



Earn + Learn Program Employer Handbook 2023



A Collaborative Effort of Community Partners

**ERIE SUMMER JOBS AND MORE (JAM)
EMPLOYER HANDBOOK**

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I. WORKSITE PROVISION

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 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:**
 - 1. EEO Poster in English and Spanish
 - 2. Abstract of Child Labor Laws
 - 3. Abstract of the Equal Pay Law
 - 4. Abstract of the Child Labor Act Hours Provisions
 - 5. Worker Comp Poster
 - 6. Minimum Wage Law Poster and FACT Sheet
 - 7. Participant Schedule of Hours
 - 8. Other posting as may be deemed necessary

II. REQUIREMENTS/RESPONSIBILITIES OF WORKSITE SUPERVISORS

A. Orientation of Youth to Worksite (Day 1)

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. Safety must be taken into consideration when determining the allowable dress code for each position. 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 Worksite Supervisor in conjunction with the Youth Counselor 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-in upon their return and/or the conclusion of their meal break.**

G. Time Cards

GECAC will train youth on the proper procedures for completing their timesheet on the InSite (GECAC's electronic time card/payroll system). However, assistance and guidance from the worksite supervisor is appreciated. Youth are paid only for time they work; therefore, the time card must list actual sign-in and sign-out times. Each youth must do their own time card and cannot sign-out early. **Worksite supervisors will need to review and approve each youth's time card on InSite.** If there is a problem, a Youth Coordinator should be contacted immediately. GECAC staff will also access and review time sheets. For a complete guide and instruction manual for InSite, please see PAGE 10 of the Summer JAM Employer Handbook.

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 bi-weekly. The payroll schedule will be explained to youth during orientation meetings. Youth will receive their paychecks via direct deposit.

J. Worksite Transfer

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 and approved by a 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 services to the youth.
- This agreement will include, at minimum, the following areas: effective dates of the agreement, statement of the 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. Employer & Youth Surveys

Youth will be given a mid-point and an end-of-the program evaluation to complete. The employer in concert with the Youth Coordinator will conduct an employee evaluation upon the participant's 90 hour / 3 week probationary period. Likewise, the employer will be given an end-of-the program evaluation to complete as part of a mandatory requirement of the Summer JAM 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, contact 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	AGES	AGES
	14-15	16-17	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.

The Abstract Of The Child Labor Act Hours Provisions must be posted. The maximum hours of employment for ages 14 & 15 during school vacations is eight hours / day, 40 hours / week. The work time for ages 14 & 15 during school vacations is prohibited before 7:00 am and after 9:00 pm.. The maximum of hours of employment for ages 16&17 during school vacations is ten hours / day, 48 hours / week. The work time for ages 16 & 17 during school vacations is prohibited beyond 1:00 am. For exceptions, please refer to www.dli.pa.gov/laws-regs/child-labor.

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 and complete an Accident Report, see appendix 1. 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 (see appendix 1)**. The Youth Coordinator will retain reports of all the 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 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; and
- Not be posted, but retained in an accessible place for all authorized personnel.

D. American Red Cross First Aid Kit Minimum Content List

Every worksite is required to have a portable, accessible, First Aid Kit stocked at a minimum with the items listed below. Supplies for the kit can be purchased at drug stores or at a hospital, or medical supply stores.

Each First Aid Kit should be large enough to hold the necessary supplies for first aid in a workplace setting. Use a container that will close tightly. Arrange the contents so those items can be obtained without emptying the kit. Be sure the contents are wrapped tightly and are sanitary. The kit should be restocked after each use. **ITEMS USED MUST BE REPLACED WITHIN 2 DAYS.**

Quantity	Item
10	$\frac{3}{4}$ x 3 inch Bandages
6	1 x 3 inch Bandages
12	Antiseptic Towelettes
4	4 x 4 inch Sterile Pads
9	3 x 3 inch Sterile Pads
2	Extra Large Bandages
4	Finger Tip Bandages
1	2 inch Roll of Gauze Bandages
1	Triangular Bandages
1	Pair of Scissors
1	Pair of Disposable Latex Gloves
1	$\frac{1}{2}$ inch Roll of Tape
1	Emergency Telephone Guide
1	Pen/Pencil and Note Pad
1	Incident Report (as required by work site)
1	COPY OF THIS LIST
1	Instruction Card

V. YOUTH PARTICIPANT DISCIPLINARY CODE AGREEMENT

Youth are required to follow the disciplinary code outlined below:

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 enter time on the time card 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 of 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.

