

# Summit County Youth Employment for Success (YES)



## Worksite Manual Year Round 2011-2012

Check out our website at:  
<http://www.co.summit.oh.us/executive/yes.htm>

1. Summit County Youth Employment for Success rules and policies (Attached)
2. Worksite responsibilities:
  - a. Provide meaningful work for youth worker
  - b. Provide sufficient equipment and material
  - c. Adequate direction is required
  - d. Safety on the worksite
  - e. Conduct on the worksite
  - f. If there is a dress code make sure the youth worker is aware
  - g. Let youth worker know what personal items cannot be brought to work (i.e. radios, cell phones, weapons, etc.)
  - h. If a youth is injured on the worksite, follow direction on Worker's Compensation Form. Worker's Comp packets to be delivered with timesheets
  - i. Fair treatment of all youth
3. Minor labor laws (Attached)
4. Transportation to and from worksite
  - a. Youth workers will be responsible for their own transportation to and from the worksite.
5. Time/attendance procedures
  - a. Lateness
  - b. Excused and unexcused absences
  - c. Call off procedures
  - d. Only paid for time worked
  - e. Time sheets
  - f. Sign in and sign out
  - g. Lunch
  - h. Breaks
6. Payment procedures (Attached)
  - a. Frequency and method

**Summit County Youth Employment for Success  
complies with all federal and state non-discrimination laws.**

**YES Contact numbers**

<b>Lynn Parmentier, Program Administrator</b>	<b>330-643-7886</b>
<b>Jennifer Kolasky, Senior Employment Counselor</b>	<b>330-643-7885</b>
<b>Christopher Brigmon, Employment Counselor</b>	<b>330-643-7401</b>

## **Summit County Youth Employment for Success Youth Rules and Policies**

In order for you to meet your YES responsibilities, you need to follow your YES rules and policies. Listed below are general rules that apply to your worksite and the YES program. Be sure you also know and record any rules that may be specific to your worksite.

1. **Report to work as scheduled. If you must be late or absent, call your worksite.** Your worksite expects you to be at work, so when you do not call off you are not only hurting them, you are also hurting yourself. **Your worksite and the YES Office have the right to terminate your employment at anytime based upon performance and/or conduct issues.**
2. **Complete your time sheets accurately.** If your timesheet is not completed accurately, you will not be paid accurately. **\*NOTE\*** If you work more than 5 hours in one day, you must take a  $\frac{1}{2}$  hour lunch break. The  $\frac{1}{2}$  hour will be automatically deducted from your timesheet, so remember to take your  $\frac{1}{2}$  hour break when working more than 5 hours.
3. **DO NOT fill out your timesheet ahead of schedule.** Fill out your timesheet daily, when you come in and when you leave at the end of your scheduled work time. When you fill it out in advance you are falsifying your timesheet, as you have not worked those hours at that time. Falsifying your timesheet is against programs rules and against the law.
4. **Do not abuse calling off.** Give your employer plenty of advance notice when you are not going to be at work, especially if you have a set schedule and they need to find a replacement.
5. **Be proactive when you are at work.** Always ask what you need to do, and when you complete that task, ask what you can do next.
6. **Maintain a friendly and courteous attitude and show respect for your job, your supervisors, your co-workers, and the public.** Respect supervisors—no swearing, no mouthing off, and follow directions. Do not fight with co-workers. If there is a problem, contact your YES supervisor. Also, make sure you have good manners when interacting with the public.
7. **Do not bring unauthorized personal belongings to work** (toys, radios, etc.). If you ride a bike to work, bring a chain to lock your bike while working. Leave cell phones at home or turn them off while at work. **Cell phone use is only allowed when making transportation arrangements or in an emergency. No texting or talking on your phone while working.**
8. **You should not eat or drink at your workstation.** There may be a designated time and place for such activity.
9. **Do not use, possess, or be under the influence of non-prescription drugs or alcohol at any YES activity. Smoking is also prohibited.** Violation of this rule will result in immediate termination.

10. **Your clothing should be office/worksite appropriate.** Please ask your worksite what you can and cannot wear to work. Some worksites have specific dress codes. **DO NOT wear** tank tops, flip flops, tight or revealing clothing, "droopy" pants, or other clothing not appropriate for your worksite.
11. **Remain at your assigned workstation.** Do not be somewhere you are not supposed to be.
12. **Use only the equipment, tools, and supplies** (including power tools, telephone, fax, and copy machines) **on which you have been trained and have been given permission to use.**
13. **Family and friends are prohibited from visiting you at work.** If you wish someone to see your work area, you should arrange it with your worksite.
14. **You will be paid only for the time you actually work.** You will not be paid for vacation, sick, or holiday time.
15. **Absences may be made up only with permission** from your YES Supervisor and your worksite.
16. **Transportation will not be provided.**
17. **If an injury is sustained at a YES worksite, report it immediately.** Fill out a Worker's Compensation form if necessary.
18. **You will be paid federal minimum wage,** which is \$7.70 an hour.

**NOTE: Serious offenses that are substantiated will result in immediate termination. These include, but are not limited to the following:**

1. **Theft**
2. **Being under the influence of or possession of alcohol or drugs**
3. **Physical or sexual abuse**
4. **Carrying or use of a weapon**
5. **Fighting**

**A police report may be filed when there is an allegation of the five offenses listed above.**

**Summit County Youth Employment For Success**  
**Spring 2012 Biweekly Pay Schedule**

<b><u>Pay Period</u></b>	<b><u>Pick-up Timesheets</u></b>	<b><u>Pay Date</u></b>
February 13-February 23	February 24	March 2
February 24-March 8	March 9	March 16
March 9-March 22	March 23	March 30
March 23-April 5	April 6	April 13
April 6-April 19	April 20	April 27
April 20-May 3	May 4	May 11

**Explanation of pay schedule**

**Pay Period-** The dates appearing in Column #1 are the dates that should be on the timesheet being turned in on the date indicated in Column #2. Please note that the last day to be included at the end of the timesheet is a Thursday.

**Pick-up Timesheets-** The date appearing in Column #2 is the date (Friday) the timesheet will be picked up from your worksite. The timesheet must be properly completed according to the example in your handbook.

**Pay Date-** The date appearing in Column #3 is the date you can expect a paycheck for the time shown in Column #1.