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agency logo here**

HOST WORKSITE WORK EXPERIENCE TRAINING GUIDE

SUMMER 2009
WORKFORCE INVESTMENT ACT
SUMMER STIMULUS WORK
EXPERIENCE

Summer 2009 Work Experience Training Guide

Youth Agency Name:	
Address:	
Agency Contact Name/Title:	
Phone/Email:	
Secondary Contact Name/Title:	
Phone/Email:	
Fax:	Website:

**Contact Information for the Southern Nevada Workforce Investment Board:
702-638-8750 or visit the website at www.snwib.org**

GENERAL INFORMATION

We are pleased that you agreed to take on the supervision of a young person. This experience is essential to help youth attain employability skills that may have a great influence on their future career and educational choices.

This manual is designed to assist you, as the worksite supervisor, to implement and have a successful experience providing a summer work opportunity to youth.

ABOUT THE FUNDING FOR THIS WORK EXPERIENCE

Funding for this youth work experience has been authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) or the Workforce Investment Act (WIA).

Funding has been provided to multiple youth serving agencies in Southern Nevada through a contract from the Southern Nevada Workforce Investment Board (SNWIB). SNWIB is a public agency that provides a variety of workforce development services to Southern Nevada's residents, businesses and education and training providers, including youth.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 AND THE WORKFORCE INVESTMENT ACT (WIA)

The guiding principles of the Recovery Act (ARRA) monies are: 1) Transparency and accountability in the use of Recovery Act funding, 2) Timely expenditure of the funds and implementation of activities and 3) Increasing workforce system capacity and service levels.

The money is intended to boost the capacity of the workforce system and increase service levels to meet the growing demand for workforce services. It is a supplement to existing workforce funding provided to the local area and is not intended to replace current funding or supplant existing budgets.

The federal priorities are to provide opportunities to eligible youth to take part in work experiences while earning wages or other types of financial incentives as well as to provide youth with work readiness skills.

In addition, SNWIB aims to provide measurable impacts in neighborhoods and schools to improve the economic and educational standing of at-risk youth. This includes linking academic learning to summer employment as appropriate.

Ultimately the goal is to increase current and future employment for youth, improving the quality of the workforce, reduce dependency, and enhance the productivity of our local region.

HOW YOUTH QUALIFY FOR THE PROGRAM

More than likely, the Youth Agency that has approached you has already identified and enrolled the youth in the WIA program. This must occur prior to the beginning of the work experience. This is why it is critical that a youth does not start on your worksite until the Youth Agency has authorized and approved first.

WIA eligibility for youth includes specific eligibility requirements, such as low-income, legal status to work in the United States, to be between the ages of 14-24, and have some type of barrier to education and/or employment. It is important that a youths' right to privacy be maintained however, it is your right to know if any worksite accommodations may need to be

provided to the youth and to provide you as the site supervisor with proper training and support in order to have a successful experience.

BENEFITS OF BEING A HOST WORKSITE

Youth workers can provide your organization with temporary additional manpower necessary to strengthen the programs and services you provide to the community. Many Host Worksites and supervisors have found that they are able to delegate work assignments and complete priority tasks more effectively by having one of our youth train at their agency.

To determine the best training opportunity, the Youth Agency will assess the skills and abilities of each youth prior to placement. This allows the staff to make the most appropriate assignment that will allow the youth to utilize their skills, supporting his/her employment goals. It also allows your agency to work with an individual who has an aptitude for the task involved in the training assignment.

Many of our Employer-Trainer supervisors have found that when permanent jobs become available at the agency, they are able to fill the position with trained youth, rather than starting over with untrained or unfamiliar job applicants.

BENEFITS FOR YOUTH

Youth who take part in Work Experiences will be afforded an opportunity to demonstrate their talents, gifts, abilities, and skills in the workplace.

In the past few years the summer employment rates for youth have plummeted¹. This is a lost opportunity to provide meaningful exposure to the world of work and assist youth to develop interests in careers and educational pursuits.

