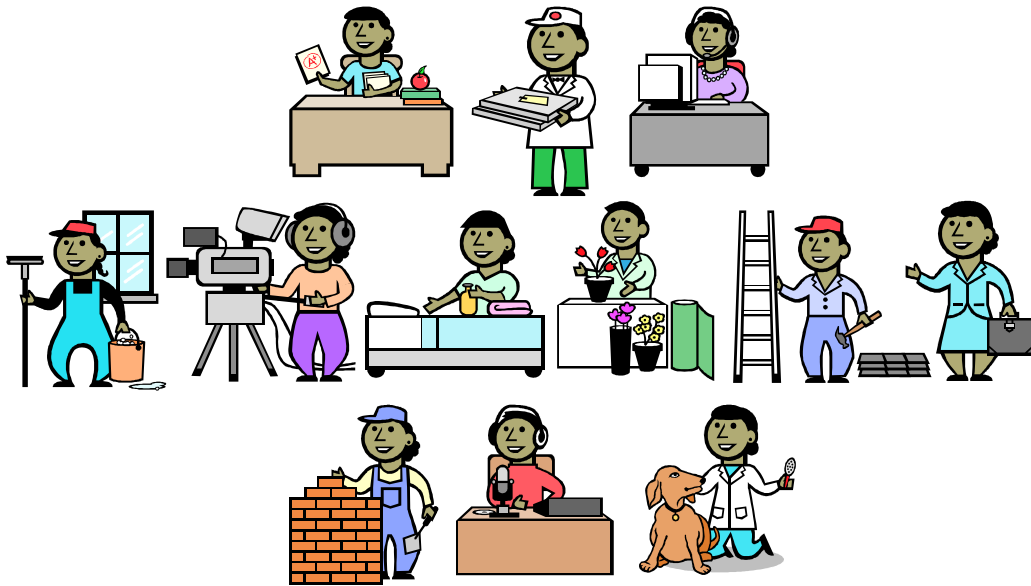


Summer Youth Employment and Training Program

Participant Handbook



Date: _____

Dear _____:

Congratulations and welcome to the Workforce Development Board of South Central Wisconsin's (WDBSCW) Summer Youth Employment and Training Program! Over the course of the next several weeks, you will have the opportunity to develop and refine your own individualized career plan, gain meaningful job related skills, and implement good decision making skills while earning money.

In order to make your work experience a success, there are certain things you need to know. This handbook is designed to give you information that will make your work experience successful. Read it carefully, complete the information below, and keep it where you will be able to refer to it when necessary.

Your assigned worksite _____

Your work site address is _____

Your job title is _____

The name of your site supervisor is _____

Your site supervisor's phone number is _____

Your hourly wage is \$_____per hour.

Your work schedule is _____

If you have any questions about the information in this handbook, talk with your site supervisor or WDBSCW Youth Services Case Manager. Your youth Case Manager is:

Name _____

Phone number _____

Congratulations again, and welcome to the WDBSCW's Summer Youth Employment and Training Program.

YOUTH WORKER RESPONSIBILITIES

As a participant of the WDBSCW's Summer Youth Program, you are responsible to know and understand the following:

- Know the worksite rules and rules on tardiness and absences.
- Know your assigned work schedule and report to work on time.
- Record daily hours worked on your timesheet (**keep a record for yourself in order to clarify any discrepancies later**)
- **Always review and sign your timesheet yourself. Never sign a blank timesheet.**
- Know the name and telephone number of your site supervisor.
- Notify your site supervisor whenever you will be absent or late.
- Dress appropriately for the job.
- Know and follow safety rules and regulations.
- Do not engage in any inappropriate behavior with your peers, children at the work sites, any one working for or being serviced by your work site, or your site supervisor.
- Report any behavior that you deem as inappropriate as it relates to your working environment to your Case Manager in the WDBSCW's Summer Youth Program.
- Follow scheduled breaks and lunch hours.
- Know your rights, benefits and the enclosed grievance procedure.
- Attend all work activities, including meetings and information sessions.
- Read your job description and training plan and refer to it when necessary.
- You are not entitled to unemployment compensation.

I. WORK PERMITS

All youth under the age of 18 years old that are registered with the WDBSCW's Summer Youth Program must be issued a work permit prior to participating in the summer youth work experience.

II. CONDITIONS OF EMPLOYMENT

A. Pay Rate

Pay rate will vary according to the skill level of the position, but will never be less than \$6.55 per hour until July 23, 2009 and \$7.25 per hour starting July 24, 2009.

