



WDO

SUMMER

WORK

PROGRAM

SUPERVISOR

Handbook



SUMMER WORK EXPERIENCE PROGRAM

The Summer Work Experience Program is a federally funded program that provides work experience for disadvantaged or at risk youth between the ages of 14 and 21.

The Madera County Office of Education/Workforce Development Office is responsible for the overall planning and the setting of policies and regulations, to ensure that programs function within the guidelines set by the law and the Federal Department of Labor.

SPECIFIC OBJECTIVES OF THE SUMMER WORK EXPERIENCE PROGRAM ARE:

1. To provide youth the opportunity to acquire work experience and develop responsible work habits.
2. To assist economically disadvantaged youth earn money for education and personal expenses.
3. To encourage youth to complete school or enroll in supplementary or alternative school programs.
4. To provide useful services and improvements for our community.

The work experience they receive in this program will be the first chance for many to test their abilities and discover something about their vocational preferences. They may have unrealistic ideas about work and need extra guidance.

You, as the supervisor, will enhance the future of these youth. Your leadership, teaching skills, mentorship abilities and knowledge of your work will benefit the youth.

The work experience itself must mean something to the youth. Doing something worthwhile which attracts community and individual attention can increase a youth's feeling of self-worth.

IT IS IMPORTANT THAT YOUTH BE HELPED TO UNDERSTAND THE MEANING AND USE OF THE TASKS THEY PERFORM. THIS WILL HELP THEM TO DEVELOP A POSITIVE ATTITUDE TOWARDS WORK. IF YOU ARE SUCCESSFUL, YOU WILL BE DEVELOPING A SOCIAL CLIMATE IN WHICH YOUTH CAN LEARN FROM WORK EXPERIENCE.

RULES AND REGULATIONS

WORKSITE AGREEMENT

Each worksite will sign an agreement. This document outlines the responsibilities of the supervisor and the youth. It also provides detailed information regarding the youth's job duties, work hours and length of youth placement. The worksite agreement must be signed by the worksite supervisor and MCOE/WDO Division Administrator and must be available to MCOE/WDO staff, State and Federal monitors. The Summer Work Experience Program counselor will deliver the agreement and review it with the worksite supervisor before the youth arrives for work on their first day.

WORK PERMITS

California State Law requires that all youth under the age of eighteen (18), must have a work permit before starting work. The work permit must be posted and easily visible at the work site. Work permits will be issued by the School District or other authorized entity. Be sure that **NO** youth under eighteen (18) starts work without a work permit.

EMERGENCY CARDS

Each Summer Work Experience Program participant will be issued an Emergency Card, regardless of age. These cards must be posted and visible, along side the work permits, if applicable. If the work assignments require travel, away from where the cards are posted, a copy must accompany the S.W.P. participant during working hours.

ACCIDENT PROCEDURES

All youth participating in S.W.E.P. are covered by a Worker's Compensation Insurance Policy, carried by MCOE/WDO. If youth are injured on the job, and require medical treatment, Worker's Comp covers the medical bills. There are, however, certain procedures that must be followed in order for the youth to receive the maximum benefits they are entitled.

ALL ACCIDENTS OR INJURIES, REGARDLESS OF HOW INSIGNIFICANT, MUST BE REPORTED IMMEDIATELY TO MCOE/WDO.

Even the most minor injuries, such as paper-cuts or a stubbed finger, can have serious complications later. Accident reports must be filed for all injuries, major or minor!

When an injury occurs, the youth reports it to his/her supervisor. The supervisor will then determine the severity of the injury. If the accident is minor (i.e. paper cut, stubbed toe, scratch, etc.), the supervisor will administer first aid, then contact MCOE/WDO. The S.W.E.P. counselor will collect and file the injury report.

