

Summer Youth Employment & Learning Program (SYELP) Standard Policies

Time, Attendance, Payroll and Site Requirements

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| **SYELP Provider:** |   |
| **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. ***Please note:*** *sections A.3, B.5 and E.2 do not apply to program participants who are not working and are paid a stipend for non-work activities.*

1. **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 SYELP Providers 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 Timecards/Time Sheets:**
5. Each participant’s actual daily hours must be recorded on individual timecards or time sheets.
6. Each timecard must document the participant’s actual hours of work or learning, and note the start and stop times for unpaid lunch breaks as applicable
7. Participants of SYELP activities may be paid only for hours that they actually work or attend learning 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 timecard **AFTER** learning or work hours for the week are complete. Timecards must **NEVER** be signed before the participant has completed his/her hours for the week. Timecards 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. **SYELP Provider’s Specific Time and Attendance Policy**

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| 1. **Time and Hours of Work/Learning Activity** (Describe daily and weekly hours of work. If work, must adhere to Section A.3 above.)
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| 1. **Tardiness** (Describe policy for addressing tardiness.)
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| 1. **Absences** (Describe policy for addressing absences.)
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| 1. **Make-up time** (State whether participants are allowed to make-up lost time due to absences. If make-up time is allowed describe policy/procedures for assigning make-up work.)
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| 1. **Working additional hours beyond those assigned by SYELP** (State whether participants are allowed to work additional hours beyond their assigned hours and any make-up hours due to overall absences. If additional hours are allowed, describe policy/procedures for assigning hours. Participants may not be allowed more than 40 hours per week.)
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| 1. **Duration of Work/Learning Activity** (State the dates/timeframe for your SYELP.)
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1. **Capital Workforce Partners Standard Wage/Stipend Issuance Policy**
2. All participants must be paid no less than biweekly via paper check or direct deposit for actual hours of work or learning activity during the previous week(s).
3. If paid by paper check, checks must be distributed in envelopes to protect confidentiality.
4. Checks must be distributed only to the participant to whom they are addressed, or to a representative with written authorization.
5. Participants must sign a distribution log to acknowledge receipt of each paper-check.
6. 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.
7. Any person authorized to pick up a participant’s paycheck or stipend must sign for it.
8. **SYELP Provider’s specific Wage/Stipend Issuance Policies and Procedures:**
9. Check Payment System: (Describe the disbursement system including process, frequency such as weekly or bi-weekly, method and location, and process for written authorization for person other than participant to pick up and sign for check.)

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| 1. Unclaimed or returned checks: (Describe process for handling unclaimed or returned checks.)
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| 1. Lost, stolen or missing checks: (Describe process for handling lost, stolen or missing checks.)
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| 1. Payroll complaint procedures: (Describe payroll complaint procedures.)
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1. **SYELP Provider’s Specific Policy Regarding the Following:**
2. Internal monitoring of payroll process: (e.g., safeguards against overpayments, kickbacks and “ghost” participants)

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| 1. Workers Compensation coverage for participants employed by the SYELP Provider:
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| 1. Procedures for restricting access to and protecting employee/trainee records with Personally Identifiable Information (PII) or other confidential information: (including storage of PII info)
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| 1. If work involves trainee/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. (Guidelines & procedures for both staff who work with minor participants AND for SYELP participants who work with children at the SYELP worksite.)
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