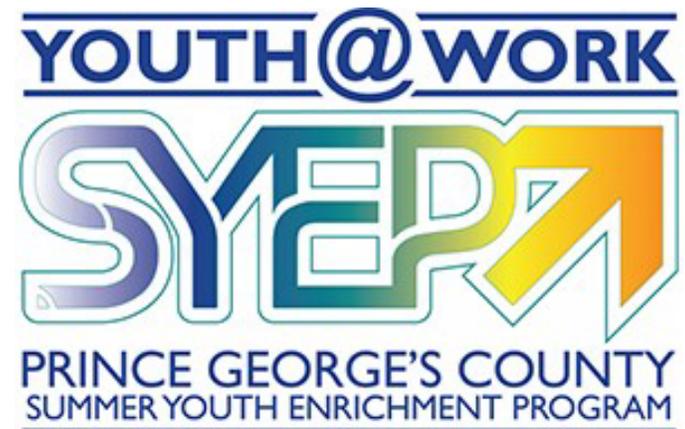




2022

Youth@Work/SYEP Participant Resource Guide



Angela D. Alsobrooks
County Executive

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Introduction

- *Proud Priorities – Proud Results*
- *Welcome*

Proud Priorities ~ Proud Results

The Honorable **Angela D. Alsobrooks**, Prince George's County Executive, and her Administration established the *Proud Priorities – Proud Results* initiatives, six policy focus areas. The Proud Priorities were developed through policy planning sessions with agency leadership from County Government, and feedback received from residents at community meetings. These priorities will help us build a more agile and responsive County Government while making critical investments in resources to support communities across the County.

Proud Priority: Youth Development

Youth Development is a critical component of the County Executive's Proud Priorities. This Administration is committed to a holistic approach that will prepare and empower our County's youth to achieve their full potential into adulthood. In collaboration with local businesses, non-profits, community organizations, and athletic/academic programs, we will provide our kids with well-rounded opportunities for growth, including the County's legacy program, the **Youth@Work/Summer Youth Enrichment Program (SYEP)**.



Angela D. Alsobrooks
County Executive



Welcome!

Welcome to the 2022 Youth@Work/Summer Youth Enrichment Program (SYEP). Over the next six weeks, you will have the opportunity to discover your full potential.

We expect you to take advantage of the work and enrichment opportunities offered, give your best and make every effort to contribute to the workplace. As young leaders, this is an opportunity for you to take charge of your future.

We wish you the very best in your endeavors with SYEP, and we hope you will remember your participation in SYEP as a positive experience in years to come.

Together we will make Prince George's proud!

