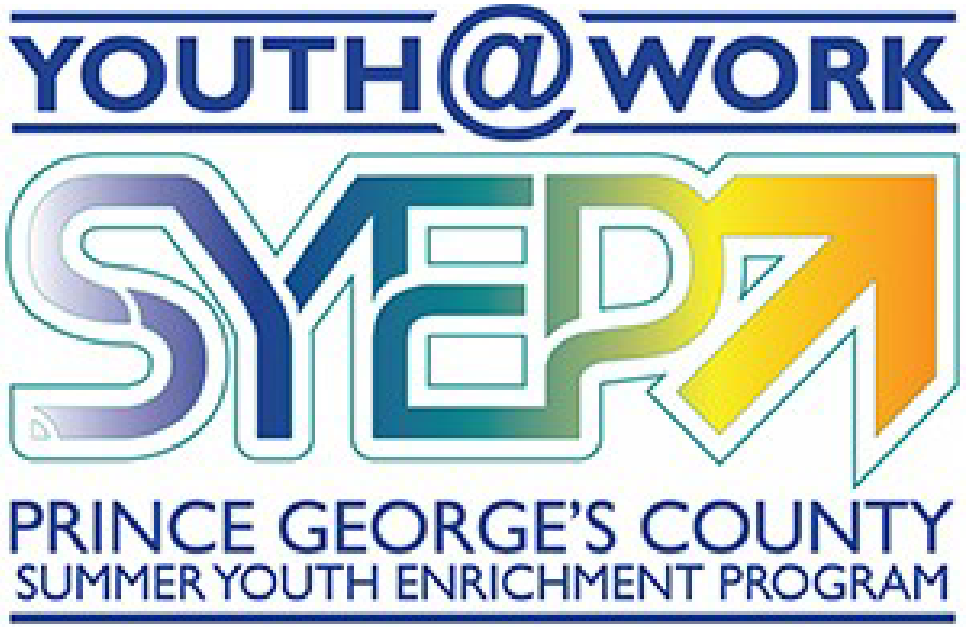
Summer Youth Enrichment Program (SYEP)

Partner Resource Guide

Program Year 2022



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Program Introduction

- ***Proud Priorities – Proud Results***
- ***Welcome***
- ***Contact Us***

Proud Priorities, Proud Results

- The Prince George's County Youth@Work aligns with the Honorable Angela D. Alsobrooks, County Executive, Proud Priorities initiative.

- Prince George’s County is committed to a holistic approach, preparing and empowering our County’s youth to achieve their full potential into adulthood. In collaboration with local businesses, non-profits, community organizations, and athletic and academic programs, we provide our young adults with well-rounded opportunities for growth.

- The Youth@Work's goal is to successfully hire and place youth in viable positions and provide opportunities for SYEP participants to obtain permanent employment due to their summer position.

Angela D. Alsobrooks
Prince George’s County Executive

Welcome

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

We are making one of the best investments in our County's future by investing in our young people. Through mentoring, training, leadership development, and career exploration as a partner, you can impact their future.

Please read this resource guide and share its contents with youth employees throughout the program. This guide 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!

Shawn Y. Stokes, Director
Office of Human Resources Management

Contacts Us

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General Information and Application Process

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

About Us

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

- Prince George's County resident
- Ages 14 to 22
- Legally eligible to work in the United States

Program Duration

The Youth@Work/SYEP summer work experience:

- Begins on **Tuesday, July 5, 2022**
- Ends on **Friday, August 12, 2022**

The duration of the summer positions:

- Three (3) weeks
- Four (4) weeks or
- Six (6) weeks

Important Note:

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

July 2022

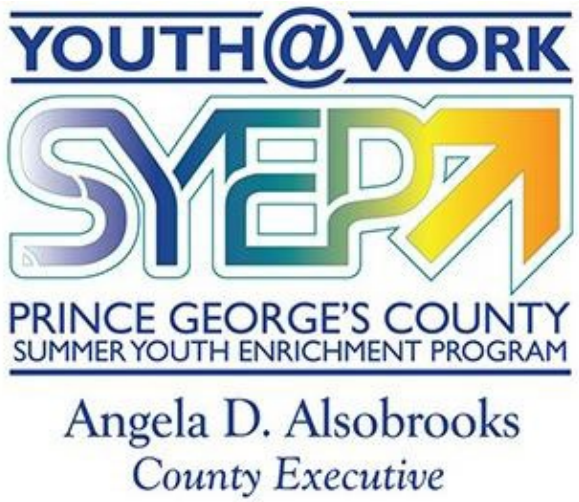
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

