



# Erie Summer Jobs and More (JAM) Program

## Employer Handbook



A Collaborative Effort of Community Partners

**I. WORKSITE PROVISIONS**

GECAC is required to exercise site monitoring and in-house monitoring practices throughout the term of the program. This practice is an ongoing process geared to provide maximum program effectiveness. Staff will ascertain that all phases of daily work activities fully comply with the specific site agreement governing Child Labor Laws, Civil Rights Act and other applicable regulations. At a minimum, monitoring will make sure of the following:

- A. The worksite is providing the participants with meaningful work experience which enhances the youth’s awareness to the world of work.
- B. The worksite is providing constant supervision of the youth and supplying sufficient training/work during working hours.
- C. The worksite is supplying sufficient materials, tools, equipment and supplies so youth are able to perform adequately the work required.
- D. Assure all worksite supervisors have received an orientation prior to supervising the youth.
- E. The worksite is complying with employment regulations stipulating the youth labor is to be performed in a sanitary and safe environment.
- F. Worksite supervisors are providing adequate instruction to the youth so they may properly complete assigned tasks.
- G. The Emergency Information Sheet is completed, kept at the worksite, and placed in a confidential, but accessible location. (Not to be posted).
- H. The worksite is fully knowledgeable in appropriate accident procedures should any youth be involved in an accident.
- I. GECAC Youth Coordinator has access to youths’ timesheets and reviews them each time they visit the worksite.
- J. The worksite does not discriminate against any youth, and there is not any evidence of fraud, abuse or nepotism.
- K. All required postings are at the worksite.

**\*These postings will include the following:**

- EEO Poster in English and Spanish
- Abstract of Child Labor Laws
- Minimum Wage Law Poster and Fact Sheet
- Participant Schedule of Hours
- Other postings as may be deemed necessary

**II. REQUIREMENTS/RESPONSIBILITIES OF WORKSITE SUPERVISORS**

- A. Orientation of Youth to Worksite
  - ◇ Introduce the youth to all worksite supervisors (including alternate supervisors) and advise what functions they have in overseeing the youth’s activities. Give the youth a tour of the worksite. Treat the youth as you would want to be treated and as you treat any other employee.

B. Site Rules/Behavior

◇ Advise the youth of your specific worksite rules and regulations. Let them know you will treat them fairly, but you will not tolerate any misbehavior or program violations. Any violations will be dealt with in accordance with the Youth Disciplinary Code. Please keep your Youth Coordinator informed of youth's behavior. This information could help the coordinator handle a situation before it becomes a problem.

C. Attendance

◇ Review the specific work or training schedule for the youth. Stress the importance of having good attendance and being punctual. Be a good example. Excessive absenteeism will result in dismissal. Review proper calling off procedures and make sure youth have your telephone number.

◇ Youth will not be paid for time not worked.

D. Site Safety

◇ Demonstrate the proper use of equipment and safety procedures and how to properly use and wear safety equipment.

E. Dress Code

◇ Youth are required to report to their respective sites dressed neatly and appropriately for the specific assignment to be performed. The following clothing is considered not acceptable for the worksite:

- Halter tops, midriff tops or other tops that may leave the stomach, back or shoulders bare
- Shorts, cut-offs, or pants with large holes in the seat of the pants, etc.
- Sandals, flip-flops, etc.
- However, it is the choice of the Youth Coordinator or the worksite supervisor to waive the dress code requirements on shorts, sandals, etc., due to employment at swimming pools, etc.

F. Meal Breaks

◇ Youth are not paid for breaks over fifteen (15) minutes. The meal break will depend on the policy of the specific site. Youth under the age of 18 may not work more than five (5) consecutive hours without a thirty (30) minute break. They must sign out for lunch on their time card and sign back in upon returning to the site.

