on your own. If you can't, ask your supervisor or a coworker to help you correct it. We all make mistakes so don't put yourself down if it happens. Just admit the mistake, correct it and learn from the experience to not repeat it. Integrity in the workplace is very important. Be known as one who is honest and trustworthy.

11. **Be Safe**

At every jobsite safety is a priority. If you see something that could be a work hazard or that is dangerous, speak out. TELL YOUR SUPERVISOR and/or MONITOR! If it is something you can safely correct yourself, do so then tell your supervisor.

12. **Use of electronics, social media, etc.**

There should be no use of iPods, iPhones, iTouch, iPads or mp3 players. No cell phones use unless you are on your break, no texting and no web surfing on any social media and emails. Headphones and/or ear buds are not to be used during work hours.

Helpful Tips

Summer Youth Employment Program



Performance Evaluation

You will be evaluated by your supervisor once during the eight-week period. The purpose of the performance evaluations is to allow your supervisor to give you constructive feedback on your performance. This is also a time for you to share your experiences at the worksite with your supervisor and monitor.

You will be evaluated at the end of five (5) weeks in the program to see how well you have learned and applied the employability skills you learned in the 3 day orientation before you started work. Your worksite monitor will be reviewing the employability skills with you during the program to prepare you for the evaluation.

Surveys

During the 6th week of the program you will receive a survey. The survey will be for you to evaluate your worksite and supervisor as well as to evaluate the program and monitor. The survey gives us valuable information to help improve the program each year.



Summer Youth Employment Program

Rules for Workforce One Employment Solutions/SYEP Participants & Disciplinary Contract

As you begin your employment with the SYEP, you are expected to follow all of the rules and regulations set forth by the SYEP and by the worksite to which you are assigned. You are expected to follow instructions and directions given by the Worksite Supervisor and failure to do so can result in termination from the program.

SYEP Disciplinary Contract

Participants are expected to follow ALL rules and regulations set forth by the SYEP and instructions and directions given by the site supervisor at the site to which you are assigned. Failure to do so can result in termination from the program.

Rules Prohibit the Following

1. Falsification of records, including official documents such as timesheets
2. Use or possession of alcoholic beverages or illegal drugs during working hours or appearing at the workplace under the influence
3. Refusal to carry out directives of Worksite Supervisors, Worksite Monitors or any other official of the worksite or SYEP
4. Disclosure of confidential information about other participants, SYEP Work Providers or WorkForce One staff, such as financial status, contractor/employer trade secrets
5. Theft or abuse of worksite property or the property of SYEP Worksite Monitors
6. Limited absences
7. Excessive absences, 3 consecutive and unexcused absences are detrimental to continued employment

The following actions will result in immediate dismissal: threats of violence and verbal or physical abuse to any participant, employee, worksite provider, or WorkForce One Employment Solutions/SYEP staff member and weapon possession at a worksite.

SYEP Rules

Summer Youth Employment Program



Counseling

Whenever a SYEP participant is found to be in violation of any of the performance standards or rules, the following procedure could be used depending on the infraction:

1. Corrective Counseling

Whenever the actions of a participant are deemed to be not life-threatening to himself/herself, to other participants, the Worksite Supervisor will attempt to counsel the participant about proper behavior and attitudes.

This corrective counseling will be carried out in such a way that the participant is able to learn from the "mistake", and be given an opportunity to correct the behavior or attitudes. When counseling is not successful, then the Worksite Monitor will be contacted immediately for intervention.

A record of the results of this counseling will be made part of the participant's file, along with documentation of the behavior or attitude, which necessitated the counseling.

When the counseling has been positive, no further action need be taken. If the behavior or attitude does not change as a result of the counseling, then either additional counseling may be attempted, or a more formal action to limit the participation of the individual may be pursued.

The following procedure could be used depending on severity of offence:

• 1st Occurrence

Supervisor issues verbal warning to the participant in an informal conference, record the information, sign and date it, and have the participant sign it.

• 2nd Occurrence

Supervisor notifies the assigned Worksite Monitor of the infraction and the previous occurrence. The Worksite Supervisor will then meet with the Worksite Monitor and the participant to discuss the problem. The Worksite Monitor will suggest corrective action and complete a Settlement Agreement that should be placed in the participant's folder. A case note is also placed in the participants' file.

• 3rd Occurrence

If the Worksite Monitor decides that disciplinary action is in order, he/she should arrange a meeting with the Worksite Supervisor within three (3) working days of the incident. The Worksite Supervisor will complete a case report of the matter and include recommended corrective action.

