

Angela D. Alsobrooks  
*County Executive*

*2019 Business Partner  
Handbook*

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June 2019

Dear Business Partner:

Welcome new and returning Partners! Thank you for being a partner in Prince George's County's nationally-recognized, award-winning Summer Youth Enrichment Program (SYEP) for 2019. We are excited to collaborate with you to provide meaningful work experiences for youth ages 14 to 22 this summer.

By investing in our young people, we are making one of the best investments in our County's future. As a partner, you are able to impact their future through mentoring, training, leadership development, and career exploration.

Please read this handbook and share its contents with those individuals who will be involved with supervising youth employees throughout the course of the program. This handbook includes crucial information that you will need to be a successful SYEP worksite.

We look forward to this partnership. Together we will make Prince George's proud!

Sincerely,

*Shawn Y. Stokes*

Director  
Office of Human Resources Management

## *Overview*

The Prince George's County Summer Youth Enrichment Program (SYEP) is a nationally recognized program. It was awarded the National Association of Counties (NACo) 2018 Achievement Award for the innovation and effectiveness of a county government program that strengthens services for residents in the category of children and youth. County Executive, Angela D. Alsobrooks is committed to the County's youth and has pledged to aggressively expand the program.

In the 2019 program, Prince George's County youth ages 14 through 22 will be exposed to various opportunities and experiences that will prepare them to compete in the employment market. Our 14-year-old participants will be provided six weeks of career preparation as they participate in a specialized capstone program. Our 16 to 22-year-old participants will be offered summer employment, professional enrichment, and educational opportunities in public, non-profit, and private sector settings.

SYEP participants will:

- Earn income and gain meaningful work experience;
- Develop the skills, attitudes, and accountability necessary to succeed in today's society;
- Gain exposure to various exciting career industries;
- Interact with dynamic working professionals in a positive work environment;
- Potentially be groomed into successful future employees in public agencies, non-profit organizations, and businesses.

SYEP is a collaborative effort between Employ Prince George's (EPG), Prince George's Community College (PGCC), The Greater Prince George's Business Roundtable, Prince George's County Chamber of Commerce, Prince George's County Public Schools (PGCPS), The Maryland-National Capital Park and Planning Commission (M-NCPPC), and a host of non-profits, faith-based organizations, and business partners. The stakeholders pledge and are committed to providing quality and enriching opportunities for the County's youth.

## ***Youth are Job Ready!***

Youth will have completed the ***Job Readiness Training (JRT) Program*** that allows youth employees to receive instruction and demonstrate skills that lead to long-term career success. The JRT Program is provided at no cost to SYEP participants and is facilitated through Prince George's Community College, The Training Source, and Forward Movement. The courses focus on resume writing, interview skills, and social skills that enhance ethical performance in the workplace. There is an emphasis on the seven (7) A's: ***attitude, appearance, appreciation, accountability, attendance, ambition, and acceptance.***

The objective of these courses is to ensure youth seeking employment have the skills needed to retain employment. The courses are designed to include both face-to-face training and online learning modules.

## ***Program Dates***

The SYEP Program will begin on June 24, 2019, and end on August 2, 2019. However, businesses may employ youth at any time during the summer as long as the work schedule complies with the established guidelines set forth by the State of Maryland Department of Labor, Licensing and Regulations.

## ***Onboarding***

It is suggested that your organization's human resources professional facilitate onboarding and orientation for youth employees; ensuring youth complete all required employment documentation:

- Federal Tax Withholdings (W-4)\*
- Maryland Tax Withholdings (MW507)\*
- Eligibility of Employment (Form I-9)
- Work Permit for Minors
- Workplace Harassment Avoidance Acknowledgement

***\*Some youth may have completed their tax forms and forwarded them to the SYEP Office. The SYEP Office will provide you with any completed tax forms received.***

## ***Orientation***

As part of your orientation we suggest the following topics to be discussed:

- Goals and objectives
- Primary activities of the organization
- Policies and procedures
- Working hours and time reporting
- Telephone procedures
- Dress code policy and code of conduct
- Where to put personal belongings
- Breaks, appropriate eating areas, and restaurants
- Locations of restrooms
- End of day routine (lights, telephone, computers, etc.)
- Parking
- Employee safety and identification policy
- Emergency contact information
- Any other relevant topics that will help SYEP participants be successful in your organization.

- Workplace Harassment Avoidance Presentation (***Mandatory***)

***Supervisors will receive training as part of this information session.***

## ***Work Permit Guidelines***

Youth ages 14 to 17 must have a work permit. Work permits must be completed and submitted online at [www.dlhr.state.md.us](http://www.dlhr.state.md.us). Listed below are the guidelines established by The State of Maryland's Department of Labor, Licensing and Regulations for youth employment:

### **All Minors:**

May not be employed or permitted to work more than five (5) hours continuously without a non-working period of at least ½ hour.

### **Minors 14 to 15:**

- 8 hours on any day when school is not in session.
- 40 hours in any week when school is not in session.
- May only work between the hours of 7:00 a.m. and 8:00 p.m.
- May work until 9:00 p.m. from Memorial Day until 9:00 p.m. Labor Day.

**Minors 16 to 17:**

May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight (8) consecutive hours of non-work, non-school time in each 24-hour period.

