



## *Summer Youth Employment & Learning Program* **Participant Handbook** **2010**

Dear Participant:

On behalf of Capital Workforce Partners, we extend a warm welcome as you begin the 2010 Summer Youth Employment and Learning Program. The program presents an opportunity for you to gain valuable employment and academic skills. Just as important, you will be making your own contribution to improving the lives of the people in your community.

The Participant Handbook contains important information about the program such as your rights and responsibilities. Read it carefully and do not hesitate to ask your supervisor about anything you find unclear or do not understand. Keep it handy throughout the program so you may refer to it when necessary.

You are an important part of the region's future talent pipeline, ensuring that employers will have the workers they need to help them be competitive in today's global economy.

We are committed to your successful development and hope you will benefit from this experience of working and learning with others.

Sincerely,

A handwritten signature in black ink that reads "Thomas J. Phillips".

Thomas Phillips  
President and CEO

# Introduction

Welcome to the **Summer Youth Employment and Learning Program (SYELP)**. As an enrollee in this program, you will have the opportunity to help your community, learn basic work and academic skills. But, most of all, you can gain work experience that can be used in the adult world.

The **Summer Youth Employment and Learning Program** receives funding from the federal government through the Temporary Assistance for Needy Families-Emergency Funds (TANF), the City of Hartford, the Hartford Foundation for Public Giving, and other private foundations. The program provides employment and training for youth in the community. Participating agencies provide work projects; work sites and supervise/evaluate work performance.

## **Goals & Objectives of the Summer Youth Employment and Learning Program:**

- To aid youths in attaining academic success and provide exposure to valuable employment opportunities.
- To provide opportunities for training.
- To provide youth opportunities to learn leadership and decision-making skills, and encourage citizenship and community service.
- To offer work experience and help youths develop useful work behaviors.
- To produce useful services for the people in our communities.
- To introduce students to career/work based competency standards.
- To aid students in the development of their career goals/ladders by connecting their summer work experience to what they are learning during the academic year.

The 2010 **Summer Youth Employment and Learning Program** will be based on a programming theme of “Careers in Our Community.” The Dream Resume is based on a youth’s interests and will still be an integral aspect of our tiers I and II programming. However, it is important for youth to understand what growth industries are in the local area – industries that promise to have jobs for them in the future. These include insurance and finance; retail and hospitality; health care, particularly allied health; and advanced manufacturing. Our goal is to expose youths to various potential career pathways and related educational requirements, as well as to support each project with developmentally appropriate curriculum and activities.

## **Tier I: Project-based Learning and Career Exploration**

Basic, developmentally appropriate career exposure activities, introduction to employability skills, and academic reinforcement program designed to provide youth (ages 14 to 16) the knowledge and ability to demonstrate basic social responsibility, critical thinking, and an understanding of various careers, related educational pathways, and the labor market. All services are provided onsite at the location of the contracted provider except where pre-approved program relevant field trips and/or other activities are arranged. Individual aptitude tests and interest survey tools as well as team-building exercises are required.

At the conclusion of programming, each youth will have a portfolio of their work and what they have learned to take with them to school. Portfolios should include a narrative account of the overall summer experience written by the youth. This tier Level should incorporate activities leading to the Dream Resume. The Dream Resume should be viewed as a pathway to a youth’s ultimate career goal, a realistic career plan that incorporates related educational requirements and steps on the career ladder.

## **Tier II: Supported Work Environments and Career Exploration.**

Targets youth ages 15 to 19 with programming designed to continue employability and academic skills training through direct, onsite programming with approved curriculum and close supervision. Youth will participate in a simulated work environment onsite with the contracted provider and may spend time off-site in job shadowing and/or sector-related field trips. Programs will reinforce the youths’ ability to demonstrate social responsibility, critical thinking, communication, professional behavior, and interpersonal and analytical skills. Youth will deepen their understanding of various careers and related educational pathways and the labor market.

Individual aptitude tests and “discovery” tools as well as team-building exercises are required. At the conclusion of programming, each youth will have a portfolio of their work and what they have learned to take with them to school. Portfolios should include a narrative account of the overall summer experience written by the youth. This tier Level should incorporate activities leading to the Dream Resume. The Dream Resume should be viewed as a pathway to a youth’s ultimate career goal, a realistic career plan that incorporates related educational requirements and steps on the career ladder.

## **Information for Participants**

### **A. *Work Rules for Youths***

#### **ABSENCES and TARDINESS**

You must notify your supervisor one half-hour before your regular starting time if you will be absent or late. Repeated absences or tardiness may result in your termination from the program.

#### **TIME RECORDS**

You will sign in and out on the time sheets which will be provided by your supervisor. Only those hours you have actually worked are to be recorded. Do not add in time for lunch breaks since lunch is not paid time. Sign your time sheet in blue or black ink. Your supervisor must also sign your time sheet. If your time sheet is not filled out correctly, there will be a delay in issuing your paycheck.