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

whenisscalendars.com

Key Dates



March 1- 31, 2022	• Application Period
April 6 - 8, 2022	• Eligibility & Next Step Notices Sent to Candidates
April 11 - 29, 2022	• Selection, Placement & Job Offers
June 30, 2022	• Kick-Off Celebration
July 5 - Aug. 12, 2022	• SYEP Program Dates
Aug. 12, 2022	• Closing Event Celebration

2022 Programs and Opportunities

- *2022 Programs and Opportunities*

2022 Programs & Opportunities

14 & 15

- Alsobrooks' Summer Passport Experience
- Bring Your "A" Game Job Training
- Energy Conservation STEM
- My Career Blueprint Job Training

16 & 17

- Aviation Program: Career Exploration
- Fire/EMS Cadets
- Job Readiness Training
- MNCPPC - Parks & Recreation
- Quinn Cook Virtual Basketball Academy
- Stand Up & Deliver: Food Distribution
- Television, Radio & Social Media Production
- Trade Skills: Barber, Cosmetology & Culinary
- Youth Entrepreneur Academy

- Additional Opportunities with Government, Non-Profits, PGCPS and Businesses

18 to 22

•Administrative Support Jumpstart Training
•Automotive Technology
•Career Readiness Training
•Fire/EMS Cadets
•Heating & Air Conditioning (HVAC)
•Information Technology Help Desk
•Medical Office Assistant
•Public Safety Emergency Call Taker
•SeeMore Impact Labs/Core Skills Mastery Learn

•Additional Opportunities with Government, Non-Profits and Businesses

Selection Process

- ***How Candidates Are Selected***

How Candidates Are Selected

- Eligibility to participate in SYEP is based on age and residency.
- Applicants may apply to one or more jobs.
- The host site may request past participants that have demonstrated exemplary performance.
- The HR system sorts the applications by job interest(s) and randomizes the applicants by program/position.
- Candidates are selected from the randomized list.
- Applicants will be extended offers until all positions are filled.

Onboarding and Orientation

- ***Onboarding Requirements***
- ***Worksite Orientation***
- ***Day 1***
- ***Attendance***

Onboarding Requirements

Onboarding ensures that the selected candidates complete the necessary documentation required for employment.

The required forms include:

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

The SYEP office will monitor the completion of this paperwork. If it is not submitted by the due date, the candidate will forfeit the job opportunity.

This list of documents may not be all inclusive.

Worksite Orientation

Participants are expected to attend a mandatory orientation session before Day 1 of the program.

The Mandatory Worksite Orientation Session will consist of:

- Overview of the opportunity and a description of the work done. This will include a clear explanation of the participant's duties and responsibilities.
- The worksite's regulations, policies, and procedures apply to the participant.
- Working hours, including time and length of the lunch break.
- At least two (2) worksite contacts will notify the participant when emergencies arise, i.e., when participants 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.

A Worksite Orientation Session template is located on the SYEP Host Site Partner Resource website.

Day 1

The first day sets the tone for the entire summer!

Your role is to:

- Check-in participants using the list provided by the SYEP office. Report any discrepancies utilizing the Time and Attendance Records submitted the first week.
- Review the worksite orientation information with the participants.
- Provide details about the work assignment and expectations.

Attendance

If a participant arrives at a site (virtually or in-person) and is not on your roster:

- Record the participant's first and last name in the Time and Attendance Records comments section submitted the first week.
- Worksite Supervisor must contact SYEP office to speak with the SYEP Supervisor
- Instruct the participant to contact the SYEP office if it was determined that they were not assigned to the worksite.

