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Summer Youth Employment & Learning Program (SYELP) Standard Policies

Time, Attendance, Payroll and Site Requirements

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| **Contractor:** |   |
| **Date:** |   |

These standard policies must be applied uniformly and fairly by all SYELP service providers and worksites. A copy of this policy must be provided to all program staff, worksite supervisors, and participants.

**Capital Workforce Partners Standard Time and Attendance Policy**

All participants in Capital Workforce Partners (CWP) SYELP programs are subject to this policy, which covers all activities.

Policies and procedures established by the Contractor must be documented in this policy and adhered to by program staff and administrators.

1. **Attendance Sheet:**
2. Each program site must have an attendance sheet, and participants must sign in and sign out at the start and end of each period of learning, service and work.
3. Lunch breaks must be unpaid; therefore participants are required to sign out at the start of each lunch break and sign in at the end of the lunch break. A lunch break is required for shifts of seven and one-half (7.5) consecutive hours or more. A lunch break must be at least 30 minutes and shall be given some time after the first two hours and before the last two hours.
4. **Individualized Time Cards/Time Sheets:**
5. Each participant’s actual daily hours must be recorded on individual time cards or time sheets.
6. Each time card must document the participant’s actual hours of work, and note the start and stop times for unpaid lunch breaks as applicable
7. Participants may be paid only for hours that they actually attended learning and work activities. Participants may not be paid for hours that they did not actually attend.
8. Both the participant and Site Supervisor must sign and date each time card **AFTER** learning and work for the week are complete. Time cards must **NEVER** be signed before the participant has completed his/her hours for the week. Time cards must never be “pre-signed.”
9. **Time and Hours of Work*:***
10. All participants are limited to no more than 40 hours of work per week.
11. During school vacations, when school is not in session for five consecutive days or more, the following restrictions apply to hours of work. Youth who are:
12. Under the age of 18 are limited to no more than 8 hours per day.
13. 14 through 17 years old are limited to no more than 6 days per week.
14. 15 year olds are limited to working between the hours of 7:00 AM to 9:00 PM (7/1 thru 9/1).
15. 14 years old are limited to working between the hours of 7:00 AM to 7:00 PM.
16. **Contractor specific policies:**

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| **Time and Hours of Work** |
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| **Tardiness** |
| Click here to enter text. |
| **Absences** |
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| **Make-up time** |
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| **Working additional hours beyond those assigned by SYELP** |
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| **Duration of Employment** |
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**Capital Workforce Partners Standard Wage/Stipend Issuance Policy**

1. All participants must be paid no less than biweekly via paper check or direct deposit for actual hours of attendance during the previous week.
2. Checks must be distributed in envelopes to protect confidentiality.
3. Checks must be distributed only to the participant to whom they are addressed, or to a representative with written authorization.
4. Participants must sign a distribution log to acknowledge receipt of their check each week.
5. Checks must never be distributed to any other person (including parents/guardians of minors) without the written permission by the participant on the program’s Authorization Form.
6. Any person authorized to pick up a participant’s pay check must sign for it.

**Contractor specific policies and procedures:**

1. Check Payment System: (describe the disbursement system including process, frequency, method and location)

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| 1. Unclaimed or returned checks:
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| 1. Lost, stolen or missing checks:
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| 1. Payroll complaint procedures:
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**Contractor’s Policy Regarding the Following:**

Internal monitoring of payroll process: (e.g., safeguards against overpayments, kickbacks and “ghost” participants)

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| Workers Compensation coverage for participants employed by the Contractor: |
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| Procedures for restricting access to and protecting interns/employee records with Personally Identifiable Information (PII) or other confidential information: |
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| If work involves interns/employees of SYELP working with children, written guidelines and procedures regarding “mandated” reporting of suspected abuse and/or neglect are below or attached to these policies. |
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