

Archdiocesan Youth Employment Services (AYE)

LOS ANGELES COUNTY YOUTH JOBS PROGRAM



Worksite Supervisor's Manual

Dear Worksite Supervisor:

Welcome to the Los Angeles County Youth Jobs (LACYJ) program! As a Worksite you are in a unique position to provide direction and training for the youth in our community. Youth participation will enable young people the opportunity to develop positive work habits, attitudes and job readiness skills.

LACYJ provides work-based training for youth and young adults between the ages of 14 and 24. Our goal is to encourage youth to learn about the world of work, remain in school, and develop career goal interests. Through this program, youth will have the opportunity to develop the skills necessary to meet their present and future employment needs.

This manual is a general guide to help you understand the important commitment your organization has made in relation to the youth participating in the work experience and the LACYJ Program. It also provides general information regarding processes and forms used in the operation of the program.

The Archdiocesan Youth Employment Services (AYE) staff will provide you with further information and guidance and will remain available throughout the program to address any concerns or questions as they arise.

We appreciate your cooperation in connection our youth to the valuable World of Work.

Sincerely,

Youth Agency Staff Name: Robert L. Gutierrez

Title: Director

GENERAL INFORMATION

Youth between the ages of 14-24 receive 20 hours of Personal Enrichment Training (PET) which includes: work readiness preparation, basic life skills, work ethics, career exploration including STEM (Science, Technology, Engineering and Mathematics) related occupations and financial literacy.

After completion of the PET, youth are assigned to a real-world workplace to work 100 hours. This handbook serves to provide your organization with guidelines on how to be a host worksite.

The program is designed to provide youth with little or no work experience with an introduction to develop positive work habits and specific skills required for successful participation in the 21st Century work place. In no way should a youth work experience assignment displace currently employed workers or impose on the promotional opportunities.

STATE OF CALIFORNIA CHILD LABOR LAWS SUMMARY

The following information provides general guidance regarding allowable work activities for youth in accordance with applicable laws and regulations. There are many restrictions regarding the type of work minors cannot do. Please contact the LACYJ Representative if you are in doubt or have questions. There are laws that prohibit youth from doing dangerous work. Complete document can be located at:

<http://www.dir.ca.gov/dlse/childlaborpamphlet2000.html>

Below is a summary:

IN CALIFORNIA, NO WORKER UNDER 18 YEARS OF AGE MAY:

- ❖ Drive a motor vehicle on public streets as part of a job.
- ❖ Drive a forklift.
- ❖ Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine.
- ❖ Work in wrecking, demolition, excavations or roofing.
- ❖ Work in logging or saw mills.
- ❖ Handle, serve, or sell alcoholic beverages.
- ❖ Work in area where there is exposure to radiation.

Note: LACYJ Participants under age 18 may not work at casinos, gambling facilities, or near swimming pools.

IN CALIFORNIA, NO WORKER 14 OR 15 YEARS OF AGE MAY:

- ❖ Do any baking or cooking on the job (except cooking at a service counter).
- ❖ Work in a dry cleaning or a commercial laundry.
- ❖ Do building, construction or manufacturing work.
- ❖ Load or unload a truck, railroad car or conveyor.
- ❖ Work on a ladder or scaffold.

WORK PERMITS

Work permits are required for all youth under 18 years of age. All original work permits shall be kept by the Archdiocesan Youth Employment Services (AYE); the Worksite shall keep a copy of the work permit for their records.

WORK SCHEDULES

The Worksite Supervisor shall explain and review the work schedule with the youth using the Worksite Expectations Review form. It is important to provide the youth with a copy of the work schedule and confirm that the youth understands the schedule. Anytime the work schedule changes a new form should be completed and a copy provided to the youth and the Archdiocesan Youth Employment Services (AYE).

BREAKS AND LUNCH

Under California Labor Code Section 512 a worker is entitled to, at a minimum, a 30 minute lunch break when the daily work schedule exceeds over six (6) hours and a 10 minute break for every four (4) hours worked.

WORKSITE MONITORING

The County of Los Angeles requires that LACYJ Program Worksites be monitored during the program year. Archdiocesan Youth Employment Services (AYE) will regularly visit the worksite to review program activities and deal with questions and concerns of both youth and Worksite Supervisors.