If the accident is moderate, and requires medical treatment (i.e. strained muscle, deep cut, burn, eye injury, etc.), the supervisor will transport the youth to one of the approved medical service providers. The Emergency Procedure card must accompany the youth. When the youth and supervisor arrive at the medical facility, the supervisor will contact MCOE/WDO, and an MCOE/WDO staff member will go to the location and stay until the youth is released. In the meantime, the supervisor will attempt to contact the family members listed on the Emergency Procedure Card.

When the youth's parents signed the Emergency Procedure Card, they gave their permission to have their child treated. Even if they cannot be contacted, their child may still receive treatment. If a youth sustains a severe injury, an ambulance will be called. The Emergency Card must be brought along to the hospital with the youth and MCOE/WDO must be contacted immediately.

PAYROLL PROCEDURES

Timesheets will be distributed with the worksite agreement. Each timesheet must be completed according to the payroll procedures and schedule. See the sample timesheet on page 6.

Payroll periods are 1st to the 15th and 16th to the 30th/31st.

- Timesheet must be signed by the participant and the supervisor
- Supervisor's signature certifies hours worked by participant.
- The Timesheet Conversion Chart, on page 5, will instruct you on how to calculate minutes into percentage points.
- To complete the payroll process, the Participant Evaluation section of the timesheet must also be completed and reviewed with the participant.
- Should a participant not receive a pay check, please notify MCOE/WDO. See the payroll schedule on page 7.
- Payroll checks will be delayed as much as one pay period if there are errors in calculation or if timesheets are not received in a timely manner.
- If you, or the participant, have any question concerning the payroll process, please contact MCOE/WDO at 662-4600.

All S.W.E.P. participants will be paid the State minimum wage. Limited Youth Internship participants will be paid the standard entry level wage paid by the employer. Participants **will not** be paid for the following:

HOLIDAYS

OVERTIME

DAYS PARTICIPANT IS ABSENT FROM SCHOOL

LUNCH BREAKS

DAYS THAT ARE NOT ON THE WORKSITE AGREEMENT

HOURS THAT ARE NOT CONTRACTED

WORKING WHEN SCHEDULED FOR WORKSHOPS

WORKING WHILE UNSUPERVISED

WORKING WHEN WORKSITE IS CLOSED

TIME SHEET CONVERSION CHART

Minutes	Tenths of an Hour
1 to 6	.1
7 to 12	.2
13 to 18	.3
19 to 24	.4
25 to 30	.5
31 to 36	.6
37 to 42	.7
43 to 48	.8
49 to 54	.9
55 to 60	1 hour

Example: **8 hour work day**

Worked 5 hours and 20 minutes = 5.4 hours worked

CALCULATE TO THE HIGHEST ONE-TENTH OF AN HOUR



Program Title: _____

Pay Period Ending Date: _____

**PARTICIPANT
DAILY TIME RECORD**

Participant Name: Angelica Pickles Social Security No: 999-99-9999

Worksite Name: State of California Supervisor Name: Charles Brown

ITEMS TO BE DONE DAILY: Participant signs in. Hours are recorded by Participant. Supervisor initials at the end of each day.

PARTICIPANT SIGNATURE	DATE	Exact Hours Worked at Job Site				TOTAL HOURS (MINUS LUNCH)	WORKSITE SUPERVISOR'S INITIALS
		FROM	LUNCH		TO		
			OUT	IN			
Maria Jones	10/1/03	7:30	12:00	12:30	4:00	8	CB
Maria Jones	10/4/03	8:00	12:00	1:00	5:00	8	CB
Maria Jones	10/5/03	8:15	12:00	1:00	4:30	7.3	CB
Maria Jones	10/6/03	8:00	12:00	1:00	4:51	7.9	CB
Maria Jones	10/7/03	8:06	12:00	1:05	5:00	7.9	CB
Maria Jones	10/8/03	8:00	12:00	1:00	5:00	8	CB
TOTAL PAYABLE HOURS						47.1	

I, the participant hereby certify that the above information is exact and has not been forged, perjured or otherwise altered and is the full and complete claim for this pay period. I understand that immediate termination from this program will be imposed upon submission of false information and I may be prosecuted for fraud and/or perjury. It may also result in action to recover any monies paid to me. I will not sign a blank or incomplete time record.

