



2022 Summer Youth Employment Program Worksite Supervisor Guide

Thank you!

Capital Workforce Partners and its contracted service providers would like to thank all the worksites and worksite supervisors for participating in our 2022 Summer Youth Employment Program. Your leadership will assist youth to develop positive social skills, career awareness, and work readiness.

Program Goals and Objectives

- To expose participating youth to various employment opportunities and career pathways, and to train them the skills and competencies necessary to obtain, retain and advance in employment and careers in the 21st century.
- To provide opportunities for on-the-job training.
- To encourage participating youth to remain in school by demonstrating the links between school completion and success in the workplace, the community and society.

Worksite Agreement

Each worksite host organization must have a signed, approved Worksite Agreement. The Worksite Agreement includes information about the participant(s), the service provider, and the worksite, as well as the participant job description and general requirements established by federal and state law and by Capital Workforce Partners policy.

As a worksite supervisor, you should have a copy of the Worksite Agreement and should be familiar with its terms and conditions. You will be asked for a copy of the Worksite Agreement when your worksite is monitored during the operation of this program.

Supervisor Responsibilities

1. Participate in an orientation provided by the service provider.
2. Clearly communicate worksite expectations and responsibilities to participants.
3. Provide meaningful and productive work and adhere to the job description.
4. Provide adequate and appropriate supervision of participants including regular evaluation and appropriate disciplinary action.
5. Ensure that the participant knows the alternate supervisor if the regular supervisor is absent.
6. Ensure that the participant has the necessary equipment and supplies to complete all assigned duties.
7. Ensure that participant sign in and out daily; they will be paid only for hours actually worked. They must sign in and out for unpaid breaks, if any.
8. Verify hours worked, including checking the accuracy of timesheet calculations, and sign off on timesheets weekly.
9. Ensure that timesheets are submitted to the service provider on time each week.

10. Complete the Employee Competency Evaluation for each participant during the final week of the work assignment.
11. Share the evaluation with the participant; discuss strengths and areas for improvement, and obtain the participant's signature on the form. For more information about career competencies and the Employee Competency Evaluation, see Appendix A.
12. Keep a copy of each participant's Emergency Contact Form (Appendix C) and Minor Participant Consent and Release Form (minors only) (Appendix D) on site and coordinate an emergency contact plan with the service provider staff.
13. Maintain consistent communication with the service provider contact.
14. Ensure that the worksite is safe at all times.
15. Report all accidents and injuries immediately to the service provider contact.
16. Immediately notify the service provider contact of any behavior or other work-related issue that may result in termination, including absenteeism or tardiness.
17. Expect to be monitored by Capital Workforce Partners and the service provider, and possibly by the Connecticut Department of Labor.

Service Provider Responsibilities

1. Assign a staff person as the point of contact and support for every participant.
2. Obtain participant commitment to adhere to the Code of Conduct (Appendix B).
3. Guide worksite supervisors through the worksite agreement process.
4. Provide an orientation to worksite supervisors.
5. Serve as employer of record for participants, with responsibility for payroll administration, workers compensation coverage, tax withholding, and statutory fringe benefits.
6. Collect timesheets from worksites and issue paychecks to participants.
7. Respond to programmatic questions and concerns with both the participants and the supervisors.
8. Serve as the point of contact should an emergency or other situation needing attention arise.

Youth Safety

Please ensure that your company is aware of all health and safety rules including child labor laws when working with youth. Worksites must ensure safe and healthy work conditions at all times. Youth younger than 18 should not operate a motor vehicle or perform any job deemed **hazardous**. Please visit the state and federal Department of Labor websites for a complete listing of **hazardous jobs** and more information on working with youth.

www.youthrules.dol.gov

<https://www.ctdol.state.ct.us/wgwkstnd/employminors.htm>

www.osha.gov/SLTC/teenworkers/index.html

www.ctdol.state.ct.us/YoungWorkerSafety/index.htm

Getting Started: A Supervisor's Checklist for Orienting Youth Participants

An orientation for success includes:

1. Company operations, activities and mission statement
2. Company policy and procedures
3. Worksite tour including parking areas and entrances, fire exits, cafeteria/break areas, rest rooms and employee bulletin boards
4. Introduction to co-workers
5. Policies on preventing and reporting accidents, and how to obtain emergency medical attention
6. Review of the job description
7. Explanation of how the participant will be trained to do the job
8. Explanation of how the participant will be evaluated

Youth participants need to know:

1. Work schedule, with start and end times and breaks/meal times (as appropriate)
2. Job description, with specific duties and responsibilities
3. Appropriate workplace dress code for your organization
4. Person to contact in case of absence, and when and how to contact
5. Person to go to for help on the job
6. Telephone/computer use policies (with emphasis on the rules regarding cell phones, company phones, and company computers)
7. Work assignments, deadlines, and performance expectations

Capital Workforce Partners Basic Mentoring Tips

Listed below are some mentoring tips that should aid in your ability to provide a mutually beneficial work experience.