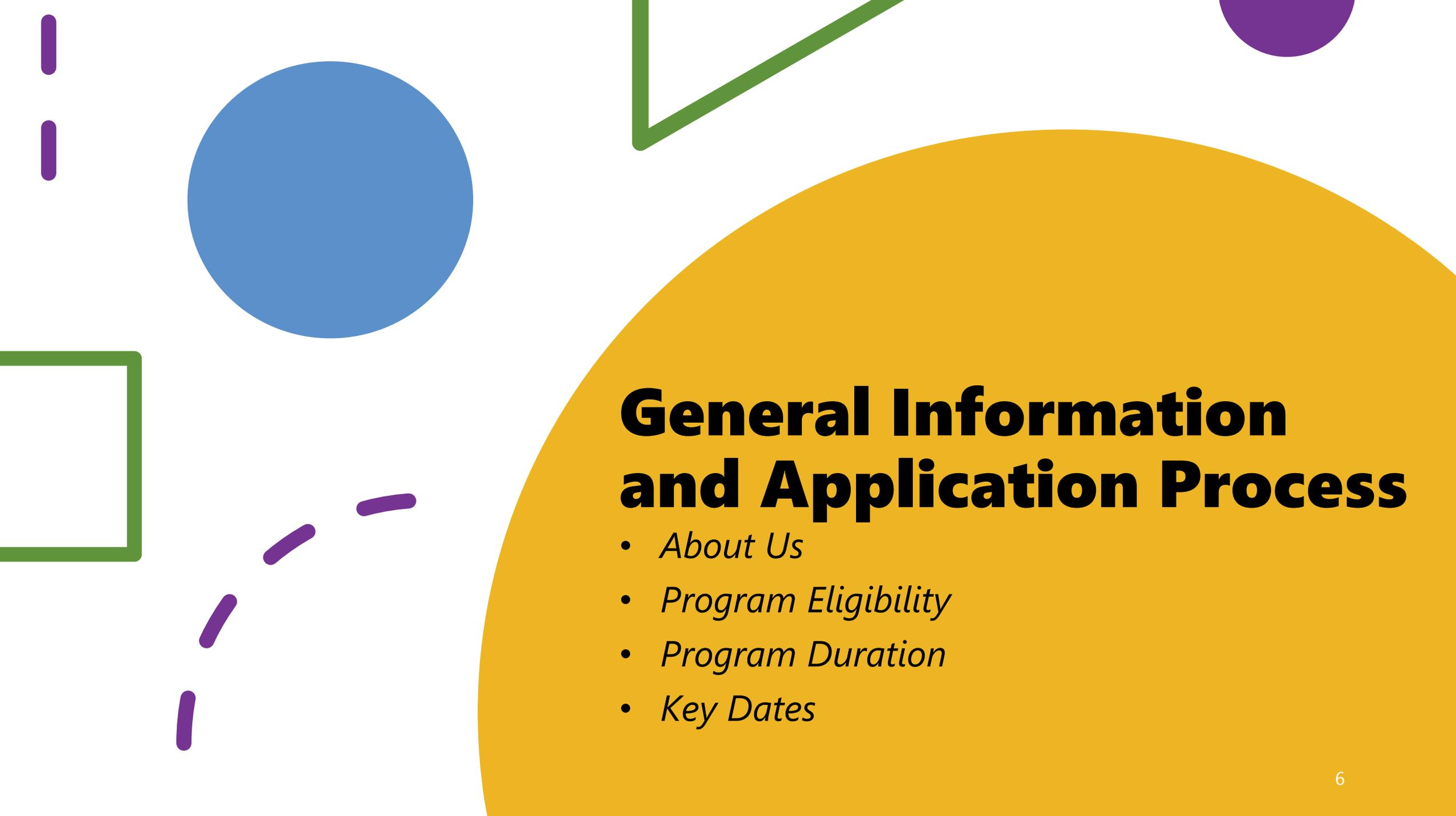
Sincerely,

Shawn Y. Stokes

Director

Office of Human Resources Management





General Information and Application Process

- *About Us*
- *Program Eligibility*
- *Program Duration*
- *Key Dates*

About Us

The Summer Youth Enrichment Program (SYEP) offers youth and young adults ages 14 to 22, enriching and constructive summer work experiences in community organizations, private sector companies and government agencies.

We strive to provide you with the opportunity to:

- Learn new job skills while working
- Experience professional development opportunities
- Gain exposure to a diverse range of careers
- Participate in job readiness training
- Network with industry leaders
- Build positive working relationships
- Earn pay for meaningful and rewarding work experiences



Program Eligibility

To be eligible to participate in SYEP, you must be:

- Prince George's County resident
- Ages 14 – 22, by July 1st
- Legally eligible to work in the United States



Program Duration

- The summer work experience
 - Begins on **Tuesday, July 5, 2022**
 - Ends on **Friday, August 12, 2022**
- The duration of your assignment may be 3 – 6 weeks

- Monday, July 4, 2022, is a County observed holiday.

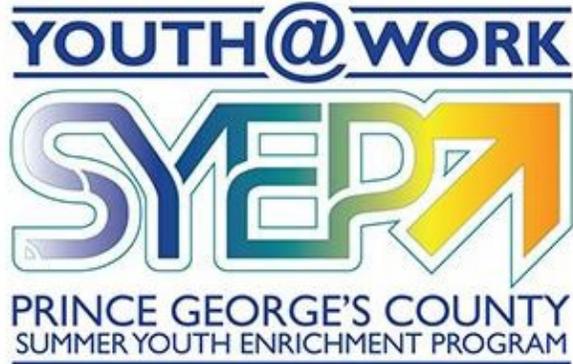
July 2022

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26						1	2
27	3	4 <small>Independence Day</small>	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August 2022

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

Key Dates



Angela D. Alsobrooks
County Executive

March 1- 31

- Application Period

April 6 - 8

- Eligibility & Next Step Notices Sent to Candidates

April 11 - 29

- Selection, Placement & Job Offers

June 30

- Kick-Off Celebration

July 5 – August 12

- SYEP Program Dates

August 12

- Closing Event Celebration



Selections and Job Offers

- *How Were You Selected*
- *Job Offers*
- *How to Accept or Decline a Job Offer*
- *Communications and Updates*

How Were You Selected?

- Eligibility to participate in the program is based on age and residency.
- You had the opportunity to apply to one or more jobs.
- The host site may have requested past participants that have demonstrated exemplary performance.
- The HR system sorts the applications by job interest(s) and then randomizes the applications by program/position.
- Candidates are selected from the randomized list.

Job Offers

- If selected, you will receive an offer notice via the email address included in the application.
- You must accept the position in order to confirm the offer.
 - Instructions on completing the offer acceptance are on the next page.
- **IMPORTANT** - If you do not accept the position or are nonresponsive to the offer, you will forfeit your opportunity to participate in the 2022 SYEP.
- Due to the limited number of opportunities, positions transfers are not allowed.
- If you are not selected for a position, you will receive a notification.
- We will continue to make job offers until all positions are filled.

How To Accept or Reject a Job Offer

To accept or decline a job offer, please follow the steps below:

- Sign into Governmentjobs.com and go to “Applications”.
- Click the “View Offer” button to view the job offer details.
- Accept or reject the job offer using the corresponding buttons by the signature due date.
- When accepting or rejecting the job offer, participants electronically sign names on the signature line on the offer letter.
- If participants choose to decline the job offer, you will be asked to provide a reason.

Instructions are also provided online at SYEP.mypgc.us.

Communications and Updates

- When completing your application, you were asked to provide an email address. This email address is the primary method of communication.
- You may have also included a cell phone number to receive text messages.
- It is essential that you monitor your email account and respond quickly to requests for information.
- If you are nonresponsive, you may forfeit your job opportunity with the 2022 SYEP.

General information will be posted online at SYEP.mypgc.us.



Onboarding & Orientation

- *Onboarding Requirements*
- *Worksite Orientation*

Onboarding Requirements

Onboarding consists of ensuring that you complete the necessary documentation that is required for employment. The required forms include:

- W-4 (*hourly paid*)
- MW507 (*hourly paid*)
- Eligibility to Work Verification I-9
- Work Permit for Minors (*ages 14 – 17 only*)
- Protocols for COVID-19
- Code of Conduct (*acknowledgment*)
- Workplace Harassment Avoidance Training (*video & acknowledgment*)
- Direct Deposit Form or US Bank Card (*acknowledgment*)

The Youth@Work/SYEP Team will monitor the completion of this paperwork. If it is not submitted by the due date, you will forfeit the job opportunity.