STOP! Allowing anyone to work at your worksite through SYEP must be authorized. The employer will be responsible for paying for the unauthorized youth.

Partner Expectations

- ***Host Site Roles and Responsibilities***
- ***Host Site Dos and Don'ts***

Host Site Roles and Responsibilities

Identify an SYEP Worksite Team that will create a positive experience for you and your assigned participants.

Recommended SYEP Worksite Team:

- **Worksite Coordinator** – Point of contact for SYEP
- **Timekeeper & Payroll Coordinator** – Validates time & attendance and submits information to SYEP for processing.
- **Worksite Supervisor(s)** – Works directly with the participants at the worksite (in-person or virtually) and provides an enriching and rewarding work experience for the summer.

Host Site DOs and DON'Ts

Do	Don't
Discuss and reinforce work expectations. Make sure the candidate understands the expectations.	**Charm or flatter the candidate on their appearance or body.**
Insist participant be on time for work and meetings. Make sure they appear on camera for virtual sessions and meetings.	**Touch a participant's clothes, hair, or body.**
Set a good example and demonstrate professionalism. Make sure the participant follows in your footsteps.	**Discuss your personal relationships/business with the participant.**
Provide assignments that produce tangible results. Make sure the participant understand the value of their work to your organization.	**Go behind closed doors alone with the participant.**
Provide guidance and direction. Make sure the participant feels comfortable asking clarifying questions as necessary.	**Transport participants without parent or guardian permission.**
Meet with the participant and provide feedback on work. Make sure to provide positive and improvement feedback.	**"Friend" is a participant on social media.**
Compliment participants on their work. Make sure the candidate feels their value to your team/organization.	**Meet the participants in social settings outside of work.**
Point out evidence of their learning and development. Ensure the participant is stretched to learn more and develop new skills.	**Take non-work-related photos of the participant.**
Include participants inappropriate work meetings. Ensure to find opportunities to allow the applicant to shadow team members in meetings.	**Yell at, bully, tease, or verbally abuse participant.**
Memorialize participants' SYEP participation. Make sure to take pictures during your candidate's experience and share those with your team.	**Call or text participants about non-work-related information.**

Please contact the Youth@Work/SYEP Office, if you have any questions.

Hourly Pay Information

- ***Hourly Pay***
- ***Pay Dates***
- ***Pay Issues***

Hourly Pay

- Participants will be compensated for their work up to the maximum allowable hours permitted by SYEP guidelines. Please help to ensure that the participants do not work over the maximum weekly hours.
- Please stress that the participants report to work on time, sign in with their supervisor, and make themselves visible (on-screen in virtual situations) during working hours, meetings, or training. **This will be reinforced in the mandatory Participants' Orientation.**
- If the supervisor cannot identify or account for the participant's time, those hours are not compensable.

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

Pay Dates

Hourly Pay

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day(s) 29-Jul	12-Aug	26-Aug
14-15	Energy Conservation	4	29-Jul	X	X	
16-17	Fire/EMS Cadets	6	12-Aug	X	X	X
16-17	Government/PGCPS/Nonprofits	6	12-Aug	X	X	X
16-17	MNCPPC – Parks & Recreation	6	12-Aug	X	X	X
16-17	Stand Up & Deliver: Food Distribution	6	12-Aug	X	X	X
18-22	Government/Non-Profits	6	12-Aug	X	X	X
18-22	Public Safety Emergency Call Taker	6	12-Aug	X	X	X

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

Pay Issues

- **Taxes:** All hourly pay will have FICA taxes withheld.
- **Correct Work-Hours:** Participants will need to reconcile hours worked with their supervisor. Was the participant absent or forgot to sign-in? If there were verified unpaid hours, the Supervisor would need to report those hours to the Youth@Work Team. Complete the Incident Reporting Form and return it to SYEPPartners@co.pg.md.us.
- **Direct Deposit:** If a participant signed up for direct a deposit, but the payment is not there by the Saturday after payday, they will need to verify their account and routing number. Advise the participant to call the SYEP Call Center on 301-883-6200 to report the issue.
- **Prepaid Debit Card:** If a participant has not received their prepaid debit card by the first pay date or has any problems with their card (e.g., lost or stolen card, forgot PIN number, or transaction problems), they must call US Bank at 1-877-474-0010.