In addition, worksites may be visited by staff of the County of Los Angeles, the State of California or the U.S. Department of Labor.

Monitoring will generally consist of observation of operations, review of program related documentation, such as work permits, safety and health preparedness, time cards, work readiness evaluations, and compliance with the Worksite Agreement. In addition, reviewers may interview the Worksite Supervisor and youth.

PROBLEMS ON THE JOB

Worksite Supervisors are encouraged to discuss and resolve problems initially following their usual protocols. The Archdiocesan Youth Employment Services (AYE) staff should be informed of any significant problems within four (4) hours of the occurrence and in particular if the issue involves safety. Archdiocesan Youth Employment Services (AYE) staff may serve as mediators. Additionally the Archdiocesan Youth Employment Services (AYE) should be notified anytime there is an issue with the youth's overall work habits. However, if after the discussion, no progress has been made, it is the responsibility of Archdiocesan Youth Employment Services (AYE) staff to help resolve the situation. Any concerns shall be noted on the monthly Performance Evaluation and improvements as well. Should the issue continue, please contact Archdiocesan Youth Employment Services (AYE) staff and the youth will be relieved from the work assignment.

SEXUAL HARASSMENT

LACYJ youth have been advised to inform others (e.g., supervisors, coworkers, staff) when certain behavior makes them uncomfortable. LACYJ Program youth will inform Archdiocesan Youth Employment Services (AYE) staff if they believe they have been sexually harassed.

The LACYJ program considers sexual harassment as an unwelcome attention of a sexual nature. Sexual Harassment is harmful and it is illegal. Sexual touching, grabbing, pinching, or intentionally brushing up against someone in a sexual way can all be considered sexually harassing behavior. Comments, looks, teasing, and rumors can be forms of sexual harassment even if not intentional. Any perceived incident of sexual harassment shall be reported to Archdiocesan Youth Employment Services (AYE) staff within four (4) hours of occurrence but no later than twenty four (24) hours.

GRIEVANCE PROCEDURES

LACYJ Program youth are protected from any kind of discrimination on the job and have been oriented on how to file a grievance.

GENERAL SAFETY RULES AND WORKSITE PROTOCOLS

Each worksite shall provide youth with information on the organization's specific rules to ensure their safety in the workplace as part of the orientation. The following are some general rules that youth should follow, and worksites should incorporate into the health and safety information they provide to youth:

EMERGENCY EXITS AND EVACUATION PLANS

- ❖ *Youth shall be able to articulate the safety evacuation plan and related protocols should an emergency arise.*

INCIDENT REPORTING

- ❖ *Report all accidents and/or injuries to your Supervisor immediately after the incident.*
- ❖ *Report any unsafe condition or potentially unsafe condition to your Supervisor.*

LIFTING OR HANDLING OF MATERIALS

- ❖ *Always seek help with lifting or moving very heavy objects.*
- ❖ *When lifting, use the large leg muscles, not the weak back muscles.*
- ❖ *Do not bend from the waist in any lifting activity.*
- ❖ *Always pull a hand truck or cart except when going down an incline.*
- ❖ *Push heavy objects; avoid pulling.*
- ❖ *Report all "potentially hazardous" spills to your Supervisor before attempting clean up.*

PERSONAL PROTECTIVE EQUIPMENT

- ❖ *Wear appropriate protective equipment at all times where mandated by your Supervisor*

ALWAYS...

- ❖ *Avoid horseplay or any action that may endanger you or other people.*
- ❖ *Walk; do not run, when performing your work duties.*
- ❖ *Use a ladder or sturdy stool when reaching above your head. Do not stand on chairs, tables, boxes, etc.*

HOUSEKEEPING

- ❖ *Keep work areas clean and free from spills.*
- ❖ *Aisles, exits, electrical panels, and fire extinguishers shall be kept clear of barriers at all times.*

JOB INJURY PROCEDURES

Any job injury, even a first aid type injury, shall be reported to Archdiocesan Youth Employment Services (AYE) within twenty four (24) hours.