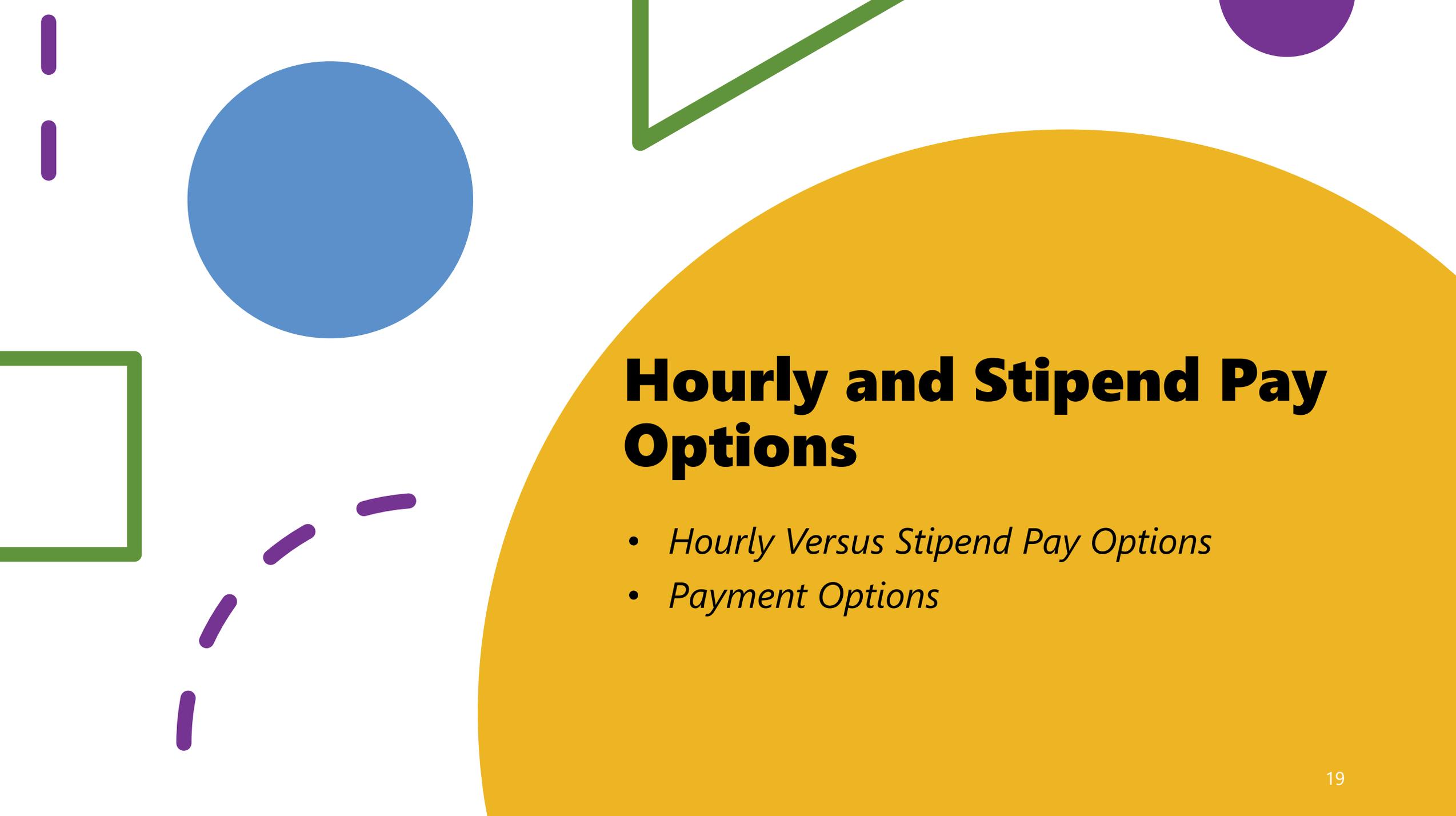
This list of documents may not be all inclusive.

Worksite Orientation

You will be expected to attend a mandatory orientation session prior to Day 1 of the program.

The Mandatory Worksite Orientation Session will consist of:

- Overview of the opportunity and a description of the work that will be done. This will include a clear explanation of your duties and responsibilities.
- Regulations, policies, and procedures of the worksite as they apply to you.
- Working hours, including time and length of your lunch break.
- Worksite Supervisor's contact information if an emergency arises, i.e., when you will be late or absent.
- Safety procedures and steps to take in case of accidents.
- Review of appropriate dress attire.
- Process for signing in/out for time reporting and attendance.
- Explanation of pay and pay dates.



Hourly and Stipend Pay Options

- *Hourly Versus Stipend Pay Options*
- *Payment Options*

Hourly versus Stipend Pay Options

- Based on your work assignment, you may be paid hourly or receive a stipend.
- Pay options are detailed on the following sections.

Payment Options

You have the option to use direct deposit through your existing bank account or with a newly created bank account.

- **Direct Deposit**

- Direct deposit is the quickest and safest method of receiving your payment.
- Your pay will automatically be deposited to your bank account on payday.

- **Pre-paid Debit Card**

- If there is an unresolved error on your direct deposit form or if you did not sign up for direct deposit by **June 15th**, you will receive a debit card, which will be mailed to the address you provided on your application.
- Your pay will be automatically loaded onto your pre-paid debit card.
- You will need to activate the pre-paid debit card by following the directions included in the card package.
- Once activated, you will be able to access pay via an automated teller machine (ATM), local bank, or making a purchase at a store.

There will be no paper checks printed or mailed.



Hourly Pay Information

- *Hourly Pay*
- *Hourly Pay Schedule*

Hourly Pay

AGE GROUP	PAY RATE/HOUR	MAXIMUM WEEKLY HOURS
14 & 15	\$10.00	24
16 & 17	\$11.50	32
18 – 22	\$13.00	40

- If your assignment is paid hourly, you may work up to the maximum allowable hours permitted by Youth@Work/SYEP and the worksite.
- It is critical that you report to work on time, sign in with your supervisor and/or make yourself visible during working hours, meetings, or training.
- If the supervisor is not able to identify or account for your time, those hours are not compensable.
- For virtual opportunities, your first and last name must be visible when signing in to work.