The youth will have an opportunity to learn all they can about the occupations involved in the Host Worksite's industry. This assists youth to become well versed in the products and/or services of their Host Worksites.

The Youth Agency staff will monitor youth's progress in their assignments and will assist you with evaluating the youth's performance.

SUPERVISOR ORIENTATION

As the worksite supervisor you will be provided with an orientation to ensure you have the adequate information and supports needed to provide the youth with a satisfactory experience and so that you and your organization have a worthwhile experience as well. Many elements of this orientation are contained in this manual. In addition, the Work Experience Agreement, referenced below should be explained and discussed with the Youth Agency. Should you have other questions please discuss them with the Youth Agency contact.

INTERVIEWING AND WORK SITE AGREEMENTS

Because this is a learning experience, the Youth Agency may ask that you conduct an interview with one or more candidates. A list of interview questions can be provided to you

¹ *Another Lost Summer of Opportunity: A Comprehensive Assessment of the Employment Experiences of the Nation's Teens in the Summer of 2004, Center for Labor Market Studies at Northeastern University.*

should you require this. Please note that most youth have not held a paid job previously and this may be their first official job interview. Any feedback you can provide to them or the Youth Agency staff would be appreciated.

Do not interview a youth without some type of permission or written document from the Youth Agency first. Immediately following the interview, notify the Youth Agency of your decision to hire and your preferred start date.

Prior to beginning the work experience the Youth Agency will meet with you, the youth and provide in order to complete a Work Experience Training Agreement. You should receive a copy of this agreement once signed.

YOUTH WORKSITE ORIENTATION

Many youth are new to the work world and unfamiliar with their expected conduct in the work place. It must be emphasized that one of the major objectives of this program is to provide youth with clear directives and counsel them when it appears that they do not understand what has been asked of them. During an orientation with the youth the following topics SHOULD be thoroughly explained:

- ▶ Procedures for reporting or not reporting to work, if sick or absent for any reason;
- ▶ Identification of assigned supervisor or contract person;
- ▶ Work hours, daily, weekly schedule and maximum number of hours allowed;
- ▶ Function and rules of the agency, department where the participant will be working;
- ▶ Introduction to co-workers;
- ▶ Introduction to work space, equipment, etc.;
- ▶ Length of breaks and lunch periods;
- ▶ Telephone number to call if he/she will be absent;
- ▶ Job location and assignments;
- ▶ Specific duties and responsibilities;
- ▶ Time sheets and attendance records procedures;
- ▶ How paychecks and or stipend payments will be made available (per the Youth Agency);
- ▶ Expected job performance;
- ▶ Attitude/procedures to deal with on the job conflicts;
- ▶ Acceptable conduct;
- ▶ Acceptable appearance, dress and grooming; and
- ▶ Accident reporting procedures.

WORKSITE EVALUATIONS (CCSD)

The Worksite Supervisor may be asked to formally or informally evaluate the youth's work performance, work readiness skills and possibly to provide comments on areas in which the

youth is performing well and guidance on areas in which the youth could improve. The supervisor's feedback and discussions with the youth is invaluable in helping the youth to develop necessary skills in obtaining and keeping a permanent job.

As part of the summer program some youth may be applying for work experience credit through Clark County School District. If this is the case, Clark County School District will be responsible for having a worksite counselor visit worksites on a regular basis so that credit can be provided.

SUMMER SCHOOL & ADDITIONAL TRAINING REQUIREMENTS

Many youth participating in work experiences will also be required to attend summer school and/or other types of training classes. A youth's attendance at the worksite may be contingent upon their participation in these other trainings and educational classes. In the case that a youth does not show up to their other obligations and cannot report to the worksite, you will be notified by program staff.

RESPONSIBILITIES OF THE HOST WORKSITE/SUPERVISOR

Once your agency agrees to become a worksite, an official representative of your agency must be designated to sign the Worksite Agreement. This individual should also determine who will be directly supervising the youth assigned to your agency. All paperwork must be completed prior to a youth beginning his/her experience.