TIME SHEET PROCEDURE

Youth shall only work and be paid for the number of hours as authorized by Archdiocesan Youth Employment Services (AYE) and indicated on the Worksite Expectations Review form. The Supervisor and the youth will keep a daily log of these hours on the time sheet provided by Archdiocesan Youth Employment Services (AYE) Other time sheets/records may not be used. The youth and Worksite Supervisor will both sign the approved time sheet. The signatures indicate that both agree with the information on the time sheet.

Timesheet Requirements

- ❖ Use a pen, typewriter, or computer. Pencil and correction fluid (white out) are prohibited. Any correction on the time sheet shall be initialed by both the Supervisor and the Youth.
- ❖ Both the Supervisor and the youth's signature are required.
- ❖ Time sheets, that violate these rules will be sent back to the worksite for corrections. Payments will not be made on incorrect time sheets.
- ❖ The time sheet shall be signed and dated on or after the last day of work.
- ❖ The youth shall receive a copy of the completed and signed time sheet.
- ❖ Use standard time only. Do not use ditto marks or military time.
- ❖ No hours are to be entered for days the youth was absent.
- ❖ Youth are not paid for holidays.
- ❖ Youth may be eligible for sick leave under the Healthy Families Act of 2014.
- ❖ Please round off the time to the closest 1/4 hour (15 Minutes).
- ❖ Work time shall always be recorded after the work is performed.

SICK LEAVE REQUIREMENTS

Effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 imposed new paid sick leave requirements on California employers. Under the new California law once an employee works 30 calendar days (full or part-time), an employer is required to provide an employee with at least one hour of sick leave for every 30 hours worked. In general, an employer must allow accrued paid sick leave to roll over to the next year. However, an employer may limit the use of paid sick leave in a year to 24 hours, or three (3) days, in each year of employment.

PERFORMANCE EVALUATIONS

- ❖ Performance Evaluations (PE) shall be completed by the Worksite Supervisor on a monthly basis and a final PE shall be completed at the end of the work experience.
- ❖ The Case Manager reviews and discusses with the youth his/her strengths and weaknesses identified by the Worksite Supervisor on the monthly PE.
- ❖ The Final PE will be reviewed and discussed with the youth before the last paycheck is issued.

1. ROLE OF THE WORKSITE SUPERVISOR

Worksite Supervisors are employees of your organization that will directly supervise youth. It is imperative that youth be supervised at all times.

Worksite Supervisors are responsible for:

- ❖ Adhere to all LACYJ Program regulations and program-related Archdiocesan Youth Employment Services (AYE) policies.
- ❖ Adhere to all requirements in the Worksite Checklist including but not limited to American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan, Workplace Postings and work restrictions required by Child Labor Laws.
Note: All Worksite Checklist requirements shall be met before any youth can begin work.
- ❖ Attend Worksite Supervisors orientation conducted by the Archdiocesan Youth Employment Services (AYE).
- ❖ Adhere to the authorized work hours indicated on the Worksite Expectations Review form.
- ❖ Comply with California and Federal Child Labor Laws (maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Child Labor Laws.
- ❖ Ensure all minors under the age of 18 have a valid Work Permit.
- ❖ Provide meaningful work experience designed to promote the development of positive work habits and specific skills required for successful participation in the workforce.
- ❖ Assure that this agreement will not displace currently employed worker(s) or impose on their promotional opportunities.
- ❖ Provide youth with an orientation to familiarize the youth with his/her duties, work hours, worksite expectations of what to do in case of an emergency, and provide clear emergency and evacuation procedures.
- ❖ Complete Worksite Expectations Form per youth when there is a change in the Worksite schedule or location.
- ❖ Provide the youth with supervision at all times and a clear line of supervision and accountability.
- ❖ Provide the Archdiocesan Youth Employment Services (AYE) case manager with copy of signed Performance Evaluations on monthly basis and a final Performance Evaluation.
- ❖ Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance Evaluation. Work with the Archdiocesan Youth Employment Services (AYE) to resolve problems as they arise.
- ❖ Maintain accurate timecard records, verifying hours, and ensuring that timecards are signed by the youth and the supervisor prior to payment. Ensuring any timecard alterations, changes or corrections are initialed by the Supervisor and the youth **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED)**.
- ❖ Provide the youth with copies of signed timesheets and other program or work related information as appropriate.