Hourly Pay Schedule

If you are assigned to one of the worksites below, you will be paid hourly for your time worked.

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day(s)		
				July 30	Aug 12	Aug 26
14-15	Energy Conservation	5	Aug 5	X	X	
16-17	Stand Up & Deliver: Food Distribution	6	Aug 12	X	X	X
16-17	MNCPPC - Parks & Recreation	6	Aug 12	X	X	X
16-17	Government/Non-Profit/PGCPS	6	Aug 12	X	X	X
18-22	Government/Non-Profit/PGCPS	6	Aug 12	X	X	X

Reminder:

Payments will be made via Direct Deposit or U.S. Bank Debit Card. No paper checks will be issued.





Stipend Pay Information

- *Qualifications to Receive a Stipend*
- *Stipend Pay*
- *Stipend Payment Schedule*

Qualifications to Receive a Stipend



- You must **complete 75%** of the required course to receive your stipend. This includes completing all assignments and projects.
- There will not be any **partial stipends**.
- There is no credit given if you do not identify yourself on the virtual platform using your full first and last name.
- All absences must be approved by your supervisor in advance.



Stipend Pay

AGE GROUP	STIPEND
14 & 15	\$100.00 \$300.00
16 & 17	\$400.00
18 – 22	\$500.00

- Your stipend will be paid after successfully completing the program.
- The stipend amount is the total amount paid for the entire program and not paid out weekly.
- It is critical that you report to work, sign in with your supervisor using your full first and last name and make yourself visible during working hours, at on-site or virtual meetings or training.
- If you are working through an online platform, there is no credit given if you are not identified on a virtual platform. i.e., full first and last name must be used when logging in on a device.
- If the supervisor is not able to identify or account for your time, you will not receive credit for being in attendance.

Stipend Payment Schedule

Stipend Programs

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day(s)		
				7/29	8/12	8/26
14-15	Alsobrooks' Summer Passport Experience - Cohort 1	3	22-Jul	X		
14-15	Alsobrooks' Summer Passport Experience - Cohort 2	3	12-Aug			X
16-17	Quinn Cook Virtual Basketball Training	3	22-Jul	X		
16-17	Television, Radio & Social Media Production	3	22-Jul	X		
16-17	Trade Skills: Barber, Cosmetology & Culinary	3	22-Jul	X		
16-17	Youth Entrepreneur Academy - Teenpreneur Business	3	22-Jul	X		
14-15	Bring Your A-Game to Work: Job Readiness Training	4	29-Jul		X	
14-15	My Career Blueprint: Job Readiness Training	4	29-Jul		X	
16-17	Aviation Program: Career Exploration	4	29-Jul		X	
16-17	Next Generation Scholars Cohort: Career Readiness and Exploration	4	29-Jul		X	
16-17	Summer of Success: Job Readiness Training	4	29-Jul		X	
18-22	Workforce Readiness Training	4	29-Jul		X	
16-17	Bring Your A-Game to Work: Job Readiness Training	6	12-Aug			X
18-22	Administrative Support Jumpstart Training	6	12-Aug			X
18-22	Automotive Technology – Industry Training	6	12-Aug			X
18-22	Heating & Air Conditioning Technician (HVAC) – Industry Training	6	12-Aug			X
18-22	Information Technology Help Desk – Industry Training	6	12-Aug			X
18-22	Medical Office Assistant – Industry Training	6	12-Aug			X
18-22	SeeMore Impact Labs/Core Skills Mastery (CSM) Learn Self-Directed	6	12-Aug			X

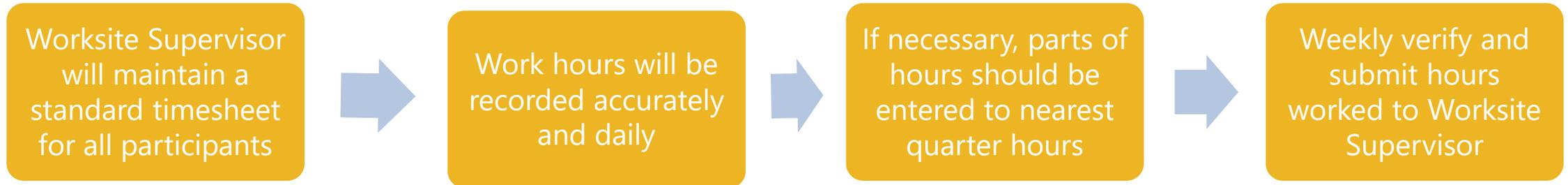
- Validation of time & attendance is conducted before payment is submitted.
- Stipends are processed approximately 2 weeks after the conclusion of the program.



Time and Attendance

- *Time and Attendance Process*
- *Pay Issue Discrepancies*

Time and Attendance Process



- You must ensure accurate time is recorded and reported daily to the supervisor.
- If you worked a partial hour, round parts of the hour to the nearest half-hour (0.5 hours).
- You should verify all work hours and ensure the correct total of hours for each week are totaled and submitted to your supervisor.

Pay Issue Discrepancies

What to do if your pay is incorrect or missing...

If you think their pay is incorrect, consider these steps first:

- Were taxes withheld? All hourly pay will have taxes withheld.
- Were you absent or forgot to sign in? Check with the supervisor first. If you and your supervisor disagree, complete the **SYEP Participant Incident Form** and email it to SYEP@co.pg.md.us. An SYEP staff member will investigate all reported pay discrepancies.
- **Direct Deposit:** If you signed up for a direct deposit, verify your bank account's account and routing number. If it is correct, or if you need to make adjustments, complete the **SYEP Participant Incident Form** and email it to SYEP@co.pg.md.us.
- **Pre-paid Debit Card:** If you have not received your pre-paid debit card by the first pay date or have any problems with your card (e.g., lost or stolen card, forgot PIN, or transaction problems), you must call US Bank at 1-877-474-0010.