G. Timesheets

◇ GECAC will instruct youth on the proper procedures for completing their timesheet. However, assistance and guidance from the worksite supervisors is appreciated. The youth are paid only for time they work; therefore, the time card must list the actual sign in and sign out times. Each youth must do their own time card and cannot sign out early. Timesheets must be neat and in ink. Worksite supervisors need to review and sign each youth's time card and inform

the youth and coordinator of any problems. Timesheet must be accessible to GECAC staff.

H. Hours of Work

◇ GECAC must be notified of any changes to contract schedule. Exceptions must be authorized by GECAC and comply with Child Labor Laws. Actual hours must be arranged prior to the pay period in question.

I. Wage Rate and Payroll Schedule

◇ Youth will be paid weekly. The payroll schedule will be explained to youth during their orientation meetings, and GECAC staff will deliver their paychecks.

J. Worksite Transfers

◇ Youth cannot change locations throughout the program without the authorization of GECAC. If a youth's worksite supervisor wants the youth to change worksites, this must be discussed with the Youth Coordinator.

K. Worksite Agreement

◇ The purpose of the worksite agreement is to clearly delineate the responsibilities of both the worksite and GECAC as they relate to the provision of service to the youth.

◇ This agreement will include, at a minimum, the following areas: effective dates of the agreement statement of program purpose, total positions available, adherence to Child Labor Laws, assurance that youth are paid only for time worked, and maintenance of adequate time and attendance records, working hours, provision of adequate work, and identification of the immediate supervisor at the worksite.

◇ This agreement is not required to be posted; however, it must be available at the worksite for review by GECAC, monitors, and youth at their request. The agreement must be signed by the site supervisor and the representative from GECAC.

L. Communication

◇ All questions, concerns or complaints from worksite supervisors should be directed to the Youth Coordinator. Ongoing communication can help meet everyone's needs.

M. Evaluation of Youth Participants

◇ Youth will be evaluated during the work experience. The worksite supervisor will be asked to complete a youth evaluation. The Youth Coordinator may assist the worksite supervisor. Information derived from the evaluation will further assist the coordinator in the youth's training program.

III. **CHILD LABOR LAWS**

All worksites will receive a copy of the Child Labor Laws. If worksite supervisors are unsure about a Child Labor Law issue, call the Youth Coordinator. All worksites must abide by the Child Labor Laws. Violations of the Child Labor Laws are in program defiance and could result in the termination of the site from the program. A general summary of those laws is listed below:

JOB	AGES 14 – 15	AGES 16 – 17	AGES 18 - 21
Acetylene or electric welding	NO	NO	YES
Electric wiring (inside and outside)	NO	NO	YES
Wrecking and demolition	NO	NO	YES
Scaffolding, ladders or their substitutes	NO	YES	YES
Tunnels	NO	NO	YES
Excavations and ditches over 4-feet deep	NO	NO	YES
Machinery cleaning or oiling (in motion)	NO	NO	YES
Operating power lawnmower	NO	YES	YES
Operating power driven weeder	NO	YES	YES
Operating power driven chainsaw, cement saw	NO	NO	YES
Operating power driven woodworking machinery	NO	NO	YES
Food cutting processing equipment	NO	NO	YES
Spray painting	NO	NO	YES
Roofing – all occupations	NO	NO	YES
Construction, repair, rebuilding, painting	YES	YES	YES
On highways, roadways right of ways open to vehicular travel	NO	YES	YES
On highways, roadways, right of ways not open to vehicular travel	YES	YES	YES
Window cleaning (outside involving working from windowsills)	NO	YES	YES

This is not to be construed as a complete list. Please refer to the applicable Child Labor Laws.

IV. **ACCIDENT PROCEDURE/INSURANCE AND EMERGENCY INFORMATION**

A. Accident Procedures

◇ If a youth is involved in a mishap or accident while at the site, the worksite supervisor will immediately see to the well-being of the injured youth by applying first aid or taking other measures as needed. If the injury is serious, the worksite supervisor will immediately see that the youth is sent to the nearest hospital or medical clinic. All injuries, however slight, must be reported to the Youth Coordinator within 24 hours. The worksite supervisor will need to contact the Youth Coordinator as soon as possible regarding serious injuries.

