



Summer Youth Employment & Learning Program (SYELP) Standard Policies
Time, Attendance, Payroll and Site Requirements

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:** *Section E.2 does not apply to program participants who are not working and are paid a stipend for non-work activities.*

A. 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 their program staff and administrators.

1. Attendance Sheet:

- a. 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.
- b. 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.

2. Individualized Time Sheets:

- a. Each participant’s actual daily hours must be recorded on individual time sheets.
- b. Each time sheet must document the participant’s actual hours of work or learning, and note the start and stop times for unpaid lunch breaks, as applicable
- c. 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.
- d. Both the participant and site supervisor must sign and date each time sheet **AFTER** learning or work hours for the week are complete. Time sheets must **NEVER** be signed before the participant has completed his/her hours for the week. Time sheets must never be “pre-signed.”

3. Time and Hours of Work:

- a. All participants are limited to no more than 40 hours of work per week.
- b. 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:
 - i. Under the age of 18 are limited to no more than 8 hours per day and 6 days per week.
 - ii. 15-year-olds are limited to working between the hours of 7:00 AM to 9:00 PM (7/1 thru 9/1).
 - iii. 14-years old are limited to working between the hours of 7:00 AM to 7:00 PM.

B. SYELP Provider’s Specific Time and Attendance Policy

1. Time and Hours of Work/Learning Activity (Describe general parameters for daily and weekly hours and timeframes of work. If work, must adhere to Section A.3 above.)

2. Tardiness (Describe policy for addressing excused and unexcused tardiness. Include your definition of tardy.)

3. Absences (Describe policy for addressing excused and unexcused absences.)

4. 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. Participants are not allowed to work more than 40 hours per week.)

5. 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 are not allowed to work more than 40 hours per week.)

C. 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 work or learning activity during the previous week(s).
2. If paid by paper check, 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. 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.
5. Participant or other authorized person picking up the participant's check must present ID.
6. Participants or any person authorized to pick up a participant's paycheck or stipend must sign a distribution log to acknowledge receipt of each paper-check.

D. SYELP Provider's specific Wage/Stipend Issuance Policies and Procedures:

1. Check Payment System: (Describe the disbursement system including process, frequency such as weekly or bi-weekly, method and location, and process for obtaining written authorization for any person other than participant picking up and signing for check.)

2. Unclaimed or returned checks: (Describe your process for handling unclaimed or returned checks including adherence to CT State's guidelines for filing unclaimed property/checks at §3-60b and §3-65a and at the CT Office of the Treasurer website [CT Unclaimed Property \(ctbiglist.com\)](http://ctbiglist.com))

3. Lost, stolen or missing checks: (Describe process for handling lost, stolen or missing checks.)

4. Payroll complaint procedures: (Describe payroll complaint procedures including the name and/or title of the person to whom the participant can complain.)