If the pay issue is verified and resolved by the supervisor or SYEP staff, any additional funds owed will be deposited to the bank account or loaded on the pre-paid debit card.



Services and Policies

- *County Transportation Services*
- *Identification (ID) Policy*
- *Lunch Break*
- *Absenteeism*

County Transportation Services

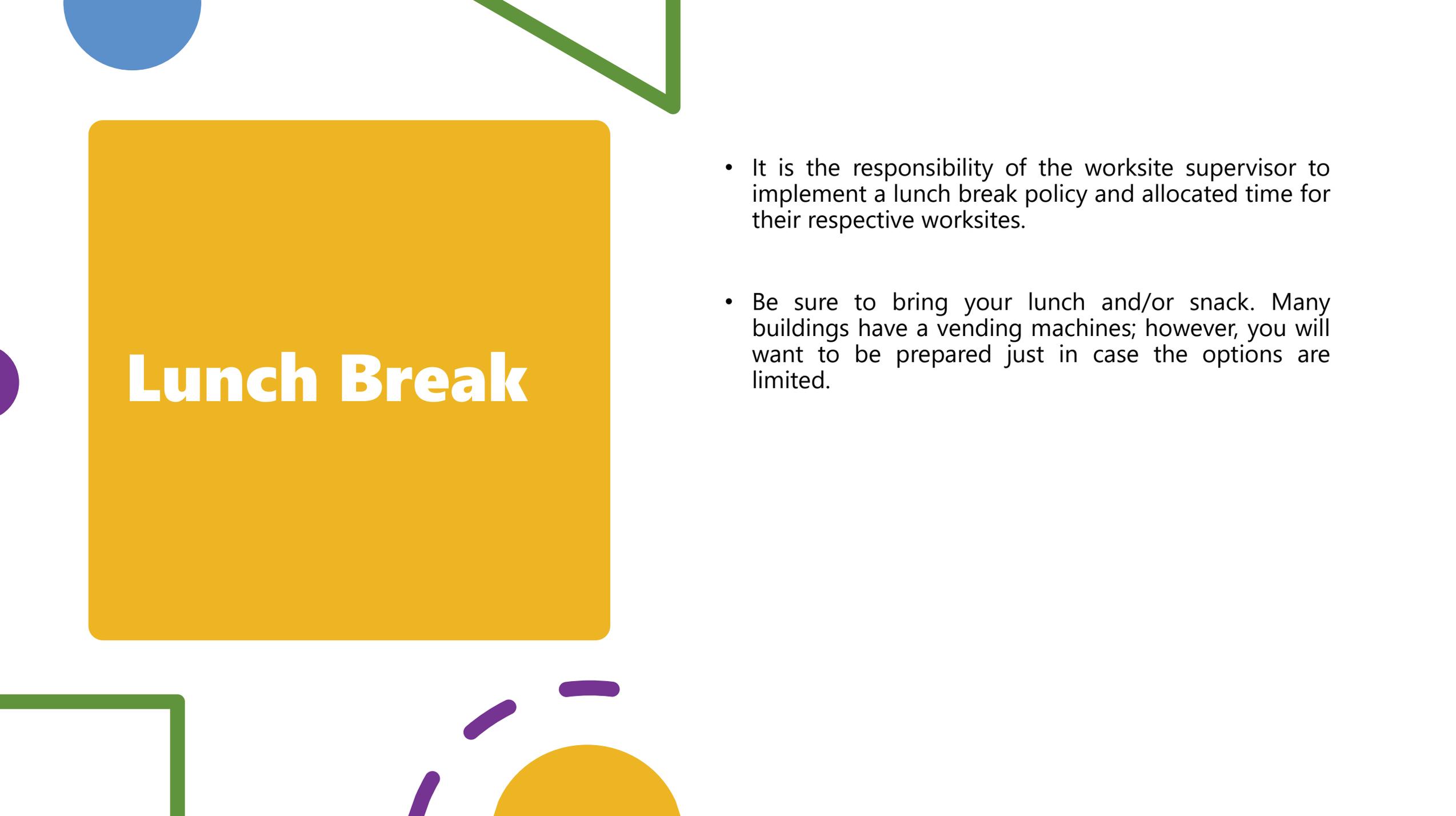
- The County offers transportation options and support, so that getting to your worksite isn't challenging.
- **Plan Your Trip**
 - The Department of Public Works & Transportation has a [trip planner](#) to help.
 - WMATA services include Metro Bus and Rail. A [trip planner](#) is available.
- **Ride for Free**
 - SYEP participants can ride [The Bus](#) for free with their SYEP identification card (SYEP ID).



SYEP Identification (ID) Policy



- Identification Card (IDs) will be provided if you have an in-person element to your position.
- IDs must be worn while on assignment, inside and outside of your workplace, and in all County Buildings.
- IDs will include your name and the SYEP logo.
- You can ride [The Bus](#) for **FREE** with your SYEP ID.



Lunch Break

- It is the responsibility of the worksite supervisor to implement a lunch break policy and allocated time for their respective worksites.
- Be sure to bring your lunch and/or snack. Many buildings have a vending machines; however, you will want to be prepared just in case the options are limited.

Absenteeism

- You are required to give advanced notice of anticipated absences from work.
- If you are paid hourly: Days/hours that are not worked are not paid.
- You may be terminated from your SYEP position if:
 - You are absent for more than three (3) consecutive days without communicating in advance about the absences; and/or
 - The worksite supervisor has determined that the absences are disruptive or too frequent.





