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Your Workforce Connection

***SYELP Tier III
Worksite
Provider
Orientation***



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Your Workforce Solution

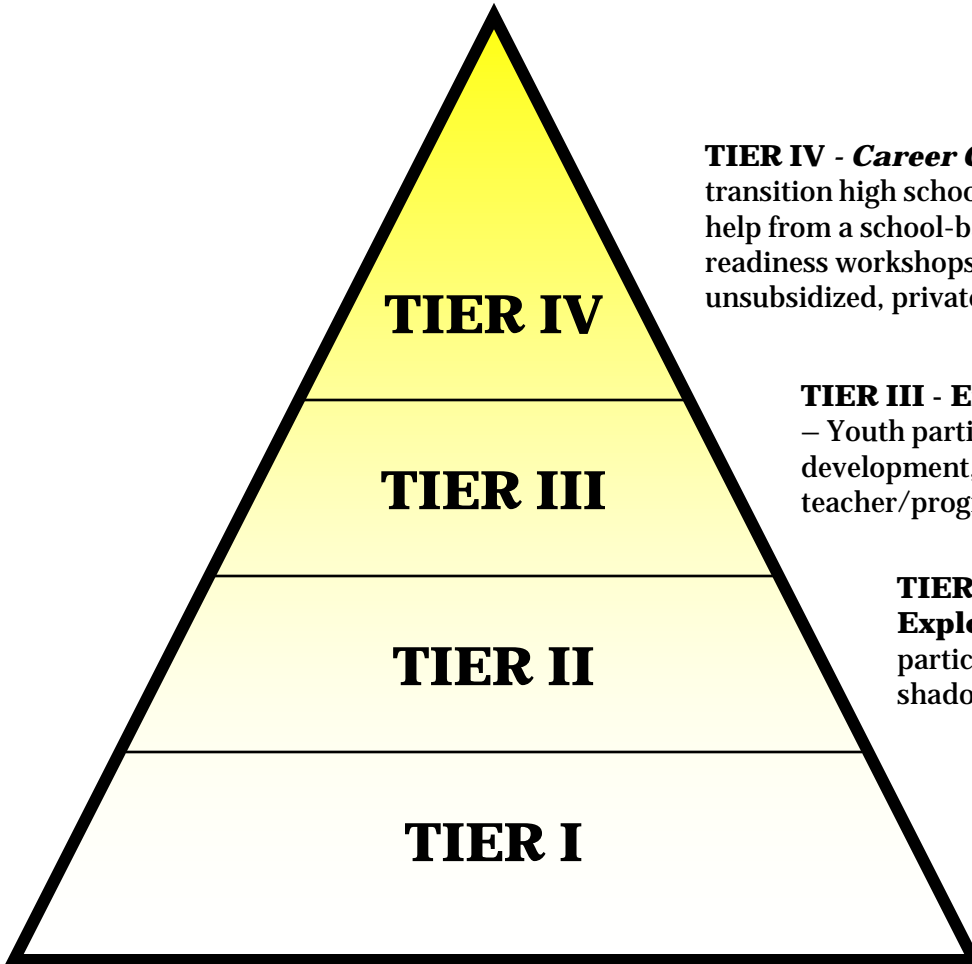
Welcome & Introductions

School-To-Career Strategy: Tiered Level Programming



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Workforce Certification



TIER IV - Career Connections - “Work and Learn” model designed to transition high school seniors and juniors to a successful career path. Through help from a school-based career coordinator, youth receive mentoring, job readiness workshops, learn how to conduct a job search and secure unsubsidized, private sector employment. For ages 17+.

TIER III - Enhanced Employability Skills Training and Employment – Youth participate in subsidized internships preceded by competency development, and accompanied by supervision of both worksite and teacher/program coordinator. Suitable for ages 16+.

TIER II - Simulated Work Environments and Career Exploration- Continuation of competency development. Youth participate in a simulated work environment and participate in job shadowing and/or sector-related field trips. For ages 15 – 18.

TIER I - Project-based Learning and Career Exploration - Career exposure activities and introduction competency development and team building. For youth ages 14-16.

ISY Tier III Programs



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- Programs Run for 8 Weeks at 25 Hours a week
- Typical Dates of July 6th through August 14th
 - Room for adjustment on begin date

OSY Tier III Programs



- Contracts are July 6th through September 17th
- Youth are served for 11 weeks at 30 hours a week
- Youth will be 16 to 24 years old
- 30 Hours per week - 24 hours on the worksite



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PROGRAM GOALS AND OBJECTIVES:

- To increase the work readiness skills of participating youth and prepare them for the workforce.
- To expose participating youth to various employment opportunities and teach them the job readiness skills needed to obtain and retain employment
- To provide opportunities for training.
- To offer work experience and help youth develop useful work behaviors.
- To encourage participants to remain in (or return) to school by demonstrating the links between school completion and success in the workplace.

Worksite Agreements & TANF MOU



Each SYELP worksite must have a signed, approved Worksite Agreement and TANF MOU. The Worksite Agreement includes:

- Information about the youth participant(s)
- The SYELP contractor, and the worksite, as well as the job description and work schedule for the youth participants and general requirements established by federal and state law and by Capital Workforce Partners policy.

As a worksite supervisor, you should have a copy of the Worksite Agreement and should be familiar with its terms and conditions. **You will be asked for a copy of the Worksite Agreement when your worksite is monitored during the summer.**

TANF MOU acknowledges that as a 25% match on TANF-funded and an employer/worksite supervisors salary is considered an in kind match.