- ❖ Utilize only authorized timesheets which are provided by Archdiocesan Youth Employment Services (AYE).
- ❖ Ensure that timesheets are consistent with [Keywords] producers, it is not your responsibility to deliver the timesheets. It is the responsibility of the Archdiocesan Youth Employment Services (AYE) to pick up the timesheets in a timely manner.
- ❖ Give full consideration to the possibility of hiring the youth although there is no requirement to do so.
- ❖ Provide materials and equipment necessary to perform the duties of the work assignment.

2. ROLE OF THE YOUTH AGENCY

Prior to referring any youth to begin the work experience assignment the Archdiocesan Youth Employment Services (AYE) shall ensure the worksite meets the requirements listed below.

The Archdiocesan Youth Employment Services (AYE) is available throughout the program to support the Worksite Supervisor(s) and youth engaged in program activities.

Youth Agency is responsible for:

- ❖ Provide the worksite with LACYJ Program regulations and program-related Archdiocesan Youth Employment Services (AYE) policies.
- ❖ Verify the worksite is in compliance with requirements in the Worksite Checklist.
Note: All Worksite Checklist requirements shall be met before any youth can begin work.
- ❖ Provide orientation to the Worksite Supervisors.
- ❖ Ensure that the worksite adheres to the authorized work hours indicated on the Worksite Expectations Review form.
- ❖ Ensure that the worksite adheres to the California and Federal Child Labor Laws (Maximum hours, breaks, etc.) and acknowledges the penalties for violating Federal Child Labor Laws.
- ❖ Ensure all minors under the age of 18 have a valid Work Permit.
- ❖ Ensure that the worksite provides meaningful work experience consistent with the goals of the LACYJ Program.
- ❖ Ensure that the worksite provides youth with an orientation to familiarize the youth with his/her duties, work hours, worksite expectations and what to do in case of an emergency and ensure clear emergency and evacuation procedures are in place.
- ❖ Ensure a Worksite Expectations Form is completed for each youth. If there is a change in the Worksite or Worksite schedule a new form must be completed for each youth .
- ❖ Assume the cost of wages and all appropriate benefits. They bear the Responsible for payment of LACYJ youth hours as indicated in the Worksite Expectations Form.
- ❖ Verify that the youth is supervised at all times and ensure youth is provided a clear line of supervision and accountability.
- ❖ Review the Performance Evaluations on a monthly basis, discuss monthly evaluation with the youth, and provide additional guidance for any needed improvements.

- ❖ Discuss any problems or conflicts that may arise from the youth's job performance immediately and review as part of the monthly Performance Evaluation. Work with the Worksite to resolve problems as they arise.
- ❖ Maintain accurate timesheet records, verify hours, and ensure that timesheets are signed by the youth and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth **(THE USE OF WHITE OUT IS STRICTLY PROHIBITED)**.
- ❖ Ensure that the worksite provides the youth with copies of signed timesheets and other program or work related information as appropriate.
- ❖ Ensure the worksite utilizes only authorized timesheets.
- ❖ Pick up the timesheets of the youth in a timely manner. Issue paychecks to the youth according to verified time records and agency payroll procedures.
- ❖ Ensure the worksite provides materials and equipment necessary to perform the duties of the work assignment.
- ❖ Maintain a copy of the Worksite Expectations Review, Worksite Agreement, job description, all submitted timesheets, and other relevant forms for a minimum of three (3) years for audit purposes.
- ❖ Provide ongoing, oversight of the LACYJ program and supportive services to the youth.
- ❖ Provide all LACYJ youth with an orientation, explaining the program's purpose, procedures and rules and also an overview of what to expect at the worksite.
- ❖ Ensure liability and accident coverage of youth during authorized work hours through workers' compensation as provided by Archdiocesan Youth Employment Services (AYE).
- ❖ Provide Worksite Supervisors with appropriate written materials: Supervisor Manual, timesheets, performance evaluations, and a copy of Worksite Agreement. Worksite Agreement is valid for one fiscal year.

APPENDIX FORMS

Agency shall insert forms to be used by Worksite Supervisors. These will include Worksite Agreement, Worksite Expectations Review, Time Sheets, Performance Evaluations, and other LACYJ Program related forms.

Revised 09/02/16