#### **PAY**

You will be paid \$8.25 per hour for each hour worked (Tiers II and III) or \$26.00 a day stipend (Tier I). You will be paid weekly for the duration of the program. Participant benefits include Worker’s Compensation coverage, if you are injured while on the job and employer’s contribution for Social Security. The employee’s share of contributions is deducted from your pay. If your paycheck is lost, stolen, or misplaced, you should notify your supervisor at once. Your program operator distributes checks. Your check will not be delivered to anyone but you. In case of an emergency your parent or guardian is allowed to accept a check on your behalf.

#### **ACCIDENTS**

If you are injured on the job, notify your supervisor at once. Proper medical attention must be sought immediately within 24 hours.

#### **PROBLEMS**

If a problem arises at the worksites, you should discuss it with your supervisor. If they cannot resolve the problem you will be referred to a representative from your program agency.

#### **TERMINATION**

If you decide to leave the program, you must notify your supervisor in advance. Your supervisor, in turn, will notify the main office of your program operator. This will insure proper processing of your last paycheck. You may be terminated if you create an unsafe situation or for any serious infraction of the rules and/or code of conduct.

#### **RAIN SITES**

Many projects involve outside work activities. Therefore, if it rains during working hours, you will be instructed to move to the rain site. If no rain site has been proposed, you will be paid until it started to rain.

#### **GRIEVANCES PROCEDURES**

Capital Workforce Partners (CWP) and its program agents assure that participants and staff employed under SYELP shall not be discriminated against on the grounds of race, creed, color, handicap, national origin, sex, political affiliation, or beliefs. Capital Workforce Partners also does not tolerate any type of sexual harassment. If a person feels that she/he has been discriminated against or sexually harassed contact your program agency or Capital Workforce Partners.

Grievance Officer  
Capital Workforce Partners  
One Union Place  
Hartford, CT 06103  
860-899-3440

### **POLITICAL ACTIVITIES**

Federal law prohibits *Summer Youth Employment and Learning Program* participants from taking part in partisan political activities such as lobbying, fund raising, making speeches, assisting at meetings, and distributing pamphlets during work hours.

### **SAFETY**

Supervisors may not allow youth to do any work or to work in any place or with any equipment that does not comply with the applicable state and federal laws governing health and safety requirements.

### **MONITORING**

It is important to note that worksites will be monitored throughout the year by representatives from Capital Workforce Partners and agency officials operating the program. This is to ensure that all aspects of the program are meeting our commitment to provide you with a meaningful work experience. You are to cooperate fully in this monitoring process.

### **SUPERVISOR'S NAME AND TELEPHONE NUMBER**

You should note and have available the name and telephone number of your supervisor and notify him/her on any occasion when you will be late, absent or need to discuss any concerns you may have:

Your supervisor's name is: \_\_\_\_\_

His/her telephone number is: \_\_\_\_\_

### **Tips on Staying With Your Job**

**Keeping a job requires more than the ability to do it well.** It means dealing with such difficulties as getting to the job, possible boredom with the work or problems with other workers or your supervisor. Stay with the job; try to reduce these problems by improving your own performance and developing good work habits.

Some points for you to consider:

1. **Show up every day.** Your job needs you just as much as you need it. If you don't show up, someone else has to do your work. This could affect the entire project. If you are sick, call your supervisor as soon as you are sure you will be absent. Don't wait until the last minute. Give your supervisor enough time to find a replacement for you.
2. **Come to work on time.** If you show up late for work, you are holding up everyone else. Your supervisor must make sure that all workers show up on time. If you know you will be late, let your supervisor know.
3. **Find out how you are doing.** If your supervisor doesn't meet with you regularly to evaluate your progress, you should ask how you are doing. You should find out what things your supervisor thinks you do well and what things could be improved. If your supervisor says that you need to do a better job at something, ask him or her to show you how.
4. **Listen and ask.** Be sure that you know what your duties are and how to do them right. When you are being given instructions, listen very carefully, ask questions and take notes. Don't be afraid to say, "I don't understand." Be sure that you know what you are doing before you start a task.

5. **Keep busy.** If you find that you have run out of work to do, don't sit around waiting for somebody to tell you what to do next. Look around to see what still needs to be done. If you don't see anything, go to your supervisor and ask for more work.
6. **Do your best.** Always do your best! Your work is a reflection of yourself.
7. **Take care of your personal appearance. Be neat and clean. Wear clothing that is appropriate for the job. (Refer to the Code of Conduct)**
8. **Be friendly.** Make a real effort to get along well with others.



## *Summer Youth Employment & Learning Program*

By signing this statement, I certify that I have received the participant handbook, contained herein, the rights and benefits, grievance procedure and sexual harassment policy due to me as a participant of the Capital Workforce Partners *Summer Youth Employment and Learning Program (SYELP)*. I agree to do what is required as long as I am enrolled in the summer program.