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 breaks 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

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 the Summer JAM Program staff 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 Summer JAM Program staff.
- **Automatic Suspension or Dismissal:**
 - It will be the prerogative of the Youth Coordinator or applicable Summer JAM Program 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.

VI. INSITE FOR SUMMER JAM SUPERVISORS

The Summer JAM program utilizes an electronic record keeping system for youth timecards called inSite. All supervisors will be issued a username and password to access inSite. Supervisors will use inSite to review, approve and/or correct youth's weekly timecards.

All youth will be given access to inSite and are responsible for entering their hours worked into inSite on a daily basis.

The Summer JAM pay schedule is bi-weekly. Paychecks are deposited directly into the bank account listed on youth's Summer JAM application package. The pay periods during the program are listed. Supervisors should review and approve time cards **no later than 12pm on the dates listed in the table below:**

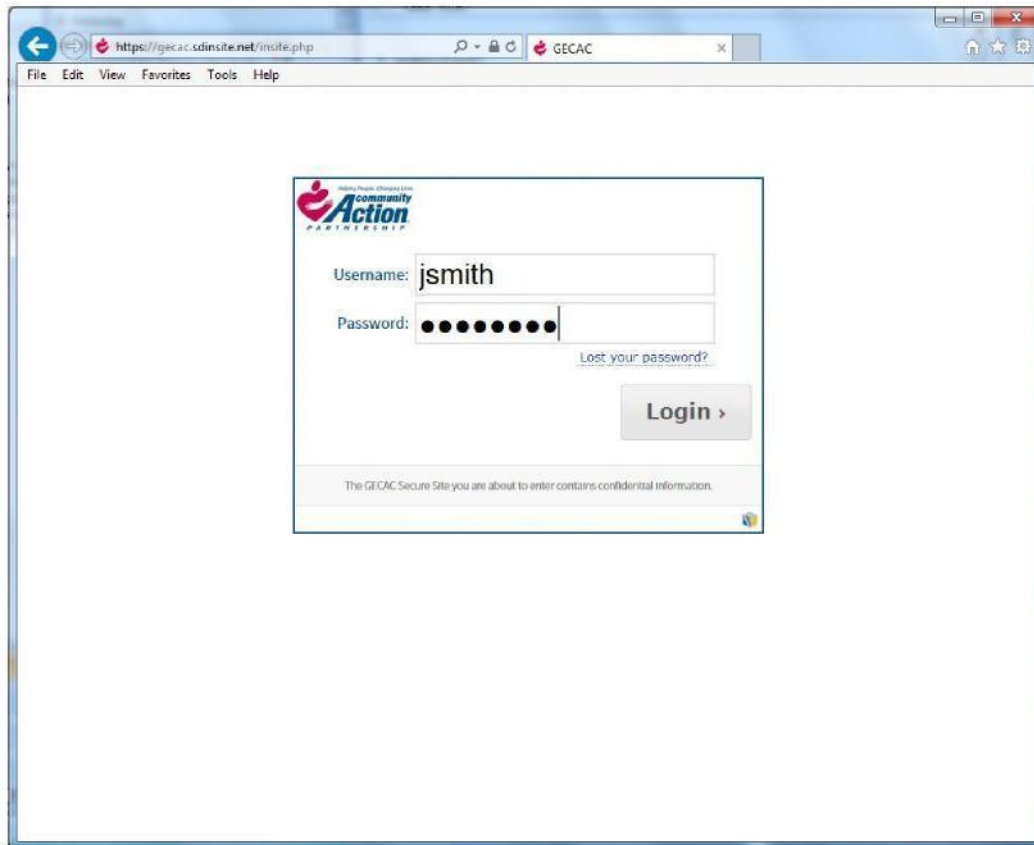
Pay Schedule		
Payroll Period	Supervisor approve by 12 PM on: (unless work on Sat, then approve by noon on sat)	Youth Pay Date
6/11/2023 to 6/24/2023	Friday, June 23rd	Friday, June 30, 2023
6/25/2023 to 7/8/2023	Friday, July 7th	Friday, July 14, 2023
7/9/2023 to 7/22/2023	Friday, July 21st	Friday, July 28 2023
7/23/2023 to 8/5/2023	Friday, August 4th	Friday, August 11, 2023
8/6/2023 to 8/19/2023	Friday, August 18th	Friday, August 25, 2022
8/20/2023 to 9/2/2023	Friday, September 1st	Friday, September 8 2023