2. Actions that Limit the Participation of Individuals

Depending on the circumstance SYEP staff will take immediate action to limit the participation of an individual in the SYEP. The decision on what type of action is appropriate will be made on an individual basis, based on the immediate situation.



Summer Youth Employment Program

Appeal Procedure

Participants in the SYEP have the right to file a written appeal of any disciplinary action. The participant must appeal in writing within five (5) working days of receiving written or oral notification of the action. Any written appeal must be received at 6301 NW 5th Way, Suite 1200, Fort Lauderdale, FL 33309 (Attention: SYEP Manager).

If requested in writing by the participant, there will be an informal or formal hearing on the appeal within seven (7) working days from the date of the appeal. When such formal or informal appeal is requested, the Executive Vice President of WorkForce One Employment Solutions will review the records of the case and issue a final decision within seven (7) working days of the appeal. The Executive Vice President may increase, decrease or void any previously made decision based on the evidence of the case, newly submitted evidence or personal testimony. A copy of the appeal and the decision about that appeal shall be made part of the participant's SYEP file.

Appeal



Summer Youth Employment Program

2014 SYEP Pay Schedule

Program Duration: June 09 - August 5, 2014

Work Period Dates		Pick up, Complete and Deliver Time Sheets to Program Manager by 3 PM	Pay Dates
6/9, 6/10, 6/11 Orientation		6/12/2014	6/27/2014
6/16/2014	6/29/2014	6/30/2014	7/11/2014
6/30/2014	7/13/2014	7/14/2014	7/25/2014
7/14/2014	7/27/2014	7/28/2014	8/8/2014
7/28/2014	8/5/2014	8/6/2014	8/22/2014

Pay Schedule

Summer Youth Employment Program



2014 SUMMER YOUTH EMPLOYMENT PROGRAM WORK EXPERIENCE TIMESHEET



Date :	Pay Period Ending :
Participant's Name :	
(LAST)	(FIRST) (MI)
Social Security Number : XXX - XX -	Participant's Phone No :
Location :	Monitor's Name :

Day	Date	Time In	Time Out	Time In	Time Out	Participant's Signature	Total Hours
Example	6/9/2014	9:00 AM	12:00 PM	12:30 PM	3:30 PM	<i>Rose Green</i>	6.00
Week 1							6.00
Mon	10/27/2014	9:00 AM	12:00 PM	12:30 PM	3:30 PM		
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Total Hours (Week 1)							6.00
Week 2							6.00
Mon	11/3/2014	9:00AM	12:00PM	12:30PM	3:30AM		
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Total Hours (Week 2)							6.00
Total Hours (Week 1 + Week 2)							12.00

Participant's Signature	Date
Worksite Supervisor Signature	Date
Worksite Monitor Signature	Date
Comments:	

Sample



Summer Youth Employment Program

Important information

On the first day of work please make sure you have the following items available.

1. Worksite assignment form

Must give this to your supervisor on first day

This form will have your worksite name and address as well as your monitor & supervisor name and number.

2. Background screening results and physical

Only for jobs that require it

Supervisor will not allow you to work if not presented on first day.

3. Monitor name & number

Monitor Name: _____

Monitor Number: _____

4. Worksite Supervisor name & number

Monitor Name: _____

Monitor Number: _____

5. Workforce One Employment Solutions (WF1) number:
(954) 202-3830 Summer Youth Department

Important

Please only contact WF1 when you are unable to reach your monitor or have not seen your monitor for a couple of days. Your monitor should be the first person to talk to for any questions or problems after talking with your worksite supervisor.

Important Info

Summer Youth Employment Program



SYEP Worksite Assignment Form

Date _____

Name _____
Address _____
City _____

Dear Name: _____

Congratulations! Your Summer Employment will begin on June 16, 2014. Below you will find your worksite information.

This summer you will be working with:

Employer	_____		
Worksite	_____		
Worksite address	_____		Work Hours
_____		_____	
Job Description	_____		
Funded By	Position	Dress code	
_____	_____	_____	

Your worksite supervisor will be:

Supervisor Name	Phone Number
_____	_____

Your SYEP worksite monitor is:

Monitor Name	Phone Number
_____	_____

You are required to bring this letter on your first day of work to ensure you are at the right Worksite. Have a great summer!!!

Sincerely,

Latema King
SYEP Program Manager

Revised 11/2013

sample



Summer Youth Employment Program

Notes



SOON TO BE...