1. When you clearly define the tasks and goals being assigned, along with defining the objective for assigning these tasks, you are contributing greatly to that participant's knowledge base and understanding of what you do.
2. Participants may have questions before, during and after completing a task. Be prepared to answer those questions, to help increase the participant's ability to complete that task and other subsequent tasks.
3. Follow up with participants while they are completing and after they have completed a task; ask them if they were unclear on anything, or if they have any questions.
4. Feedback is essential to participant development; give praise and constructive criticism as needed.
5. As participants are observing operations in your work environment, they may have ideas of their own; be open to exploring those ideas.

Other Helpful Hints

- Meeting with your staff members prior to the participant's arrival to discuss possible projects will give you the opportunity to plan out your participant's experience.

- You may want to provide the participant with the company’s employee handbook. The participants and their parents have already signed Capital Workforce Partners Participant Code of Conduct (Appendix B).

Sharing Success

We strongly encourage you to let us know about the positive impact of our Summer Youth Employment Program on your organization, and of successes experienced by the participants placed at your site. Capital Workforce Partners intends to disseminate success stories throughout the program to raise awareness of the benefits of and the need for this program. Please check with the service provider prior to using any participant images and names for external communications.

Success stories can be shared by sending a brief narrative to Summer Gomes at sgomes@capitalworkforce.org. Selected stories will be published in the Capital Workforce Partners e-newsletter.

Service Provider Contact Information

Organization Name: _____

Staff Contact Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Appendix A

What are the Participants Learning from their Experience?

The Summer Youth Employment Program is a work and learn experience. Participants are expected to attain a certain level of aptitude in most of the twelve career competencies, which are listed below.

Capital Workforce Partners Career Competencies

1. Academic Skills
2. Technology Skills & Digital Literacy
3. Interpersonal: Collaboration & Teamwork – evaluated by Worksite Supervisor
4. Communication – evaluated by Worksite Supervisor
5. Critical Thinking & Problem-Solving – evaluated by Worksite Supervisor
6. General Professional Skills – evaluated by Worksite Supervisor
7. Time Management & Self-Management – evaluated by Worksite Supervisor
8. Adaptability & Continuous Learning – evaluated by Worksite Supervisor
9. Customer Service – evaluated by Worksite Supervisor
10. Employment Management (job-seeking skills)
11. Financial Literacy
12. Integrity & Ethical Decision-Making

The Worksite Supervisor will complete the Employer Competency Evaluation for each participant at the end of the work assignment.



Summer Youth Competency Evaluation

Employer Version

Directions: The Employer Competency Evaluation should be completed **once** at the end of the worksite placement. There are 4 possible ratings, from “unsatisfactory” to “exceeds expectations.” Complete the intern information section, then rate each **individual objective** by circling the appropriate rating number box. Total the overall rating, indicate the final worksite opinion and enter any additional comments. Sign and date the evaluation, then return to the community-based organization.

Intern Information

Employee Name: _____ Job Title: _____

Worksite Name: _____ Supervisor: _____

Provider: _____ Date Completed: _____

Ratings

- (1) = Unsatisfactory** – Demonstrates little to no knowledge of the skill, objective or behavior indicated. Performance in this area is not adequate for this position.
 - (2) = Needs Improvement** – Beginning to display knowledge of the skill, objective, or behavior indicated but only partially meets performance standards in this area for a person in this position.
 - (3) = Meets Expectations** – Consistently displays the skill, objective, or behavior indicated and regularly meets job requirements in this area.
 - (4) = Exceeds Expectations** – Regularly performs to the highest standard in this skill, objective, or behavior indicated.
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Interpersonal (Collaboration and Teamwork)					
Competencies	Rating				Comments
Intern can be enthusiastic and cultivate positive, collaborative relationships.	1	2	3	4	
Intern values the viewpoints and insights of others.	1	2	3	4	
Intern can adjust in order to perform required tasks.	1	2	3	4	
Intern can be self-controlled/manage emotions.	1	2	3	4	
Intern is courteous and respectful.	1	2	3	4	

Communication					
Competencies	Rating				Comments
Intern is able to express feelings and thoughts through writing and speaking.	1	2	3	4	
Intern is able to listen and participate in conversation making eye contact.	1	2	3	4	
Intern can build on the ideas of others.	1	2	3	4	
Intern is cognizant of voice inflection, mood, and non-verbal cues.	1	2	3	4	

Critical Thinking and Problem Solving					
Competencies	Rating				Comments
When presented with a work-related problem or challenge, intern can utilize strategies to overcome it.	1	2	3	4	
Intern is able to ask questions effectively.	1	2	3	4	
Intern is able to think creatively.	1	2	3	4	
Intern is able to be resourceful.	1	2	3	4	

General Professional					
Competencies	Rating				Comments
Intern understands meaning of “can do” attitude and being a self-starter.	1	2	3	4	
Intern is punctual, has good attendance, and demonstrates dependability.	1	2	3	4	