*Partial Pay weeks – only working one week out of the 2-week payroll period

Supervisors should double check all hours for accuracy and approve timecards to avoid any payment delays. Please be sure to correct the error before approving the time card. It is the youth's responsibility to input their hours correctly; it is the supervisor's responsibility to verify it is accurate. Also, as a reminder, it is GECAC policy to require every youth who works more than 5 hours in the day take a lunch break no matter their age. Please be sure this is reflected in inSite. Supervisors are encouraged to contact a Peer Coordinator with any questions/issues.

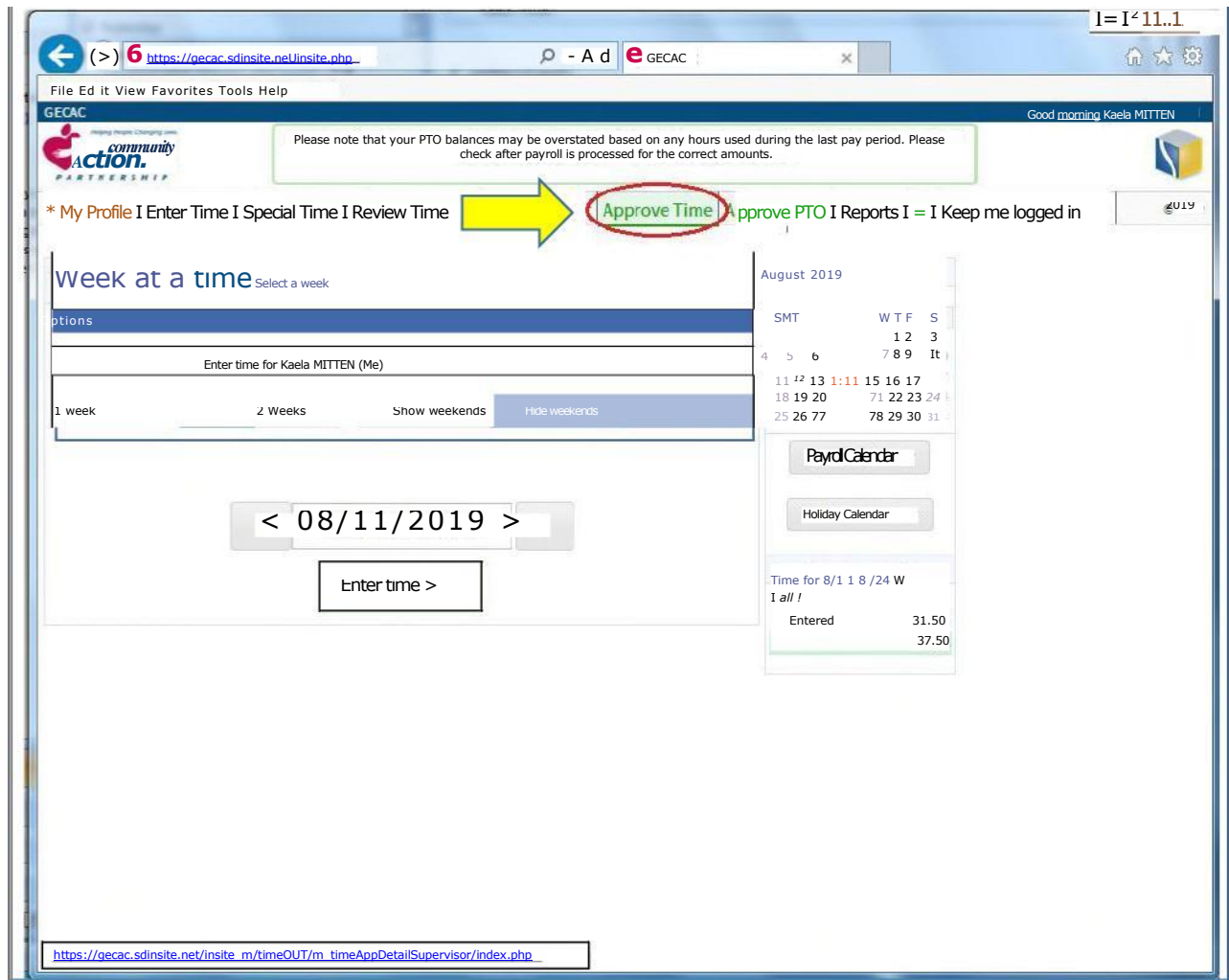
InSite Supervisor Step-by-Step Tutorial

Website for time card approval: <https://gecac.sdinsite.net/insite.php>



Supervisors will be issued a username and temporary password to enter

- Upon inputting the username and temporary password, a screen will prompt the user to change the password.