Safety Guidelines

- *Safety Guidelines*
- *COVID-19 Safety Protocol*
- *Inclement Weather Policy*

Safety Guidelines

According to the Maryland Labor and Employment Article, Section 3-206, Annotated Code of Maryland, federal employment and labor statutes, and the SYEP protocol, organizations must adhere to the following conditions to be considered a host site:

Applicants must be provided the following:

- Access to a safe work environment and tools (if tools are used at the worksite). The tools must be properly maintained equipment.
- Training, if necessary, regarding health risks that may occur on the job (i.e., heat exhaustion, tools, plants), including information about pesticides and other chemicals that could be harmful to your health. [[EPA 170.130](#)]
- Access to portable handwashing facilities, toilets, and drinking water stations must be provided by employers of 11 or more field workers. [[29 CFR 1928.110](#)]. For groups smaller than eleven (11), please send notice to the participant's employees that they will need to bring their water; additionally, handwashing facilities and toilets should be easily accessible to the youth.

Youth (ages 14 to 17) cannot:

- Operate power tools, including but not limited to circle saws, guillotine saws, hedgers, and weed whackers.
- Participate in forest servicing beyond bundling materials or plucking weeds.
- Operate power paper compactors.

Participants that are working in-person may be required to wear face masks.

COVID-19 Safety Protocol

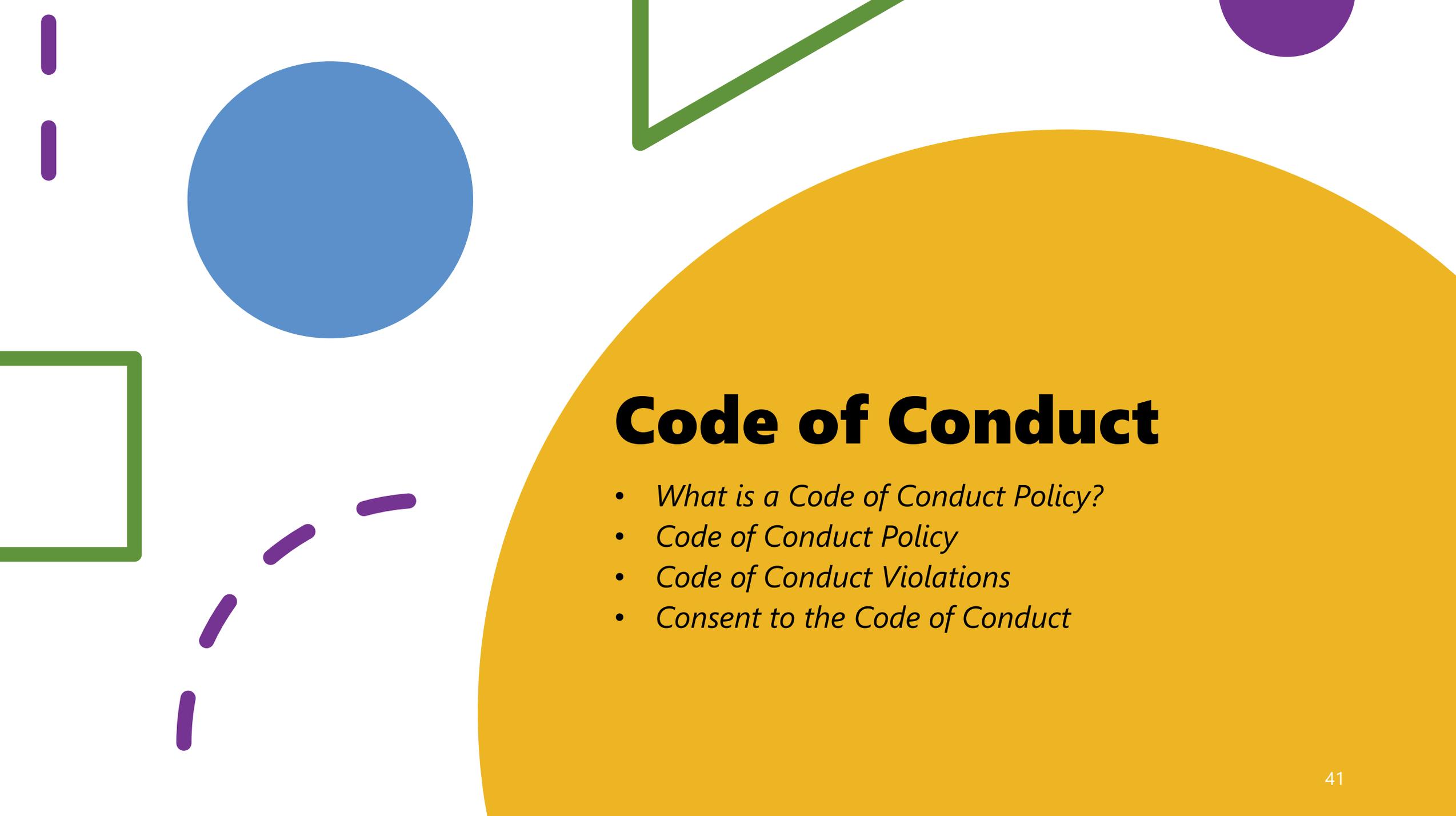
- Stay home if you are not feeling well.
- Practice social distancing – maintaining 6 feet of distance between others.
- Wear a face-covering/mask, if required.
- Frequent handwashing with soap and water.
- Use hand sanitizer between handwashing.
- Clean and disinfect work and high-touch areas.



Inclement Weather Policy



- The worksite supervisor is responsible for monitoring weather reports from credible sources.
- When temperature sources are 95 degrees Fahrenheit or higher, the supervisor is required to make special allowances for working outdoors (e.g., frequent breaks, rest period in a shaded area, adequate supply of water).
- Where the County is experiencing a Code Red day, hurricane, or other severe dangerous, outdoor activities will be canceled.
- Where there is no suitable indoor activity, consult with the supervisor for further instruction.
- If work for the day is canceled due to inclement weather, you may not be compensated.