B. Working Hours

Hours will be determined by the worksite and according to all child labor laws. You should never work more than your scheduled hours. **Overtime pay will not be honored by the WDBSCW's contracted fiscal department, and therefore should not be allowed by the worksite.**

C. Break

If you work more than 4 hours in one day, you are entitled to a 15-minute break. If you work more than 6 hours in one day, you are entitled to a 30-minute lunch break. Talk with your site supervisor to find out specific lunch rules that apply to your worksite.

D. Attendance

Due to the temporary nature of the program, you will only be allowed **two absences** per month during the length of your employment. The third day of absence will result in termination. If you are off work due to an illness beyond two workdays, you will need to submit a doctor's excuse to your site supervisor upon your return. Students who plan vacations during their employment should talk with their supervisor and WDBSCW's Case Manager **in advance**.

D. Tardiness

You will be considered tardy if you arrive at your worksite after the scheduled starting time. You will receive a verbal warning from your supervisor the first two times this happens. It will be reflected on your timesheet.

The third time you are late you will get a letter of reprimand. This letter is to warn you that if you continue to be late, you may be suspended or terminated from your job. If you are suspended, you will not be paid nor will you be allowed to make up that time at work. If you are terminated (fired), you will not be able to work in any other WDBSCW's Youth Services Program job during the summer.

E. Absenteeism

If for some good reason you must be absent from work, you must contact your supervisor and WDBSCW's Case Manager. You should report your absence prior to the start of your scheduled shift. Know the name, phone number, and extension of the person to whom you should report your absence. Make every attempt to talk directly to your supervisor. In the event that he or she cannot be reached, be sure that you leave a message.

F. Conduct

You are expected and encouraged to behave in a manner that is courteous and respectable to your co-workers, staff, and most importantly, to yourself. You must learn that inappropriate behavior by any youth worker (i.e. cursing, fighting, not observing policy and procedures) will not be tolerated of any participant. The staff is required to implement the following disciplinary procedures:

1. **Verbal warning (first occurrence)**
2. **Written warning (second occurrence)**
3. **Suspension (third occurrence)**
4. **Termination (fourth occurrence and last resort).**

Participants who engage in alcohol or drug use, fighting, theft, and vandalism will be terminated immediately. One of the goals of the WDBSCW's Summer Youth Program is to promote good decision making skills and positive behavior both in school and on the job.

You may not be involved in the following activities as a paid employee of the WDBSCW's Summer Youth Program:

1. Political Restrictions --

The WDBSCW's Summer Youth Program rules regarding political activity states:

- a. You must not take part in any political activity during working hours.
- b. You may not take part in any political activity in which you present yourself as a WDBSCW's Youth Services representative.
- c. You may not be discriminated against because of your political beliefs.

2. Restrictions on Religious Activities --

The WDBSCW's Summer Youth Programs rules regarding religious activity states:

- a. You may not be involved in any religious or anti-religious activity during working hours.
- b. You may not be employed in the construction, operation, or maintenance of any facility that is used, or will be used in religious worship or instruction. You may not be employed at a golf course, pool or zoo.

III. TIME SHEETS

The time sheet reflects the total number of hours you've worked during a given pay period. You are responsible for completing and signing your timesheet. Your site supervisor will verify the hours and sign your timesheet as well. Always check your time sheet to ensure that the hours shown are accurate. **The WDBSCW's Summer Youth Program WILL NOT honor any unsigned timesheet;** therefore, it is your responsibility to make sure you have signed your timesheet. Timesheets will be delivered to your WDBSCW Case Manager based on the payroll schedule. **Incomplete time sheets will result in a delayed paycheck.** Paychecks will be mailed to your worksite at the address listed on the worksite agreement.

IV. WORKER'S COMPENSATION

You will be covered by a Worker's Compensation policy. If you are injured on the job and have medical bills, this policy will provide payment of those bills. You must report any and all injuries to your supervisor immediately and complete and incident report.

V. TRAINING

As a part of the WDBSCW's Summer Youth Program you will be required to visit your local job center and register on Job Center of Wisconsin, if you have not already done so. This visit will be coordinated and scheduled by the WDBSCW Case Manager and your site supervisor.

VI. GENERAL WORK CONDITIONS

You have the right to safe, sanitary and non-hazardous working conditions. If at any time you feel that your working conditions do not meet these standards, immediately contact your site supervisor and case manager.

VII. TEMPORARY EMPLOYMENT

Since the Summer Youth Program is considered temporary employment, **YOU WILL NOT RECEIVE** unemployment, health care, retirement benefits, sick, or holiday pay.