Trainee Signature: Angelica Pickles

Date Oct. 13, 2003

Participant Evaluation (Check appropriate column for each item)

	<u>EXCELLENT</u>	<u>ABOVE STANDARD</u>	<u>SATISFACTORY</u>	<u>NEEDS IMPROVEMENT</u>
Progress on Job	[]	[]	[X]	[]
Attitude / Interest	[]	[X]	[]	[]
Follows Instructions	[]	[]	[X]	[]
Punctuality	[]	[]	[]	[X]
Working Relationship	[]	[]	[X]	[]
Quality of Work	[]	[X]	[]	[]

Comments: _____

I hereby certify that the training has been provided in accordance with provisions in the worksite agreement.

Employer Signature Charles Brown

Date 10/13/03

BELOW THIS LINE FOR DEPARTMENT USE ONLY

Computation of Hours:

Total hours this pay period _____ x \$ _____ hourly rate = \$ _____ Total wages

[] certified for payment

[] final timesheet

Authorized WDO Representative

Date

PAYROLL SCHEDULE

<u>PAY PERIOD</u>	<u>T/S PICKUP</u>	<u>DUE MCOE</u>	<u>MAIL DATE</u>
JUNE 1-15	JUNE 16	JUNE 18	JUNE 30
JUNE 16-30	JULY 1	JULY 3	JULY 15
JULY 1-15	JULY 16	JULY 18	JULY 31
JULY 16-31	AUG 4	AUG 6	AUG 15
AUG 1-15	AUG 18	AUG 21	AUG 29
AUG 16-31	SEPT 2	SEPT 5	SEPT 15

PARTICIPANT'S CIVIL RIGHTS

No one applying for or enrolled in the Summer Work Experience Program may be denied services or discriminated against because of race, color, creed, handicap, national origin, sex, age, political affiliation or beliefs. All youth have the right to file a grievance and have their complaint heard by the appropriate designated EO Officer. Everyone who registers for services with MCOE/WDO is given a copy of the grievance procedures to sign and review.

CHILD LABOR LAWS

Worksites must comply with all Federal and State Child Labor Laws. Supervisors are responsible for the adherence to all applicable laws. A detailed chart of acceptable job duties, work hours and job conditions is included in the back of this handbook.

SAFETY AND EMPLOYMENT POLICY

The Workforce Development Office Youth Safety in Employment Policy requires that supervisors and worksites make special allowances for minor aged workers enrolled in any WDO sponsored activity. These special allowances include limitations on allowable work activities, water supplementation and special policies for times of extreme heat. These policies are explained in detail in the back of this handbook.

WORKSITE SAFETY PLAN

A new law, SB-198, requires worksites to have safety plans for their employees. Worksites participating in S.W.P. must comply with SB-198. Worksites with a safety plan for regular employees must review it with their work experience workers.

Worksites without formal safety plans are not exempt from SB-198. The supervisors must cover the following topics with the youth:

1. Location and proper use of fire extinguisher and fire exit
2. Location of first aid kits
3. Use of office telephone system to call 911
4. Safe use of equipment and machines
5. Bomb threat procedures
6. Proper techniques for safely lifting and carrying more than 15 pounds
7. Office policies for handling violent or abusive clients and customers

TERMINATING SUMMER WORK PROGRAM PARTICIPANTS

The supervisors and S.W.E.P. counselor work together as a team to teach the youth how to become valuable employees. Most youth learn new skills quickly, and adjust to the demands of their job. Others, however, have a harder time learning what is expected of them. With patience, constant supervision and counseling these youth may adjust. Some youth, however, do not respond to efforts to help them and may need to be terminated.

Stealing, vandalism, insubordination, drug or alcohol use, fighting, lying, or not calling in an absence are all grounds for immediate termination. If any youth are involved in these situations, the supervisor will immediately contact the counselor. The counselor will visit the worksite, talk to the youth and supervisor, and will terminate the youth. If the supervisor cannot reach the counselor, the supervisor will send the youth home, and the counselor will contact the youth later.

