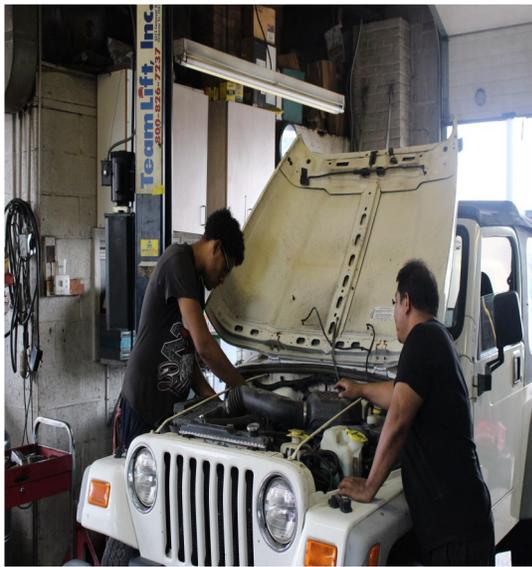


Jobsite Handbook





Dear Business & Community Leader,

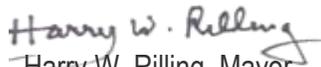
Thank you for investing in Norwalk's young people by supporting the Mayor's Summer Youth Employment Program (SYEP). The SYEP always makes a difference in a young person's life: It gives him or her a chance to explore a career, earn money and more importantly, build good work habits that will last a lifetime.

In your role as a leader in this City, we appreciate you stepping up and supporting this program by donating funds for a young person's salary, becoming a jobsite or doing both. Your support will not only make an enormous difference for a young person, but will impact an entire family.

The following information will provide answers to frequently asked questions about the program, including your role as an employer/jobsite and expectations for our young people participating in the program.

Thank you for your commitment and investment in our City's future workforce!

Sincerely,


Harry W. Rilling, Mayor
City of Norwalk

What is the Mayor's Summer Youth Employment Program (SYEP)?

The City of Norwalk's Summer Youth Employment Program (SYEP) is a locally funded initiative, administered by the Mayor's Office, that prepares low and moderate-income youth ages 14-18 for jobs via pre-employment workshops so they can explore a profession, learn a skill, learn to navigate in a business environment, contribute to the community, and earn money. Before youth are assigned to a worksite, they spend one week in intensive workshops learning appropriate business behavior, business dress, and employer expectations. Individuals wishing to participate in the program must be a resident of Norwalk. Through the SYEP, we strive to provide young people with the opportunity to:

- Earn money and gain meaningful work experience
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
- Gain exposure to various exciting career industries; and
- Interact with professionals/adults in a positive work environment.



Though the SYEP is a short-term employment and training program, our goal is to connect youth to employers who will positively impact their futures. Local employers, both for and non-profit organizations/agencies make this annual program possible by volunteering to serve as Jobsites and providing structured work opportunities for youth during the summer.

When is the SYEP?

The SYEP is a 6-week, temporary work program. The program runs July through August.

How does an organization apply to become a SYEP Jobsite?

Organizations interested in becoming a SYEP jobsite must submit a Jobsite Information Form for consideration no later than May 31st. Once your application is submitted, you will receive confirmation from our office regarding your participation as a worksite.

What are the qualifications to become a SYEP Jobsite?

Organizations that wish to receive SYEP workers can be not-for-profit, for-profit or government/municipal agencies. They must be able to provide youth with productive, meaningful work and proper adult supervision for the duration of the program. Jobsites must also abide by all federal, state and local labor laws and facilities health and safety regulations.

What are the expectations for employers?



We believe that one of the most important aspects of the SYEP is the experience that youth will have at your jobsite. With that, we expect employers to provide a safe, structured and properly supervised work place and provide youth with meaningful, appropriate tasks and duties to perform throughout the duration of the program. In turn, we will provide the support needed to ensure a positive experience for both the youth worker and jobsite.