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Participant's Printed Name

Participant's Social Security Number

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Participant's Signature

Date

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Program Contractor

Date

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Sub-Contractor

Date

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Agency Name

Return to: Dennis C. Mink  
Coordinator, Summer Youth Employment and Learning Program  
Capital Workforce Partners  
One Union Place  
Hartford, CT 06103.

It is very important that the following forms be signed by the participant and a parent/legal guardian (if under 18 years of age) by Friday, July 16, 2010.

- **SYELP Emergency Contact Form**
- **Image Release Form**
- **Medical Release Form**

PLEASE NOTE: In the event that the forms mentioned above are not returned signed by the due date, your paycheck will be withheld until all documents are returned. Your prompt cooperation is appreciated.



## 2010 Summer Youth Employment and Learning Program

### PARTICIPANT CODE OF CONDUCT

**TO:** Youth Applicants

**FROM:** Capital Workforce Partners

This summer youth program offers you the opportunity to gain employment skills. Please read this Code of Conduct and agree to abide by its terms by signing below.

**Dress:** I understand that it is necessary to dress appropriately for my work environment. Unacceptable clothing includes: halter tops; clothing that droops or relies on holding it up to move; and headgear such as headbands, bandanas or do-rags.

**Attendance:** Attendance is an important factor to my overall employment performance. I understand that I am expected to be at the program on time and on a daily basis.

**Grounds for Expulsion:** I understand that any of the following may be grounds for expulsion.

- Profanity and foul language
- Tardiness
- Absenteeism
- Any threat or act of violence toward another individual
- Any aggressive behavior, such as sexual harassment
- Failure to exhibit self-respect and respect for others
- Bringing a weapon of any kind to any program activity
- Any use of, purchase or possession of drugs and/or alcoholic beverages
- Any stealing or possession of stolen property during any program activity
- Any behaviors that may be considered prejudicial against race, socioeconomic differences, disabilities, religion, or sexual preference

I understand and fully agree to abide by the above rules during any activity sponsored by Capital Workforce Partners. I also acknowledge receipt of this agreement.

**Youth Signature**

**Date**

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**Parent/Legal Guardian's Signature**

**Date**

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*(Required if applicant is under 18 years old)*



## 2010 Summer Youth Employment and Learning Program Emergency Contact Form

Student Name: \_\_\_\_\_

**In case of an emergency (medical or disciplinary) please contact:**

Name: \_\_\_\_\_

Daytime Telephone Number/s: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

**If the person listed above cannot be reached, please contact:**

Name: \_\_\_\_\_

Daytime Telephone Number/s: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

I understand that the community-based organization affiliated with the Summer Youth Employment and Learning Program will contact one of the above participant emergency contacts in the event of a medical or disciplinary emergency.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

Date

\_\_\_\_\_  
Parent/Guardian Name  
(if applicant is under 18)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicant is under 18)

Date





## 2010 Summer Youth Employment and Learning Program Release and Consent of Information and Photograph

I, \_\_\_\_\_, give my permission to Capital Workforce Partners Summer Youth Employment Program to release the following information:

\_\_\_\_\_ My name

\_\_\_\_\_ My experience with 2010 Summer Youth Employment and Learning Program

\_\_\_\_\_ My testimonial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ My photograph

It is my understanding that the above checked items may be used by Capital Workforce Partners (CWP) and related service provider agencies, in written correspondence, print collateral and web based communications (ex: Annual Report, website, displays at Job Fairs or Advocacy Initiatives, in informational brochures at events that promote One Stop services, etc.) I also give my permission to CWP to release the following information **to the Connecticut Department of Labor, if they request it for use in any of their materials or correspondence as well.**

Applicant Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name  
(if applicant is under 18)

\_\_\_\_\_  
Parent/Guardian Signature  
(if applicant is under 18)

\_\_\_\_\_  
Date

**Please return this release to:**

**Capital Workforce Partners, One Union Place, Hartford CT 06103**

**Thank you for sharing your story.**



## Summer Youth Employment and Learning Program Participant Handbook Receipt

By signing this statement, I certify that I have received the participant handbook, contained herein, the rights and benefits, grievance procedure and sexual harassment policy due to me as a participant of the Capital Workforce Partners Summer Youth Employment and Learning Program (SYELP). I agree to do what is required as long as I am enrolled in the summer program.

It is very important that you sign the following forms, and that your parent/legal guardian also sign them (if you are under 18 years of age) by **Friday, July 16, 2010**.

- Code of Conduct
- Emergency Contact Form
- Medical Release Form
- Image Release Form

In the event that the forms mentioned above are not returned signed by the due date, your paycheck will be withheld until all documents are returned. Your prompt cooperation is appreciated.

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SYELP Provider Organization

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Participant's Printed Name

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Date of Birth

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Participant's Signature

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Date