Although youth will be terminated for severe problems, minor recurring problems may also be grounds for dismissal. Excessive tardiness, poor attendance, lack of motivation and consistent behavior problems are all grounds for dismissal. The youth will usually be put on probation by the S.W.P. counselor, and if the problems do not subside, the youth may be dismissed.

A SPECIAL NOTE. . .

Worksite supervisors are crucial to the success of the Summer Work Experience Program. Supervisors become mentors, role models, and, hopefully friends to the youth. These two programs are a partnership between youth, worksites, the Workforce Development Office, schools and the community.

This partnership benefits everyone who is involved. Youth who participate in the Summer Work Experience Program gain valuable skills. Not only do they learn their job duties, they also learn about time management, task completion, communication, social interaction and how to manage their money. These are lifetime skills that the youth carry with them and use during school, at work and in their personal lives. The youth benefit from the experience, and the community benefits from the work that the youth do. The supervisors get the chance to give the youth what was once given to them: **an opportunity to work and to learn.**

Youth Protection Policy

All employers, worksites or other agencies providing employment, work experience or training for youth must comply with all applicable child labor laws. Youth under the age of 18 may not be employed or trained in any occupation using gasoline or electric power tools, large shop tools or equipment such as drill presses, table saws, welding torches or power equipment (including motor vehicles) while enrolled in any WDO sponsored activity. Youth between the ages of 18 and 21, if employed in an occupation using any potentially hazardous tools, equipment or materials, must be provided with and instructed in the proper use of appropriate safety equipment. This would include, but is not limited to, hard hats, safety glasses, steel-toed boots/shoes and protective clothing or gloves.

Water Supplementation Policy

During the hot season or when the worker is exposed to artificially generated heat, drinking water shall be made available to the worker in such a way that they are stimulated to frequently drink small amounts, i.e. one cup every 15-20 minutes. The water shall be kept reasonably cool and shall be placed close to the work area so that the worker can reach it without abandoning the work area.*

The worksite will be required to furnish clean, safe drinking water, and to provide adequate drinking utensils. Youth shall have access to this water at all times throughout the work day. The availability, temperature and proximity of the water source will be inspected during monitoring visits, and any violation of this policy will result in immediate removal of the youth from the worksite.

Heat and Temperature Policy

The worksite supervisor will be required to monitor the weather reports from qualified sources (e.g. newspaper, television news or weather service). On any days that a qualified weather source reports an expected outdoor temperature of 95 degrees Fahrenheit or higher, the supervisor will be required to make special allowance for youth workers. Any time the temperature reaches 95 degrees or higher, youth will be allotted ten (10) minutes per work hour for a rest period. The rest site will be shaded and adequate water that meets previously stated criteria will be provided. The youth workers will be paid for this time; it does not need to be noted on the timesheet.

On any days that a qualified weather source reports a temperature over 105 degrees Fahrenheit, the youth will be restricted from working in an outdoor setting. Supervisors will provide adequate indoor work to occupy youth for the remainder of the work period. Youth will still have access to adequate and acceptable water supplies, and the ten (10) minute break every hour will still be maintained if the indoor temperature exceeds 95 degrees. Failure to adhere to the heat policy will result in immediate removal of the youth from the worksite.

* Reproduced with permission from the American Conference of Governmental Industrial Hygienists.

Laws and Agencies Controlling Employment of Minors

Most California employers are governed not only by state child labor laws but also by the child labor provisions of the federal Fair Labor Standards Act (FLSA). When federal and state laws both apply, the more restrictive law prevails.

FLSA sets basic minimum ages of 16 for general employment and 18 for occupations declared particularly hazardous for young workers. Persons younger than 16 are allowed to work only in limited, specified occupations which exclude baking manufacturing, processing, construction, warehouse and transportation occupations. (See federal Child Labor Bulletins 101 and 102).