- Please do not forget this information; write it down and keep it in a safe place.



The screen shot above displays the main screen



Select the tab titled , " Approve Time " (circled in red in the screenshot) to review and approve hours .

0 <https://gecac.sdinsite.net/insite.php> P - **a** 6 GECAC

File Edit View Favorites Tools Help

ALA. Please note that your PTO balances may be overstated based on any hours used during the last pay period. Please check after payroll is processed for the correct amounts. Good morning Kaela M1 11 TN 061¹

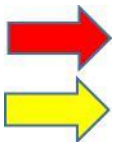
Aceim 1'1,11

1⁷11My Profile I Enter TimeSpecial TimeReview TimePTO Request Approve Time Approve PTOReportslal Keep me logged in g 2019

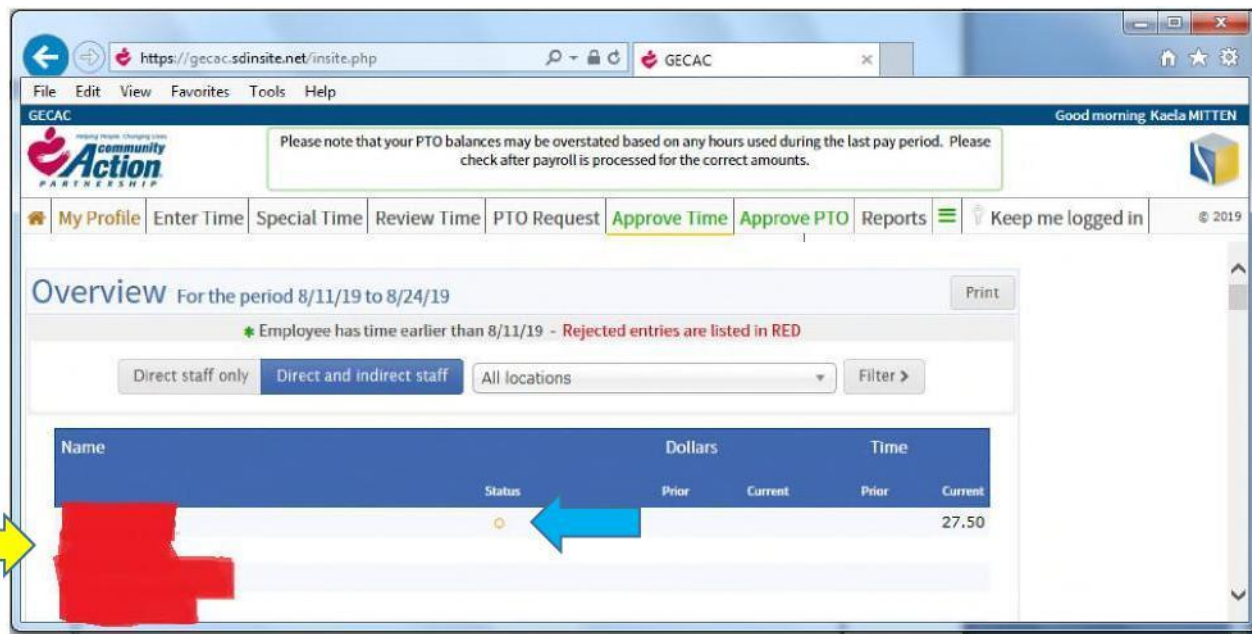
Approve Time

8/11/2019 to 8/24/2019

Select this pay period >



Click the drop-down menu and select the current pay period. Click on – Select this pay period .