Intern understands what it means to maintain a clean/neat appearance and can follow a dress code if/as necessary.	1	2	3	4	
Intern can manage appropriate use of a smart phone.	1	2	3	4	

Time and Self-Management					
Competencies	Rating				Comments
Intern can prioritize tasks.	1	2	3	4	
Intern can work on multiple projects simultaneously.	1	2	3	4	
Intern can use time efficiently.	1	2	3	4	
Intern can meet deadlines.	1	2	3	4	

Customer Service					
Competencies	Rating				Comments
Intern is able to provide accurate and timely information.	1	2	3	4	
Intern is able to deliver services.	1	2	3	4	
Intern is able to engage customers.	1	2	3	4	

Adaptability and Continuous Learning					
Competencies	Rating				Comments
Intern is able to embrace work-related change and is open to new ideas.	1	2	3	4	
Intern can accept and learn from constructive criticism and is open to personal and professional growth.	1	2	3	4	

Would you hire this intern again?	Yes	No	
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Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Appendix B

Summer Youth Employment Program

Participant Code of Conduct

The Summer Youth Employment Program offers you the opportunity to gain employment skills. Please read this Code of Conduct and agree to abide by its terms by signing below.

Goal: I will set a goal to improve my work readiness skills. I understand that I will be evaluated during the program and will have a formal review at the end. I will strive to improve my performance throughout the program.

Dress Code: I understand that it is necessary to dress appropriately for my work environment. **Unacceptable clothing** includes halter tops; clothing that droops or relies on holding it up to move; revealing attire such as very short shorts, midriff shirts or low cut tops; and headgear such as headbands, bandanas or do-rags. Some worksites may have additional professional dress code expectations.

Attendance: Attendance is an important factor to my overall employment performance. I understand that I am expected to be at the program on time and on a daily basis in accordance with the time and attendance policy.

Zero Tolerance for Workplace Violence: I understand that the following behavior will result in immediate termination from the program:

- Any threat or act of violence toward another individual
- Bringing a weapon of any kind to any program activity

Grounds for Expulsion: I understand that any of the following may be grounds for expulsion:

- Profanity or foul language
- Tardiness
- Absenteeism
- Any aggressive behavior, such as sexual harassment
- Failure to exhibit self-respect and respect for others
- Any use of, purchase or possession of drugs and/or alcoholic beverages
- Any stealing or possession of stolen property during any program activity
- Any behaviors that may be considered prejudicial against race, socioeconomic differences, disabilities, religion, or sexual preference

I understand and fully agree to abide by the above rules during any activity sponsored by the Capital Workforce Partners. I also acknowledge receipt of this agreement.

A copy of this page is provided to the participant and a copy is placed in their file.

Appendix C

**2022 Summer Youth Employment Program
Emergency Contact Form**

Student Name: _____

In case of an emergency (medical or disciplinary) please contact:

Name: _____

Daytime Telephone Number: _____

Alternative Telephone #: _____

Relationship to Participant: _____

If the person listed above cannot be reached, please contact:

Name: _____

Daytime Telephone Number: _____

Alternative Telephone #: _____

Relationship to Participant: _____

I understand that the community-based organization affiliated with the 2021 HSIP & GHSIP , or the worksite supervisor, will contact one of the above participant emergency contacts in the event of a medical or disciplinary emergency.

Participant Name

Participant Signature

Date

Parent/Guardian Name
(If applicant is under 18)

Parent/Guardian Signature
(If applicant is under 18)

Date

A copy of this page is provided to the participant and a copy is placed in their file.

Appendix D

**2022 Summer Youth Employment Program
Minor Participant Consent and Release Form
(For Minor Participants Only)**

TO: Parents/Legal Guardians of Minor Youth Participants

FROM: Capital Workforce Partners

The following information **must be completed and signed by you** and returned to **the organization employing each youth for the year** by the parent/legal guardian of all minor youths involved in the Summer Youth Employment Program.

I, the undersigned parent/legal guardian of _____ with the birthdate of
(Participant Name)

_____, has my consent to participate in the 2022 Summer Youth Employment Program.

(Participant's date of birth)

Please complete the following medical questions:

1. Does your child have a food allergy? Yes No If yes, which foods: _____
2. Is your child allergic to insect bites? Yes No
3. If the answer to 2 or 3 above is yes, will your child bring an epinephrine auto-injector (e.g., EpiPen)? Yes No
4. Does your child take medications daily that he/she will have to take during program hours? Yes No
5. If yes, which medication: _____
6. Is your child using an asthma inhaler/pump? Yes No

- I authorize the transportation of my child between program and/or worksites for purposes of participating in the Summer Youth Employment Program.
- I authorize release of this information to the organization for the Summer Youth Employment Program.
- I authorize my child to self-administer any medication listed above, as necessary.
- In the event of a medical emergency involving my child, I authorize the emergency transportation of my child to the appropriate emergency medical facility.

Parent/Guardian Name
(If applicant is under 18)

Parent/Guardian Signature
(If applicant is under 18)

Date