California law also sets out minimum ages, as summarized below, and restricts or prohibits employment of specified age groups of minors in specified hazardous occupations. (See "Child Labor Laws in California.")

Information on federal labor laws is available from the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. Information on state child labor laws is available from the Division of Labor Standards, California Industrial Welfare Commission (IWC). Both the federal and state agencies have offices in several California cities.

Summary of Minors' Work Regulations

1. Federal law generally prohibits employment of children younger than 14. State law generally prohibits employment of children younger than 12. Special rules apply to agricultural and domestic work and to the entertainment industry.
2. Children generally must attend school until age 18 unless they are 16 or older and have graduated from high school or received a state Certificate of Proficiency.
3. Employers of minors required to attend school must have a "Request for Work Permit and Statement of Intent to Employ Minor" (Form B1-1) on file with the school district of attendance for each such minor and must themselves have on file for each minor a "Permit to Employ" (Form B1-4)
4. A work permit must be revoked whenever the issuing authority determines the employment is impairing the health or education of the minor.
5. Labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
6. The Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, in private homes where the minor is not regularly employed.

7. Hours of work:

Age	Federal regulations	State regulations
12-13	Prohibits the nonfarm employment of minors under the age of 14.	Generally cannot work on school days. When school is not in session: daily maximum 8 hours, weekly maximum 48 hours.
14-15	When school is in session: daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in work experience	On school days, if student has completed at least seventh grade, 4 hours maximum, except 8 hours if student is in work program. (Generally may not work during school hours except in work experience program.) When school is not in session, session, same as for ages 12 and 13.
16-17	Same as for adult -- state standard prevails.	Same as for ages 14 and 15, above, except: may be permitted 8 hours maximum on school days immediately preceding non-school days, and high school graduates and state Certificate of Proficiency recipients are treated as adults.

8. Spread of hours:

12-13	(See 1, above.)	IWC business only: Work must be performed between 5 a.m. and 10 p.m. except that work may extend to one-half hour past midnight on nights preceding nonschool days, and students in work experience programs may be authorized to work until one-half hour past midnight on nights preceding school days.
14-15	Work must be performed between 7 a.m. and 7 p.m., except that from June 1 to Labor Day it may be extended to 9 p.m.	All business: Same as for ages 14 and 15 above, except that high school graduates and state Certificate of Proficiency recipients are as adults.
16-17	Same as for adults -- state standard prevails.	

9. A day of rest from work is required if the totals hours employed per week exceed 30 or if more than 6 hours are worked on any one day during the week.

10. Prohibited hazardous occupations for minors under 18 by the federal FLSA:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Explosives 2. Motor vehicle driving/outside helper 3. Coal mining 4. Logging and sawmilling 5. Power-driven woodworking machines 6. Radiation exposure 7. Power-driven hoists/forklifts 8. Power-driven metal forming, punching and shearing machines 9. Other mining | <ol style="list-style-type: none"> 10. Power-driven meat slicing/processing machines and meat slaughtering 11. Power baking machines 12. Power-driven paper products/paper-bailing machines 13. Manufacturing brick, tile products 14. Power saws and shears 15. Wrecking, demolition 16. Roofing 17. Excavation operation |
|--|--|

Approved Madera County Workforce Development Office
Youth Medical Service Providers

MADERA

Madera Community Hospital

1250 East Almond
Madera, CA 93637

675-5555

Molina Medical Center

509 South "I" St, Suite A
Madera, CA 93637

673-9020

OAKHURST

Oakhurst Community Medical Center

clinic hours: 9:00 a.m. to 9:00 p.m. everyday

48677 Victoria Lane
or P.O. Box 2719
Oakhurst, CA 93644

683-2992

CHOWCHILLA

Central Valley Medical Group

clinic hours: 8:00 a.m. to 6:00 p.m.

285 Hospital Drive
Chowchilla, CA 93610

665-3768

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209 East 7th Street
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