



2010 Summer Youth Employment and Learning Program Worksite Supervisor Manual

Thank you!

Capital Workforce Partners and its contracted service providers thank all worksites and worksite supervisors for participating in our 2010 Summer Youth Employment and Learning Program. Worksites will provide meaningful and productive experiences for youth. Your leadership will assist in helping youth develop positive social skills, career awareness, and work readiness.

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.

Youth Safety

Please ensure that your company is aware of all health and safety rules including child labor laws when working with youth. 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

Sharing Success

We strongly encourage 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.

Worksite Agreement

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.

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

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

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, company phones and company computers.**

Supervisor Responsibilities

- 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.
- Ensure that the youth has the necessary equipment and supplies to complete all assigned duties.
- Provide feedback to youth on job performance.
- Verify hours worked and sign off on time sheets weekly.
- 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.
- 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.

SYELP Program Agency Contact Information

SYELP Program Agency: _____

SYELP Program Coordinator: _____

Coordinator Telephone: _____

Email Address: _____

The 2010 Summer Youth Employment and Learning Program is funded and administered by:

Capital Workforce Partners

One Union Place

Hartford, CT 06103

(860) 899-3447

www.capitalworkforce.org