B. Accident Insurance

◇ An Incident Report **must be completed for all injuries.** The Youth Coordinator will retain reports of all accidents occurring during the program, however slight, sustained at the site. No injury goes unreported! Additional instructions and the specific insurance policy regarding accident insurance will be presented to the youth by the Youth Coordinator at the time of the occurrence.

C. Emergency Information Sheet

◇ An Emergency Information Sheet will be presented to all worksite supervisors.

The information on this form will:

- Be for worksite supervisor use only
- Remain strictly confidential
- Not be posted , but retained in an accessible place for all authorized personnel

V. **YOUTH PARTICIPANT DISCIPLINARY CODE AGREEMENT**

Youth are required to follow the disciplinary code outlined below.

A. My Responsibilities as a Youth Program Participant

- ◇ I will sign in upon arriving to the worksite, sign in and sign out for my lunch break, and sign out before leaving the worksite.
- ◇ I will sign the timesheet on my own behalf.
- ◇ I will report to work daily for a designated work period and not leave work before the end of my workday without first receiving permission from the immediate worksite supervisor.
- ◇ I understand that any time reported off or any time missed due to late arrival or early quit will be deducted from my timesheet.
- ◇ If I am unable to report to work for any reason, I will call off on that day to the appropriate worksite supervisor prior to my starting time.
- ◇ I will follow all instructions and work related duties as assigned by my worksite supervisor to the best of my ability and in a safe and cooperative manner.
- ◇ I will perform my daily designated work-related duties without abusing any worksite equipment or facilities.
- ◇ I will fully cooperate with all staff in receiving the Participant Orientation and all applicable parts thereof, and in all other Summer JAM related matters and training.
- ◇ I will attend all assigned classroom training.

B. The following offenses will result in disciplinary action or immediate discharge:

- ◇ Reporting to work under the influence of alcohol, narcotics or nonprescription drugs, or use of alcohol, narcotics or drugs during working hours, including lunch periods or work breaks.
- ◇ Stealing anything from the worksite, worksite employees, participants or any person, corporation, firm or agency while enrolled within Summer JAM.
- ◇ Falsification of any Summer JAM related record.
- ◇ Abusive conduct and/or use of vulgar, foul or abusive language.
- ◇ Horseplay or assault, striking or attempting to strike any worksite supervisor, worksite employee, participant, or any program staff member.
- ◇ Unexcused absences (absences without first notifying the worksite supervisor and Youth Coordinator).
- ◇ Chronic absenteeism or habitually failing to follow worksite supervisor orders.

- ◇ Unwillingness to perform job assignment or open defiance toward a worksite supervisor or program staff member.
- ◇ Any special problems or any acts that the worksite supervisor determines to be:
  - Detrimental to safe working conditions
  - Inappropriate behavior
  - An illegal act
  - An uncooperative attitude

C. Order of Disciplinary Action

The following Order of Disciplinary Action will be utilized by GECAC staff in acting on any of the previously outlined offenses:

- ◇ **Written Reprimand/Suspension:** The participant will be subject to a written reprimand which will result in a minimum of one (1) day suspension or an indefinite amount of time to be determined by Administration based on the severity of the offense.
- ◇ **Termination:** Any program participant requiring the previous disciplinary action and who continues to conduct himself/herself in an inappropriate manner will be dismissed from program participation at the discretion of the GECAC Program Staff.
- ◇ **Automatic Suspension or Dismissal:**
  - It will be the prerogative of the Youth Coordinator or applicable staff to waive any steps in the Order of Disciplinary Action for acts considered illegal, immoral, detrimental to safe working conditions, or blatant uncooperativeness, and
  - GECAC has the right to automatically suspend or dismiss any participant for acts considered illegal, immoral, and detrimental to safe working conditions, or blatant uncooperativeness. GECAC reserves the right to terminate a participant from the program.