Who is responsible for paying the youth?

The City of Norwalk provides all administrative tasks associated with the operation of the program. The wages are paid by the City from contributions received from our annual fundraising efforts.

All tax deductible contributions should be made payable to:

Mayor's Summer Youth Employment Program

Remit contribution to:

City of Norwalk

Community Services Dept., room 202

125 East Ave.

Norwalk, CT 06856

How many hours can the youth work, and how much are they paid?

The SYEP pays youth for a maximum of 25 hours a week and are paid minimum wage. Employers determine the work schedule for each assigned youth worker (s). Workers can not exceed 150 total program work hours.

How are the youth selected to work in the program?

The SYEP is a competitive process. All interested persons, ages 14-18 must submit an application and are required to go through the interview process. Youth are selected based on their inherent ability to meet the jobsite criteria/requirements indicated by each potential employer.

Who is responsible for placing the youth at the jobsites?

The Program Manager is responsible for placing the youth at the jobsites. As a general rule, the jobsite does not select the youth worker(s). The number of youth selected for employment is based on 1) the amount of funding received to support the program, and 2) the number of worksites available.

Can the jobsite select the youth?

Each youth selected into the program expects to be placed in a location and to ensure that happens, the Program Manager places all youth workers based on observations during the week of training, prior evaluations and the requirements of the jobsite.

Is there a process to ensure the youth are ready to work?

The SYEP conducts a mandatory 5-day job etiquette training workshop for all first-time participants that addresses workplace readiness and other life skills.

The training will take place: **Monday, June 22– Friday, June 26, 2020.**

If the jobsite has additional requirements such as medical records/ clearance, additional training and the like, it is responsible for letting participants know about the requirements and providing for the screening of participants assigned to that jobsite.



What are the expectations for youth?

The SYEP is not a program where youth just “sign up” and get a paycheck. Once a youth is assigned to a location, they will be expected to show up as scheduled and to follow all rules established by their jobsite/supervisor. Participants are expected to be active, engaged and to always conduct themselves in a professional and respectful manner. If they are unable to maintain good standing while on the job, youth are subject to termination, which could possibly prohibit future participation in the program .

What kind of work are SYEP participants allowed to perform?

Jobsites are required to provide proper supervision and age– appropriate work for youth between the ages of 14 & 18. All SYEP jobsites are required to abide by federal, state and local labor laws. (See attached)



Is there any additional support provided to the Jobsite staff?

The SYEP Manager will conduct site visits to support both the youth worker(s) and the supervisor. You should communicate with the SYEP Manager regarding questions about the program or specific issues related to participants placed at the jobsite.

Can a Jobsite terminate the employment of a SYEP worker?

The SYEP Program Manager encourages continuous communication and feedback regarding the job performance of participants. If the jobsite is dissatisfied with the performance of an SYEP participant, the jobsite supervisor should inform the Program Manager as soon as possible and together attempt to resolve the issue. If there is no improvement, termination may be warranted. However, the jobsite should not terminate participants and send them home independently.



The Mayor's Summer Youth Employment Program (SYEP) provides employers with entry-level interns. Youth work up to 25 hours per week for six weeks with the goal of building on their individual strengths and incorporating life skills and work ethics. Further goals include engaging the talents and interests of youth, developing their skills and competencies, and providing positive adult role models. SYEP participants are Norwalk residents between the ages of 14 and 18 and are enthusiastic about the chance to earn money and more importantly, build their resumes with good work experience.