Employee Performance Review



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- The employee performance review should be completed twice during the worksite placement.
- There are 6 competencies with specific objectives detailed for each.
- There are 4 possible rating from “unsatisfactory” to “exceeds expectations”
- Worksite supervisor is responsible for completing the employee information section and indicating which review is being completed.
 1. Rate overall competency by circling the appropriate rating number.
 2. Enter additional comments
 3. Sign and date the review, then return to the provider

Getting Started: A Supervisor's Checklist for Orienting Summer Youth Employees



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Orientation should cover:

- Company operations and activities
- Company policy and procedures
- Worksite tour including parking areas and entrances, fire-exits, cafeteria/break areas, rest rooms, and employee bulletin boards
- Introduction to co-workers
- Policies on preventing and reporting accidents, and how to obtain emergency medical attention
- Review of the job description
- How the employee will be trained to do the job
- How the employee will be evaluated

Supervising SYELP Workers



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Summer Youth Employees Need to Know:

- Work Schedule – start and end times and breaks/meal times (if necessary)
- Job Description – specific duties and responsibilities
- Appropriate dress
- Whom to contact in case of absence, and when
- Person to go to for help
- Telephone/computer use policies*
- Work assignments and deadlines
- Performance standards

*** Please be mindful that many of our youth are involved in social networking in one capacity or another. Make it clear to the youth what they can and cannot do at the worksite with regards to cell phone (i.e. texting), company phones and company computers.**

Supervisor Responsibilities:



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- Ensure that the worksite is safe at all times.
- Provide meaningful and productive work and adhere to the job description.
- Provide adequate and appropriate supervision including regular evaluation and appropriate disciplinary action.
- Ensure that the youth has the necessary equipment and supplies to complete all assigned duties.
- Guarantee that an alternative supervisor will be available in case of absence of the immediate supervisor.
- Maintain daily attendance records for all participants and submit timesheets to the Contractor on a weekly basis. Participants will only be paid for actual working hours.
- Complete Employee Performance Review twice (initial and final) during the program period, and submit to the SYELP Coordinator. The initial review should be done by the end of the first week on the job; the final review should be done the last week on the job.

Supervisor Responsibilities cont'd:



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- Share the Employee Performance Review with the participant; discuss strengths and areas for improvement, and obtain the participant's signature on the form.
- Keep a copy of each youth's Emergency Contact and Minor Participant Medical Release forms on site and coordinate an emergency contact plan with SYELP Coordinator.
- Expect to be monitored by CWP and its contracted partner, and possibly by the Connecticut and/or United States Department of Labor.
- Maintain consistent communication with SYELP Coordinator.
- Immediately notify SYELP Coordinator of any behavior or work related issues with summer youth that may result in termination.
- Report **ALL** accidents and injuries **IMMEDIATELY** to the Contractor.

Youth Safety



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- Please ensure that your company is aware of all health and safety rules including child labor laws when working with youth.
- For participants under 18 years of age, alternative duties must be assigned to participants who work outdoors in the event of inclement weather conditions.
- Worksites must ensure safe and healthy work conditions at all times. Youth under 18 should not be operating a motor vehicle or perform any job deemed **Hazardous**. Please visit the Department of Labor's state and federal websites for a complete listing of **Hazardous Jobs** and more information on working with youth.

www.youthrules.dol.gov

www.ctdol.state.ct.us

www.osha.gov/SLTC/teenworkers/index.html

Youth Safety cont'd:



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Federal and state labor laws:

- Set minimum age for some tasks

- Protect teens from working too long, too late or too early

OSHA says every employer must provide:

- A safe workplace

- Safety training on certain hazards

- Safety equipment

By law, an employer is not allowed to fire or punish you for reporting a safety problem.

Worksite Placements



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- When signing up to be a worksite placement, please keep in mind that you will be serving youth with varying degrees of ability and experience....

- Youth with one or more “barriers”
- Youth with little to no work experience
- Youth with disabilities

***A BRS Coordinator will be on staff to support worksites with special needs participants**

Worksite Placements



When considering being a worksite placement, please
keep in mind that:

Casinos and other gambling establishments, aquariums, zoos,
golf -courses and swimming pools are prohibited from
participating as worksites.

Share Success Stories



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We strongly encouraged you to let us know about the positive impact of the Summer Youth Employment and Learning program on your organization, and of successes experienced by the youth placed at your site. Capital Workforce Partners intends to disseminate success stories throughout the summer to raise awareness of the benefits of and the need for this summer youth employment program.

Please take a few minutes to share a success story by sending a brief narrative to Sandra Rodriguez at srodriguez@capitalworkforce.org. Selected stories will be published in the Capital Workforce Partners e-newsletter.

Obligations of the Contractor



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- Place participants in available positions.
- Provide program coordination for participants and maintain communication with the worksite to ensure attendance and satisfactory performance.
- Provide participants with career competency training one day per week.
- Collect participant timesheets weekly and distribution of payroll checks.
- Collaborate with the Worksite Coordinator to complete the initial and final Employee Performance Reviews.
- Ensure that the worksite is safe and provides appropriate experiences for participants.

Background Checks



- Background checks and drug tests may be administered only when the worksite calls for it and only on those youth aged 18+
- CWP will be supporting contractors with the processing background checks through our office so you will need to coordinate with contractors (if required)

Next Steps



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- CWP Contractors should be working with you to complete Worksite Agreements and TANF MOU Documents to submit to CWP by July 2nd.
- Worksite Placements will have students starting on July 12th.
- CWP Contact: Althea Webber, (860) 899-3484 or awebber@capitalworkforce.org

Please complete evaluation before leaving



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Questions & Answers