This screen will list all youth assigned to the Supervisor. It will also display an overview of all participant hours.

If a Supervisor is missing a participant, please contact a Peer Counselor immediately so the youth can be assigned to the correct supervisor.



All participant names will be listed on the left, in the column titled, "Name" (currently blacked out in red).



The "Status" column indicates whether hours have been approved or not.



An outlined yellow circle indicates the timecard has not yet been approved.



A filled in green circle indicates the timecard has been approved.



A filled in red circle indicates there has been a rejection on the timecard.

The "Current" column will show how many hours the student has entered into the system for the pay period.

To approve hours, click on the participants name or select the "Start Approvals" button at the bottom of the display.

Approving for [Redacted]

10 entries for the period 8/11/19 to 8/17/19

Status	Date	In	Out	Dollars	Total Time	Work code	Comments	Reject
Mon 8/12/19	8:00 AM	12:00 PM	4.00	Regular				
Mon 8/12/19	12:30 PM	2:00 PM	1.50	Regular				
Tue 8/13/19	8:00 AM	12:00 PM	4.00	Regular				
Tue 8/13/19	12:30 PM	2:00 PM	1.50	Regular				
Wed 8/14/19	8:00 AM	12:00 PM	4.00	Regular				
Wed 8/14/19	12:30 PM	2:00 PM	1.50	Regular				
Thu 8/15/19	8:00 AM	12:00 PM	4.00	Regular				
Thu 8/15/19	12:30 PM	2:00 PM	1.50	Regular				
Fri 8/16/19	8:00 AM	12:00 PM	4.00	Regular				
Fri 8/16/19	12:30 PM	2:00 PM	1.50	Regular				
Week #1 totals:				\$0.00	27.50	2.50 hours over 25.00		

Grand totals

Total Dollars to Approve	\$0.00
Total Time to Approve	27.50

Actions for [Redacted]




Print Add entry Ignore Approve

126 users remain in your list to review

< Cancel Return to list < Process Return to list Process and next >

Clicking on the participant's name will display all the hours the participant logged for the pay period

Things to look for:

-  If a participant took a lunch, it should be reflected on their timesheet. In the screenshot above, notice how the participant has two time card entries per day to reflect he/she "clocked out" for lunch.
-  If the total hours are extremely off, it is most likely because the participant did not
-  change the AM/PM accordingly. The supervisor can ask the youth to correct their timecard and/or edit the error. Please see PAGE 18 of the Summer JAM handbook to learn more about correcting timecards.

Supervisors should verify that the participant enters "Regular" in the Work Code column for every timecard entry. Selecting "Unpaid Time" or "Vacation" will result in the participants paycheck being shorted hours worked.

https://gecac.sdinsite.net/insite.php

File Edit View Favorites Tools Help

GEACAC

Good morning Kaela MITTEN

Please note that your PTO balances may be overstated based on any hours used during the last pay period. Please check after payroll is processed for the correct amounts.

My Profile Enter Time Special Time Review Time PTO Request **Approve Time** Approve PTO Reports Keep me logged in © 2019

Approving for [REDACTED]

10 entries for the period 8/11/19 to 8/17/19

Status	Date	In	Out	Dollars	Total Time	Work code	Comments	Reject
○	Mon 8/12/19	8:00 AM	12:00 PM		4.00	Regular	!	<input type="checkbox"/> Edit
○	Mon 8/12/19	12:30 PM	2:00 PM		1.50	Regular	!	<input type="checkbox"/> Edit
○	Tue 8/13/19	8:00 AM	12:00 PM		4.00	Regular	!	<input type="checkbox"/> Edit
○	Tue 8/13/19	12:30 PM	2:00 PM		1.50	Regular	!	<input type="checkbox"/> Edit
○	Wed 8/14/19	8:00 AM	12:00 PM		4.00	Regular	!	<input type="checkbox"/> Edit
○	Wed 8/14/19	12:30 PM	2:00 PM		1.50	Regular	!	<input type="checkbox"/> Edit
○	Thu 8/15/19	8:00 AM	12:00 PM		4.00	Regular	!	<input type="checkbox"/> Edit
○	Thu 8/15/19	12:30 PM	2:00 PM		1.50	Regular	!	<input type="checkbox"/> Edit
○	Fri 8/16/19	8:00 AM	12:00 PM		4.00	Regular	!	<input type="checkbox"/> Edit
○	Fri 8/16/19	12:30 PM	2:00 PM		1.50	Regular	!	<input type="checkbox"/> Edit
Week #1 totals:				\$0.00	27.50	2.50 hours over 25.00		