Prior to committing your agency to become a host worksite for youth, you should be provided with an orientation. In addition, all timecard processing and payroll procedures should be explained to you.

If there are any performance, attendance or behavioral issues that cause you concern or that indicate that they may lead to a pattern of poor work performance, please contact the Youth Agency as soon as possible.

Should any changes including staff changes occur pertaining to the worksite contract you should contact the Youth Agency immediately.

EMPLOYER OF RECORD

As the worksite this does not mean that you are the employer of record for the youth participant. The Youth Agency or one of their partners shall serve as the employer of record and maintain adequate levels of liability and workers compensation insurance. This means that it is vital that you report any accidents, injuries or other situations to prevent liability claims to the Youth Agency immediately.

AUTHORITY TO HIRE AND DISCIPLINARY ACTIONS

Because you are not the employer of record it also means that you do not have the authority to officially "hire" or "fire" or suspend a youth participant. This doesn't mean that you can't reject a youth candidate or ask the youth to leave the workplace should you be required to do so. In these events you must contact the Youth Agency immediately so that they can take proper action with the youth participant.

If a disciplinary problem arises with a youth, the Host Worksite supervisor should contact the Youth Agency immediately. The Host Worksite can request the removal of a youth, but cannot discontinue the youth participation in the program. The Youth Agency will attempt to resolve any conflicts.

WORKERS COMPENSATION

Youth are required to be covered under the Youth Agency's workers compensation Insurance carrier during their assigned hours and while performing their assigned tasks as identified in their Work Experience Agreement. To ensure continued coverage, it is very important that youth and/or supervisors communicate changes to job duties or scheduled hours to the Youth Agency immediately.

SAFETY AND ACCIDENT REPORTING INFORMATION

Because the Youth Agency is the Employer of Record they hold the safety, welfare, and health of youth in the highest regard. No task is so urgent that it cannot be done safely. By agreeing to supervise youth, Employer-Trainers are also agreeing to provide a safety orientation session.

Additionally, we expect the Employer-Trainer to provide participants with proper information, tools and working environments to safely perform their assigned tasks. By enrolling in the program, participants are agreeing to exercise maximum care and good judgment in preventing accidents.

If a participant has an accident or suffers an occupational illness during his/her work experience the Youth Agency and SNWIB must be notified immediately.

If immediate medical attention is required, the Employer-Trainer should assist the participant in obtaining emergency medical treatment and notify Youth Agency immediately.

If medical attention is not considered an emergency, the Employer-Trainer representative should refer the participant to the Youth Agency's workers compensation insurance carrier so that he/she can receive assistance in scheduling his/her appointment.

Following the accident or illness, the Employer-Trainer supervisor will be asked to complete an Accident Report and return it to the Employer-Trainer supervisor.

CHILD LABOR LAWS

All applicable State and Federal Child Labor Laws must be understood and adhered to prior to placing a youth in a work experience. The Department of Labor has resources for federal child labor law located at (<http://youthrules.dol.gov>). Including factsheets at (<http://www.dol.gov/esa/whd/regs/compliance/whdfs43.pdf>). There is also a self assessment for employers (http://youthrules.dol.gov/selfassess_nonAgri.htm).

Youth aged 18 and older are considered adults. In summary, youth ages 14-17 are permitted to work in any non-agricultural occupation NOT DEEMED HAZARDOUS as long as the employment does not interfere with their schooling or their health or well-being. Youth ages 14-17 cannot work in the following occupations:

- ▶ Manufacturing, mining or processing that requires the performance of any duties in workrooms or work places where goods are manufactured, mined or otherwise processed.