## *Expectations of Partnering Organization*

SYEP is committed to creating and maintaining programs aimed at recruiting, training, developing, rewarding, nurturing, and retaining our greatest resource, our future workforce.

Listed below are expectations for each partnering organization:

- Identify a SYEP Coordinator and provide their contact information. The SYEP Coordinator will be responsible for the coordination of the program, and communicating with the SYEP Office:
- Provide a job description, specifying the major duties and responsibilities youth are expected to perform:
- Identify all locations where youth may be assigned, the names of their immediate supervisor, and their contact information:
- Maintain time and attendance:
- Provide an enriching and rewarding work experience.

## *Safety Guidelines*

Partnering organizations are expected to provide a safe and well-supervised worksite and offer youth meaningful assignments that are appropriate for them to perform during their tenure.

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:

**Youth must be provided the following:**

- Access to safe tools (if tools are used at the worksite) and properly maintained equipment. This applies to office and outdoor 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 11, please send notice to the youth employees that they will need to bring their own water; additionally, handwashing facilities and toilets should be easily accessible to youth.
- Have a safe and clean space in which to carry out daily work duties.

**Youth (ages 15 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.

**Youth employees must always be supervised at the worksite.**

***Do's and Dont's for Coordinators and Supervisors***

| DO  | DON'T  |
|---|--|
| Discuss and reinforce work expectations.            | Charm or flatter youth on their appearance or body.      |
| Insist youth be on time for work and meetings.      | Touch a youth's clothes, hair, or body.                  |
| Set a good example and demonstrate professionalism. | Discuss your personal relationships/business with youth. |
| Provide assignments that produce tangible results.  | Go behind closed doors alone with youth.                 |
| Provide guidance and direction.                     | Transport youth without parent or guardian permission.   |

|   |  |
|---|--|
| Meet with youth and provide feedback on work.         | “Friend” a youth on social media.                      |
| Compliment youth on their work.                       | Meet youth in social settings outside of work.         |
| Point out evidence of their learning and development. | Take non-work-related photos of youth.                 |
| Include youth in appropriate work meetings.           | Yell at, bully, tease, or verbally abuse youth.        |
| Memorialize youths’ SYEP participation.               | Call or text youth about non-work-related information. |

### ***Absenteeism • Transfers • Terminations***

Please adhere to your internal policies regarding the listed above. Contact the SYEP Office should you need guidance (see SYEP Contact Information, pg. 10).

### ***Grievance Procedure Policy***

SYEP youth are protected by the Equal Employment Opportunity Act of 1972. Therefore, any kind of discrimination on the job, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and a hostile work environment are prohibited. SYEP provides a process by which the complaints or grievances of youth will be impartially aired and addressed.

Youth who believe that they have been exposed to discrimination or have been unfairly treated, should be advised of the following procedures:

1. Discuss the issue with the worksite supervisor.
2. Prepare a written statement that describes the alleged incident on the Grievance Form.
3. If the issue is not resolved, or if the issue involves the worksite supervisor, youth should be advised to contact the SYEP Coordinator for guidance.

## ***SYEP Office Contact Information***

The SYEP is committed to providing human resources expertise and services in the most efficient, professional, and consistent manner. If you have any questions concerning SYEP, please do not hesitate to contact our office at [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us) or by calling (301) 883-6200, prompt 1.

Nena L. McNeil, SYEP Program Manager, [NLMcNeil@co.pg.md.us](mailto:NLMcNeil@co.pg.md.us)

Timothy B. Mitchell, Community Developer, [TBCohen-Mitchell@co.pg.md.us](mailto:TBCohen-Mitchell@co.pg.md.us)

Nakia T. Whitley-Ngwala, Community Developer, [NTWhitley-Ngwala@co.pg.md.us](mailto:NTWhitley-Ngwala@co.pg.md.us)

Prince George's County Summer Youth Enrichment Program

Office of Human Resources Management

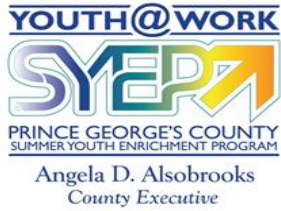
Recruitment, Examination and Classification Division

1400 McCormick Drive, Suite 159

Largo, Maryland 20774

## ***FORM***

- 1) **Harassment Complaint Form** – Used to report harassment or any form of discrimination.



## Harassment Complaint Form

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Prince George's County SYEP youth are protected from any kind of discrimination on the job, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and a hostile work environment.

As part of this policy, we are committed to promptly responding to claims of such harassment and taking appropriate action when the facts show that harassment has occurred. In order that we may respond to your concern, please complete the form below.

I wish to report the following conduct (please include as much detail as possible regarding what conduct or comments that you believe constitute any of the listed above harassment, and the name(s) of the alleged harasser(s)).

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*(Use additional sheets if necessary)*

If you believe that anyone has witnessed the conduct about which you are reporting, or if you have reported this conduct to anyone, please identify the event(s) and the person(s).

I understand that the County will treat my complaint as confidential as possible under the circumstances, consistent with its obligation to identify and correct instances of harassment. I understand that complete confidentiality cannot be guaranteed. I also understand that the County will not tolerate any retaliation against me for this complaint, and if I believe any retaliation is occurring, I agree to report this to my worksite supervisor or the Office of Human Resources Management.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Employee*