VIII. EVALUATION

Your supervisor will evaluate you on how well you have worked. This evaluation can help you understand your strengths and weaknesses as a worker. WDBSCW's Case Manager will be visiting worksites to conduct random participant interviews, which will allow you an opportunity to evaluate the program, as well as the overall work experience.

IX. QUITTING AND TERMINATION

Part of being a good employee is leaving a job properly. If you want to change jobs or must quit your job for any reason, you must talk to your supervisor directly. You must provide your site supervisor and Case Manager with proper notice of your intent to leave. If for any reason you are terminated, you must notify your WDBSCW Case Manager immediately to inform him/her of the incident and the reason that you were terminated.

WORKPLACE SAFETY & VIOLENCE PREVENTION

HARASSMENT

WDBSCW is committed to providing a work environment in which employees are treated with courtesy and respect. We endeavor to prevent harassment or any other discrimination based on the Equal Opportunity as well as preventing abusive or humiliating behavior toward any individual.

Harassment is unwelcome verbal or physical conduct, graphic materials, sexual or romantic advances, or other acts which interfere with a person's work or can reasonably be seen to create hostile, intimidating, or offensive environments. It can include:

- A. Physical harassment or other threat of harm against individuals or their property.
- B. Verbal abuse, whether it attacks an individual personality or on the grounds of age, race, sex, sexual orientation, ethnic background, religious beliefs, disability, or other EEO categories.
- C. Graffiti or graphics of the above nature.
- D. Unwelcome romantic or sexual advances.
- E. Implications that employment decisions will be based on accepting unwelcome sexual or romantic advances.
- F. Retaliation against any employee who has used this policy to raise concerns.

If you believe that you are being harassed, by another employee, customer, or any other person in the scope of your Employment, you should promptly take the following steps:

1. Politely, but firmly, tell whoever is doing the harassing. State your feelings about the actions, and politely request the person to cease the harassment.
2. If the harassment continues or you have reason not to wish to confront the harasser, you should talk to your supervisor, or manager depending upon whom you feel most comfortable approaching.

WDBSCW will promptly address any report and take appropriate action to correct harassment in the workplace. Corrective action will depend upon the situation, but may include discipline or discharge if appropriate.

Complaint and Appeal Process

For Workforce Investment Act (WIA) Program

According to the Workforce Investment Act, all Workforce Development Boards must establish procedures for resolving any complaints alleging a violation of the Workforce Investment Act regulations, grants, or other agreements. Additionally, Workforce Investment Boards must assure that its subcontractors and employers of WIA participants establish and maintain grievance procedures for resolving complaints from program staff, participants, and interested other parties in relation to violation of the laws and regulations of the Workforce Investment Act. Procedures must cover the Workforce Development Board and its contractors' procedures for handling grievances due to terms or conditions of employment as described in the Congressional Federal Register (CFR), including collective bargaining agreements.

All respective grievance procedures must be posted in a permanent place to ensure that the WIA participants are made aware of their rights regarding complaints, appeals, and hearings.

Designated Complaint and Appeals Agents

1. Complaints alleging violation of the Workforce Investment Act regulations, grants, and other agreements (non-criminal nature):
 - a. Subcontract or other local level (e.g., employers, citizen observers) – all complaints under this category must first exhaust all procedures established at the local level.
 - b. After all of the above options have been exhausted, a formal written complaint can be filed with the Workforce Development Board of South Central Wisconsin, Inc. The address is:

Workforce Development Board of South Central Wisconsin, Inc.
3513 Anderson Street, Suite 104
Madison, WI 53704

2. Complaints alleging a violation of Section 137 – Nondiscrimination (complaints of employment discrimination based on sex, social identity, national origin, age, etc.). Complaints of this nature may be filed directly with the U.S. Department of Labor. Their address is:

Directorate of Civil Rights
Department of Labor
200 Constitution Ave., NW
Room N4123
Washington, D.C. 20210

or the State of Wisconsin Department of Workforce Development (DWD)/Division of Workforce Solutions. Their address is:

State of Wisconsin
Division of Workforce Solutions
Attn: Bill Franks
P.O. Box 7972
Madison, WI 53707

3. Discrimination based on Fair Employment Statutes: Complaint/grievance alleging a violation of fair employment, s.111.31-111.395 stats, must be filed with the Department of Workforce Development Equal Rights Division within 300 days after the alleged discrimination took place.
4. Complaints alleging Non-criminal Violations other than Discrimination: The complainant must file the complaint within one year after the alleged violation. Complaint must first be filed with the local agency of which the alleged complaint is made. After the local option has been exhausted, if the complainant is not satisfied with the resolution or does not receive a response, the complainant may file with the Workforce Development Board of South Central Wisconsin, Inc.
5. Complaints alleging criminal violation of the Workforce Investment Act or regulations should be filed directly to the U.S. Office of the Inspector General.