Grand totals

Total Dollars to Approve	\$0.00
Total Time to Approve	27.50

Actions for [REDACTED]
Print Add entry Ignore Approve
126 users remain in your list to review

< Process
Return to list

Process and next >
[REDACTED]

If all the time entries are correct, supervisors will select "Approved"

Supervisor will then select either "Process" Return to list or 'Process and Next"
(Process return to List will take you back to page with list of employees/youths
Process and next will take you to the next youths timesheet on the list)

Editing Time Cards

Good morning, Kacla MITTEN

Please note that your PTO balances may be overstated based on any hours used during the last pay period. Please check after payroll is processed for the correct amounts.

My Profile Enter Time Special Time Review Time PTO Request **Approve Time** Approve PTO Reports Keep me logged in

Approving for [redacted]

10 entries for the period 8/11/19 to 8/17/19

Status	Date	In	Out	Dollars	Total Time	Work code	Comments	Reject
Mon	8/12/19	8:00 AM	12:00 PM	4.00	Regular		<input checked="" type="checkbox"/>	
Mon	8/12/19	12:30 PM	2:00 PM	1.50	Regular		<input type="checkbox"/>	
Tue	8/13/19	8:00 AM	12:00 PM	4.00	Regular		<input type="checkbox"/>	
Tue	8/13/19	12:30 PM	2:00 PM	1.50	Regular		<input type="checkbox"/>	
Wed	8/14/19	8:00 AM					<input type="checkbox"/>	
Wed	8/14/19	12:30 PM					<input type="checkbox"/>	
Thu	8/15/19	8:00 AM					<input type="checkbox"/>	
Thu	8/15/19	12:30 PM					<input type="checkbox"/>	
Fri	8/16/19	8:00 AM					<input type="checkbox"/>	
Fri	8/16/19	12:30 PM					<input type="checkbox"/>	

Comments to [redacted] required to reject:
Please enter at least 3 characters
absent
Characters: 6/255

Grand totals
Total time to approve: 27.50

Save

Print Add entry Ignore Approve

126 users remain in your list to review

< Cancel Return to list < Process Return to list Process and next >

To reject a full day:

If a participant entered time on a day they did not actually work, the Supervisor will need to reject those hours.

→ Check the "Reject" checkbox in column near the right.

→ A dialog box will prompt the Supervisor for a reason. Enter the reason and select Save. If there are two incorrect entries for one day, be sure to reject both entries.

To correct/edit hours:

Click the "Edit" button next to the hours that need to be correct. The screen will look like the screenshot above.



Supervisor can edit time as needed, including changing the work code to "Regular" or correcting AM/PM errors.



Be sure to enter a comment to indicate the reason for the change.



When complete, select, "Save Changes" to finalize the edits.

VII. Employer Wage Contributions

Participants will be subject to a progressive wage scale. Upon satisfactory completion of the 90 hour probationary period, the tier one participants wages will advance from \$8.25 / hour to \$8.50 per hour and the tier two wages will advance from \$10.00 / hour to \$10.50 / hour. It is at this time that the employer agrees to begin contributing a minimum of one half of the participants wages while GECAC continues to provide for the other one half and appropriate taxes and insurance. The Employer will be assessed the wages based on the participants completion of the remaining 90 hours calculating at $((\$ / \text{hour} / 2) \times 90 \text{ hours})$. Expected Employer contributions for tier one $(\$8.25 / 2) \times 90 \text{ hours}$ will be \$371.25 and tier two will be \$472.50. The employer will be asked to make this contribution within three days of the participants completion of the 90 hour probation.

Note: ATTACH APPENDIX FOR INJURY