- ▶ Operation or ending of any hoisting apparatus or of any power-driven machinery other than office machines.
- ▶ Operation of motor vehicles or service as helpers on such vehicles.
- ▶ Work in warehouses except office or clerical work
- ▶ Loading and unloading goods from trucks
- ▶ Public messenger service
- ▶ Maintenance or repair of machinery.
- ▶ Motor vehicle driver or outside helper on any public road or highway, except if the vehicle does not exceed 6,000 pounds and if the driving is restricted to daylight hours.
- ▶ Work that involves the operation of power-driven wood-working machines, including supervising or controlling the operation of such machines, or operator of or helper on the following power-driven fixed or portable machines, circular saw, band saws or guillotine shears.

NON-DISCRIMINATION

SNWIB and its contractors are required to abide by applicable non-discrimination and EEO policies. It is critical that you are familiar with these rules as well as grievance procedures handled by the Youth Agency. SNWIB should be contacted per the grievance procedures provided to you.

Youth shall not be discriminated against on the basis of race, color, creed, handicap, national origin, sex, political affiliation or beliefs.

TIMECARDS, PAYROLL, & PAYCHECKS

Employer-Trainer supervisors are responsible for accurately recording the hours that a youth works each day of his/her training assignment. Youth must not be asked to work additional hours or to volunteer for any duties not listed on their Work Experience agreement. The Youth Agency does not authorize for overtime or compensatory time. Youth will not be paid for sick leave or vacation time.

In addition, the Youth Agency should thoroughly explain the process for recording time on timesheet. This should include how youth will take part in this process of approving their hours and assurances to avoid any misrepresentation of their actual hours worked.

Youth Agency should provide detail to Host Worksite regarding how time and attendance are returned to the agency for processing to avoid delay in youth receiving their paychecks.

In addition, Youth Agency shall explain the process for payroll and schedule to the Host Worksite Supervisor.

POLICY REGARDING DRUGS IN THE WORKPLACE

As a condition of continued participation in program, youth may not unlawfully use, be under the influence of, distribute, dispense, possess, or manufacture drugs or alcohol during paid working or training hours. Any violation of this policy must be reported to the Youth Agency immediately. Legally prescribed medications are permitted as long as their use does not

adversely affect the youth's ability to satisfactorily perform duties, his/her safety, staff safety, or the safety of others.

POLITICAL & RELIGIOUS ACTIVITY

Youth may not participate in partisan or nonpartisan political activities during their work experience. This includes activities which promote or oppose any political candidates, parties or beliefs. Youth will not be asked or required to attend religious worship, instruction or any religious or anti-religious activity.

RESTRICTED USE OF WORK EXPERIENCES & PROHIBITIONS

It is illegal for youth workers paid with WIA or ARRA funds to substitute for staff positions either directly or indirectly that would have otherwise been filled or replaced by the Host Worksite. WIA or ARRA funding and must not influence the displacement of currently employed workers, including partial displacement, such as reduction in hours of non-overtime work, wages or employment benefits. Youth may not be assigned to complete the same or substantially similar work performed by any other person who has been laid off from the Employer-Trainer. A youth that is participating in an employment activity operated with WIA funds may fill an established position vacancy except in such situations outlined: 1) When any other individual is on layoff from the same or any substantially equivalent job within the same organizational unit. 2) If the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with a WIA participant, and 3) If the employer has caused an involuntary reduction to less than full time in hours of any employee in the same or substantially equivalent job within the same organization unit.

Any employee who feels as though they have been displaced has a right to grieve if they feel that they have been displaced by WIA youth. WIA service providers who place WIA youth in subsidized or unsubsidized employment are required to notify employers of the non-displacement requirement in section 645.265 and the right of current employees to file a grievance.

Additionally, an employment activity operated with WIA funds shall not violate existing contracts for services or collective bargaining agreements. Where such an employment activity would violate a collective bargaining agreement, the appropriate labor organization and employer shall provide employment activity is undertaken.

Youth Work Experiences must be in addition to positions already funded without assistance from the Youth Agency. Your organization must be able to operate independent of these youth work experience training positions even though you accept one or more youth to an assigned position. If there is an indication that this policy is being violated in any way, all youth currently assigned to your agency may be re-assigned and our agreement with your agency will be terminated.