Code of Conduct

- *What is a Code of Conduct Policy?*
- *Code of Conduct Policy*
- *Code of Conduct Violations*
- *Consent to the Code of Conduct*

What is a Code of Conduct Policy?

- The Code of Conduct is established to ensure rules and regulations are in place and ensures each participant and their family have confidence in the service that Youth@Work/SYEP provides.
- The actions outlined are strictly prohibited. Any participant who violates this Code of Conduct below is subject to discipline up to and including termination from the program.



Code of Conduct Policy

- It is expected that participants conform to or adhere to all laws, policies, procedures, or other relevant guidelines associated with the program.
- As such, a conduct code is used to outline these specific expectations.
- In an environment with youth participants, particularly with various age ranges, if participants violate the conduct policy, a clear process for corrective action is outlined below and could include removing participants from the program.
- The Code of Conduct educates participants and parents regarding specific behaviors that should be adhered to in a work environment (in-person or virtually); particularly behaviors that are professional, responsible, and supports a positive work experience.

Code of Conduct - Violations

- **Drugs** – Possession, sale, or use of illegal drugs or alcohol while on the job or reporting to the program under the influence of drugs or alcohol could lead to dismissal and further legal action.
- **Excessive Absenteeism** – Failure to report to work on three (3) consecutive workdays without prior approval.
- **Disruptive Behavior** – Fighting, physical or verbal assaults or any act that endangers the well-being of coworkers, abusive language toward a worksite supervisor/team lead, volunteer or another participant, or being disrespectful or rudeness to another participant, worksite supervisor or volunteer could lead to dismissal and further legal action.
- **Theft** – Stealing property from the worksite, employees, or other participants could lead to dismissal and further legal action.



Code of Conduct - Violations

- **Falsifying Documents** – Falsifying time records or incident reports.
- **Insubordination** – Refusal to adhere to the virtual program or host worksite rules and regulations, failure to follow the Youth@Work policy or procedure, cooperating with a worksite supervisor/team lead.
- **Harassment** – Verbal, sexual, visual, or physical of another participant, worksite supervisor, or volunteer could lead to legal action.
- **Hazardous Material** – Bringing onto the worksite/virtual office dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.





Code of Conduct Violations



If a participant does not meet the expectations of the program...

- Worksite supervisor will provide a verbal warning regarding behaviors and actions that are not allowed; and, in most cases, allow participants an opportunity to correct their behavior.
- Depending on the participant's behavior and age, the Youth@Work/SYEP Office may contact the parent or guardian.
- In most cases, worksite supervisors/team leads will have discussed the Code of Conduct with participants and require participants to sign a corrective action plan to stay in the program.
- Some behaviors may result in immediate suspension or termination.

Consent to the Code of Conduct

- All participants will agree to read and understand the Code of Conduct during the Onboarding process.
- Abide by the rules outlined in the Code of Conduct.
- All participants will sign the **Code of Conduct Acknowledgement Form**.





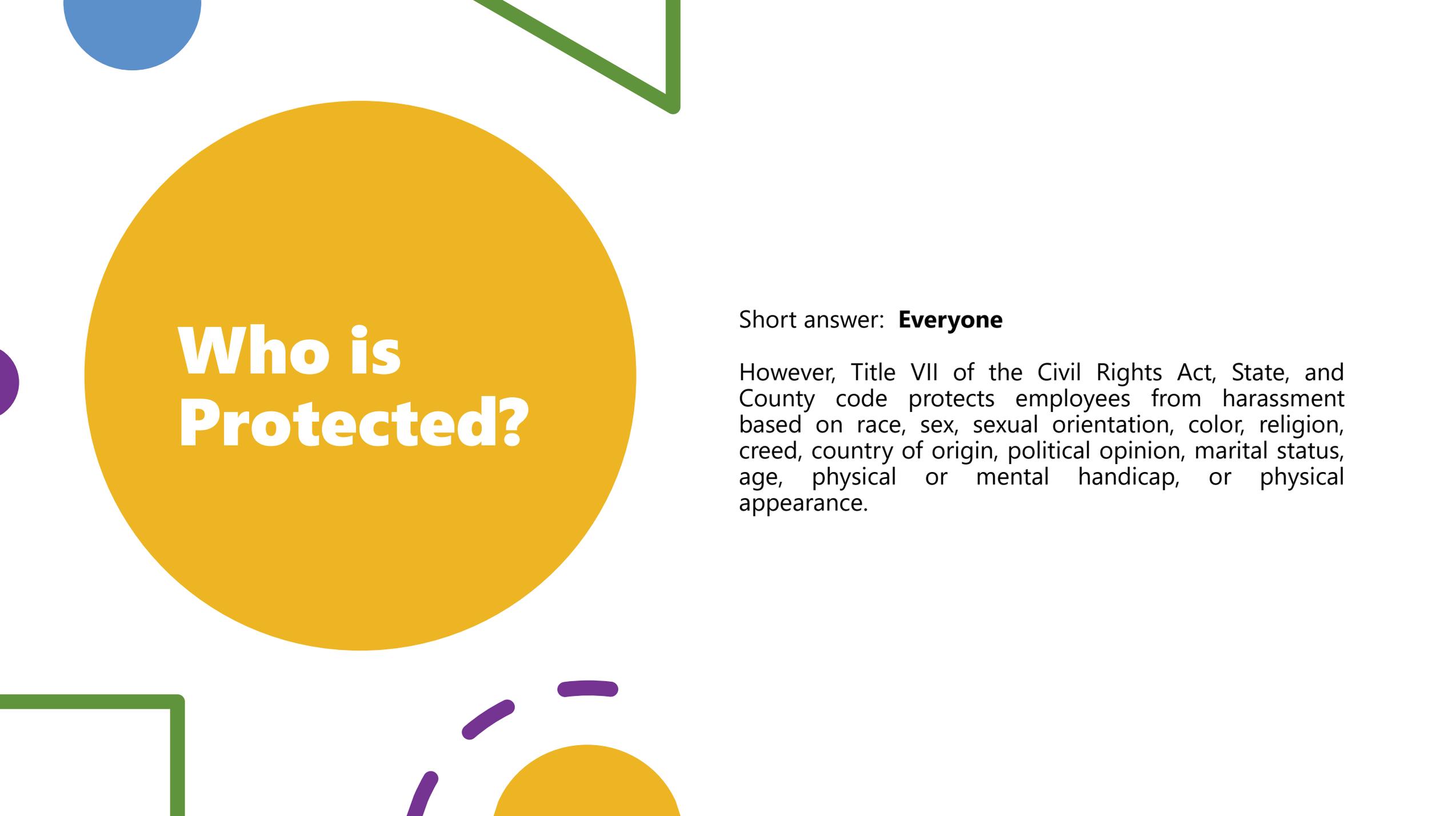
Workplace Harassment and Hostile Work Environment