As a SYEP jobsite partner, you agree to:

- Provide productive and meaningful work
- Provide supervision and mentoring
- Communicate regularly with the Program Coordinator to ensure the best possible experience for you and the participant
- Evaluate participants and provide adequate feedback

The following section includes:

- Employee Evaluation Form (to be completed and submitted to our office.)
- Incident Report Form
- CT Department of Labor Information
- Program Contact Information

SUMMER YOUTH EMPLOYMENT PROGRAM – 20____

Employee Evaluation

NAME OF PARTICIPANT: _____

JOBSITE: _____

PERFORMANCE LEVELS:

5=Excellent

4=Above Average

3=Average

2=Satisfactory

1= Needs Improvement

PERFORMANCE

LEVELS (Please circle one)

Attendance: Punctuality, remaining on the job	5	4	3	2	1
Quality of Work: Accuracy, neatness, completeness	5	4	3	2	1
Work Habits: Uses time effectively and observes work rules	5	4	3	2	1
Dependability: Reliability in assuming the obligations of the position	5	4	3	2	1
Judgment: Uses a logical approach when making decisions	5	4	3	2	1
Employee Relations: Cooperativeness, ability to get along w/co-workers	5	4	3	2	1
Accepts Direction: Ability to follow direction/instructions	5	4	3	2	1
Initiative: Self-starter, finds work to do	5	4	3	2	1
Communication: Effectively conveys and receives information	5	4	3	2	1
Leadership Skills: Demonstrates leadership ability	5	4	3	2	1
Overall Performance: (Attendance, ability to follow directions, maturity, good communication skills, works with little supervision, motivated)	5	4	3	2	1

COMMENTS:

Thank you!

SUMMER YOUTH EMPLOYMENT PROGRAM – 2020

INCIDENT/ACCIDENT REPORT FORM

This report is to be completed by the Jobsite Supervisor within 24 hours of the incident/accident. This form is a confidential, internal document and is not to be shared with persons who are not employees of the City of Norwalk or directly involved with person(s) identified in this report.

Jobsite: _____ Date of Incident/Accident: _____

Supervisor: _____ Time of Incident/Accident: _____

Other person (s) involved or witness(es): Yes No

If yes, please provide name (s) and title/position(s)

Give details of how and precisely where the incident/accident took place.

(facts only; please refrain from personal opinion or judgment.)

If applicable, give full details of action(s) taken during any first aid treatment and names of those providing first aide.

Check off if any of the following that were contacted?

Parent/Guardian(s) SYEP Program Coordinator Police Ambulance

What happened to the injured person following the incident/accident? (e.g., informed, went home or to hospital, carried on with duties/activities, etc.)

All of the facts are a true record of the incident/accident (To be signed by the person reporting the incident/accident)

Name: _____

Date: _____

Signature: _____

Position: _____

For office only

Received by: _____

Date rec'd: ___/___/___

Title: _____

Action taken:

Name of person completing form: _____

Date: ___/___/___

Connecticut Department of Labor

Permitted Occupations for 14 & 15 Year-Olds

- Agriculture
- Street trades (newspaper delivery, shoe shining, baby-sitting, etc.)
- Hospitals (no food service or laundry)
- Convalescent homes (no food service or laundry)
- Hotels and motels (no food service or laundry)
- Banks
- Insurance companies
- Professional offices (lawyers, CPAs, etc.)
- Municipalities (library attendants, recreation departments, etc.)
- Golf caddies
- Acting
- Household chores for private homeowners (yard work, etc.)
- Licensed summer camps
- Mercantile/solicitation (see below)*

**15-year old may be employed or permitted to work in any mercantile establishment as a bagger, cashier, or stock clerk (see P.A. 08-108)*

14 & 15 year-old minors may not be employed:

- During school hours.
- Before 7 a.m. or after 7 p.m., except from July 1 to Labor Day, when evening hours are extended to 9 p.m.
- More than 3 hours per day on school days or 8 hours on non-school days.
- More than 18 hours a week in school weeks or 40 hours in non-school weeks.

Connecticut Department of Labor

Prohibited Places of Employment for 14 & 15 Year-Olds

The following places of employment are not allowed for 14 & 15 year-olds:

- Restaurant/food service
- Recreational establishments
- Manufacturing industries
- Mechanical/service industries
- Mercantile/solicitation (see below)*
- Theatrical industry
- Barber shops
- Any other business types not listed on the Permitted Occupation list.

