



# Time, Attendance, and Site Requirements Worksite Supervisors

<b>SYELP Provider:</b>	
<b>SYELP Contact Name:</b>	
<b>Phone Number</b>	

All Site Supervisors who oversee SYELP youth are subject to following guidelines:

**1. When supervising SYELP youth, you should always have the following forms easily accessible:**

- a. Emergency Contact Forms
- b. Worksite Agreement
- c. Incident Reporting Form

Please inform your SYELP contact immediately if you are missing any of these documents.

**2. Attendance Sheets**

- a. Each worksite must have a master attendance sheet.
- b. Participants must sign in and out at the beginning and end of each work period.
- c. Attendance sheets must be submitted to the service provider with the timecards.

**3. Timecards**

- a. Supervisors must ensure that participants sign in and out daily.
- b. Participants will only be paid for hours *actually worked*. All participants must sign in and out for unpaid breaks, if any.
- c. 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.
- d. Both the participant and Site Supervisor must sign and date each timecard AFTER 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."
- e. If an electronic system is used, it must include a process to record employee and supervisor verification of hours worked.

**Please ensure that timecards are submitted to the service provider on time each week.**

Timecards are due to the provider every \_\_\_\_\_

**4. When working with youth, the time and hours of work are limited to the following:**

- 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 years old 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.

**5. If work involves trainees/employees of SYELP working with children, written guidelines and procedures regarding mandated reporting of suspected abuse and/or neglect must be provided.** Both worksite employees and SYELP participants must receive the guidelines and procedures for mandated reporting.