- *What is Harassment and Hostile Environment?*
- *Who is Protected?*
- *Hostile Work Environment Risky Behaviors*
- *How to Prevent Harassment?*
- *What to Do if Harassment is Suspected*

What is Workplace Harassment and Hostile Work Environment?



- **Harassment** is defined as unwelcome or unsolicited verbal or physical conduct that a reasonable person would consider severe or pervasive.
- Such conduct interferes with the job performance or creates an intimidating, hostile, or offensive environment.



Who is Protected?

Short answer: **Everyone**

However, Title VII of the Civil Rights Act, State, and County code protects employees from harassment based on race, sex, sexual orientation, color, religion, creed, country of origin, political opinion, marital status, age, physical or mental handicap, or physical appearance.

Hostile Work Environment Risky Behaviors - *VERBAL*

- Comments of a sexual nature or based on a protected class
- Inappropriate comments about clothing, behavior, or body
- Jokes or teasing based on a protected class or of a sexual nature



Hostile Work Environment Risky Behaviors - *PHYSICAL*

- Leaning over, invading a person's personal space
- Inappropriate touching, pressing, rubbing, grabbing, brushing up against, or massaging an employee
- Blocking someone's path to make a sexual advance





Hostile Work Environment Risky Behaviors – ***NON-VERBAL***

- Staring at an employee
- Looking an employee up and down
- Making derogatory gestures of a sexual nature
- Inappropriate or offensive images posted in work areas

How to Prevent Harassment

For your co-workers and supervisor, **do not...**

- Charm or flatter their appearance or body
- Touch their clothes, hair, or body
- Discuss your personal relationships/business
- Go behind closed doors alone
- Transport or ride without parents or guardian's permission
- "Friend" them or follow them on social media, during their work assignment period
- Meet them in social settings outside of work
- Take non-work-related photos
- Yell at, bully, tease or emotionally abuse

What to Do if Harassment is Suspected



Immediately contact and speak directly with your Worksite Supervisor or the SYEP Supervisor at 301-883-6200



Document the incident on the **SYEP Participant Incident Report Form** with dates and times of the incident in detail

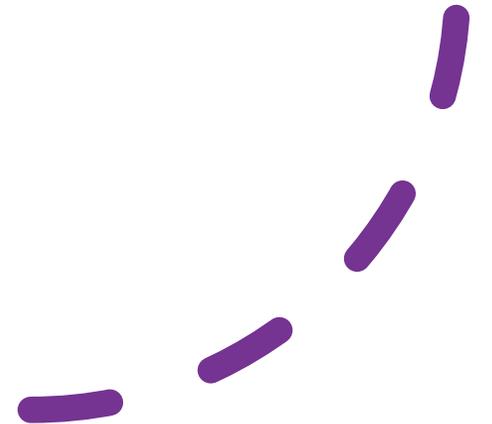


Provide the name(s) of all parties and witnesses involved

What Happens Next?

The Worksite Supervisor or SYEP Supervisor will:

- Conduct a prompt and thorough investigation using proper investigative procedures
- Come to an unbiased conclusion
- Take action to resolve the problem
- Take appropriate conduct-related disciplinary action
- Follow up with the participant(s)





Performance Management

- *Our Expectations*
- *SYEP Team Commitment*

You represent Prince George's County when they report to their SYEP Assignment!

Our Expectations



- **Attendance** – You report to work on time and are prepared to take on the day. Let's go!
- **Attitude** – You are pleasant to colleagues and customers. Providing service is our mission.
- **Attentive** – You are aware of what is happening. Keep your eyes and ears open.
- **Ambition** – You are willing to learn and follow instructions and help as necessary. You don't always need to be asked to offer your assistance.
- **Acknowledge** – You know the value of participants' work – each position is essential to the greater goal.
- **Accountability** – You perform your assigned work to the best of your ability – and then take it a step further.
- **Appreciation** – You smile and be thankful! This is an opportunity for you to learn and grow.

SYEP Team Commitment

Program staff commits to:

- Effective and timely communication with all applicants and candidates.
- Helping participants have a safe, fun, and enriching work experience.
- Quickly addressing problems that are brought to our attention.
- Creating an environment where everyone is welcomed and given the opportunity to succeed.



Additional Resources & Questions

Resources

- SYEP Participant Incident Reporting Form
- Worksite Orientation Session

Questions

- SYEP@co.pg.md.us
- 301-883-6200

Visit the [SYEP Youth and Parent Resources](#) website for additional information and resources.