*15-year old may be employed or permitted to work in any mercantile establishment as a bagger, cashier, or stock clerk (see P.A. 08-108)

There are some exceptions for school-to-career, cooperative work experience, and city/town summer work-recreation programs. Inquiries about these programs should be directed to school/town officials.

Federal Requirements

The child labor provisions of the federal Fair Labor Standards Act (FLSA) apply concurrently in the State of Connecticut, and may be more restrictive. The U.S. Department of Labor should be contacted at (860) 240-4160 for further information.

Minimum Wage - \$11.00 per hour (effective January 1, 2017)

Call (860) 263-6791 with wage questions.

Connecticut Department of Labor

Prohibited Occupations and Places of Employment For All Minors Under the Age of 18 Years

- Manufacturing and storage of explosives
- Motor vehicle driving and outside helper
- Mining
- Logging and sawmilling
- The use of electrical tools, circuits, or equipment (except double insulated hand tools)
- Exposure to radioactive substances or ionization radiation
- Power-driven hoisting apparatus
- Power-driven metal-forming, punching or shearing machines
- Slaughtering or meat packing, processing or rendering. This includes electric meat slicers.
- Brick, tile, and kindred products manufacturing
- Wrecking, demolition, and ship breaking
- Roofing operations
- Excavation operations
- Automotive maintenance and repair, **EXCEPT** (the following are permitted):
 - island work
 - changing passenger car tires (no truck tires)
 - use of air hand tools
 - preparing cars for painting, limited to sanding and masking (no spray painting or welding)
 - hand cleaning and washing of motor vehicles (no flammable liquids)
 - clerical or bench work
- Beverage bottling
- Soldering, welding, brazing, smelting, rolling, flame cutting, or any other types of metal processing
- Brick, clay or tile manufacturing
- Coke and tar products processing/manufacturing
- Dry cleaning/laundry operations
- Processing of food products
- Construction, **EXCEPT** the following:
 - Landscaping (planting small trees, shrubs, etc.)
 - General yard work/cleaning (no riding reel lawn mowers)
 - Brush painting & window cleaning (no ladders over 6 feet, no flammable cleaners/thinners, etc.)
 - Clerical/shipping/stock work
- Glazing/glass cutting operations
- Heat treating operations or helper
- Ice manufacturing
- Installation/maintenance/repair of electrical machinery/equipment
- Paper/paper products/paperboard manufacturing
- Plastic/plastic products manufacturing
- Pharmaceutical products manufacturing
- Operation of foot, hand or power presses
- Printing operations
- Pressure testing
- Synthetic fiber manufacturing
- Rubber/synthetic rubber products manufacturing/processing
- Spray painting and dipping
- Stone cutting and processing
- Leather products processing/tanning
- Sewing machine operation using needles over 1/16 inch diameter
- Tire recapping, vulcanizing or manufacturing
- Textile machinery operations
- Trash/cardboard compactor

Note: This is only a partial list of prohibited occupations for minors under the age of 18 years. See regulations 31-23-1 for a more complete list or call us for more information at **(860) 263-6791**.

*Published by the Connecticut Department of Labor, Project Management Office.
Last Updated: April 22, 2010*

Who do I contact for more information?

If you are interested in making a financial contribution or would like more information about the Mayor's Summer Youth Employment Program, please contact:

Darlene Young, Program Manager
City of Norwalk
Community Services Dept.
125 East Avenue
Norwalk, CT 06856
203.854.7702
dyoung@norwalkct.org

Jazmin Principe, Exec. Assistant
City of Norwalk
Community Services Dept.
125 East Avenue
Norwalk, CT 06856
203.854.7950
mfigueroa@norwalkct.org

Make your tax deductible contribution payable to:
Mayor's Summer Youth Employment Program
City of Norwalk
Community Services Dept.
125 East Ave.
Norwalk, CT 06856