If you need assistance, call the Workforce Development Board of South Central Wisconsin, Inc. at (608) 249-9001.

The Workforce Development Board of South Central Wisconsin, Inc. will utilize the following complaints and appeals procedure.

Complaints alleging violation of the Workforce Investment Act (WIA) Regulation, Grant, or other Agreements.

Step 1: All attempts should be made by the complaining party to obtain a resolution through informal procedures. If informal discussion/negotiations fail in obtaining a satisfactory resolution for the complaining party, then the complainant can file a formal written complaint with the Workforce Development Board of South Central Wisconsin, Inc. The address is:

Workforce Development Board of South Central Wisconsin, Inc.
3513 Anderson Street, Suite 104
Madison, WI 53704

Step 2: The written complaint should then be filed with the Workforce Development Board's EEO/AA officer.

Step 3: The EEO/AA officer then determines whether or not to accept the formal complaint based on whether

- a. the complaint is in violation of WIA amended and/or applicable federal or state laws or statutes,
- b. it is filed in the proper jurisdiction, and
- c. all local level procedures for resolution have been exhausted.

Step 4: Within 30 days of receipt of the formal complaint, the EEO/AA officer must

- a. return the complaint to an informal resolution level if determined that adequate informal resolution has not occurred,
- b. rule that complaint does not constitute a violation of the Act, or
- c. conduct a hearing to review the complaint.

Step 5: Within 60 days of receipt of the formal complaint, the EEO/AA officer must issue a decision to the complainant with language that informs the complainant of avenues that can be pursued if the decision is not satisfactory. If the complainant is not satisfied with the decision rendered by the EEO/AA officer, the complainant may file within 10 calendar days after the complainant received the decision directly to the State of Wisconsin Department of Workforce Development/Division of Workforce Solutions. Their address is:

State of Wisconsin
Department of Workforce Development
Division of Workforce Solutions
Attn: Bill Franks
P.O. Box 7972
Madison, WI 53707

Note: If the complainant did not receive a decision, the complainant may file the appeal within 15 calendar days after the decision was due to the State of Wisconsin Department of Workforce Development/Division of Workforce Solutions. Their address is:

State of Wisconsin
Department of Workforce Development
Division of Workforce Solutions
Attn: Bill Franks
P.O. Box 7972
Madison, WI 53707

I have been notified of my right to nondiscrimination and equal opportunity method to seek resolution of an alleged violation of my rights as a participant or employee of a program funded under the Workforce Investment Act and State of Wisconsin Applicable Statutes.

Participant Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____
(If under 18 years of age)

Official Payroll Schedule

Summer Youth Program

Payroll Pay Period		Timesheets due to Case Managers	Timesheets due to WDB	Pay Date
May 31, 2009	June 13, 2009	June 16, 2009	June 17, 2009	June 26, 2009
June 14, 2009	June 27, 2009	June 30, 2009	July 1, 2009	July 10, 2009
June 28, 2009	July 11, 2009	July 14, 2009	July 15, 2009	July 24, 2009
July 12, 2009	July 25, 2009	July 28, 2009	July 29, 2009	August 7, 2009
July 26, 2009	August 8, 2009	August 11, 2009	August 12, 2009	August 21, 2009
August 9, 2009	August 22, 2009	August 25, 2009	August 26, 2009	September 4, 2009
August 23, 2009	September 5, 2009	September 8, 2009	September 9, 2009	September 18, 2009
September 6, 2009	September 19, 2009	September 22, 2009	September 23, 2009	October 2, 2009
September 20, 2009	September 30, 2009	October 6, 2009	October 7, 2009	October 16, 2009

RECEIPT FORM AND STATEMENT

I _____ have received and agree to read my copy of the Participant Handbook for youth employees of the WDBSCW Summer Youth Program.

I also acknowledge that I have received a general orientation covering the policies and grievance procedure described in this Handbook. I acknowledge and understand that violations of the rules and regulations set forth in this Handbook and described to me at the general orientation can and will be grounds for termination of my employment with the company.

I also understand that nothing in this Handbook shall constitute or create a guarantee of permanent employment. I understand that my employment may be terminated with or without notice regardless of the provisions in this handbook.

Signature of Youth Employee

Date

Signature of Parent/Guardian
(If under 18 years of age)

Date

Signature of Case Manager

Agency