Once a pay issue is verified and resolved, any additional funds owed to the participant will be deposited to their bank account or prepaid debit card.

Stipend Pay Information

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

Qualifications to Receive a Stipend

- Participants must **complete 75%** of the required course to receive a stipend. This includes completing all assignments and projects.
- There will not be any **partial stipends.**
- There is no credit when the participants do not identify themselves on the virtual platform with their full first and last name.
- The worksite supervisor must approve all absences in advance.

Stipend Pay

- Participants are paid the stipend upon completing the program.
- The stipend is paid for the entire program and not paid out weekly.
- Participants must report to work, sign in with the worksite supervisor using their legal name (first and last name), and make themselves visible during working hours, on-site or virtual meetings, or training.
- If participants work through an online platform, there is no credit if they do not identify themselves on a virtual platform. For example, full first and last name must be used when logging in on a device.
- If the worksite supervisor cannot identify or account for the participant's time, those hours are not compensable.

AGE GROUP	STIPEND
14 & 15	$100.00* $300.00
16 & 17	$400.00
18 to 22	$500.00

**Alsobrooks' Summer Passport Experience*

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 two (2) weeks after the conclusion of the program.*

Payment Options

Participants can use direct deposit with their existing bank account or a newly created bank account.

- **Direct Deposit**
  - Direct deposit is the quickest and safest method of receiving your payment.
  - Participant pay will automatically be transmitted to their bank account on payday.

- **Pre-paid Debit Card**
  - If participants did not sign up for direct deposit during Onboarding, participants would receive a debit card, which will be mailed to the address provided.
  - Participants' pay will be automatically deposited onto their pre-paid debit cards.
  - Participants will activate their pre-paid debit card by following the directions included in the card package.
  - Once activated, participants will access their pay via an automated teller machine (ATM), local bank, or purchase at a store.

There will be no paper checks printed or mailed.

Time and Attendance Reporting

- *Youth@Work/SYEP Roster*
- *Daily Time Reporting*
- *Submission of Time*
- *Payroll Processing Schedule*

Youth@Work/SYEP Roster

Weekly Roster

- Before the beginning of the program and each Monday after that, you will receive a roster of assigned participants.
- The roster will include the participant's name, email address, mailing address, phone number, emergency contact, and employee number, if applicable.
- Worksite Supervisors should use the roster to verify assigned participants.
- All discrepancies, including no-shows after two (2) days, must be reported to SYEPPartners@co.pg.md.us within 24 hours.

Daily Time Reporting

Partners will be given a Time and Attendance Record → Partners will validate the list of candidates → Partner Timekeeper will record the total daily time worked → Partner Timekeeper will confirm weekly total time worked with candidates

EXAMPLE

First Name	Middle Initial	Last Name	Employee ID	Program Total	7/5/2022	7/6/2022	7/7/2022	7/8/2022	7/11/2022	7/12/2022	7/13/2022	7/14/2022	7/15/2022	Comments
Misty	C	Blue	70695	32	8	8	0	0	0	0	0	8	8	out of town (7/7-7/13)

- Partner will be instructed to designate one Timekeeper and a backup to record each participant's time daily.
- Time Report will include the participant's employee number, name, worksite ID, and the assignment dates.
- Time will be recorded in total hours worked per day and then totaled for the week.

Submission of Time

Partner will submit the completed Time and Attendance Record to the Youth@Work/SYEP Office weekly.

The individual Partner reports will be pulled into one Master List by the Youth@Work/SYEP Team

Master **List** will be submitted to Payroll or Accounts Payable, depending on the program by the Youth@Work/SYEP Team

- Partner will submit the completed Time and Attendance Record weekly.
- Partners will supply time by 6:00 p.m. on Fridays.
- The individual Time and Attendance Record will be pulled into a Master List Time Report for all participants by the SYEP office.
- The Master List will be submitted to Payroll based on the established payroll processing schedule.

Program Policies and Procedures

- *Absences*
- *Assignment Transfers*
- *How to Request a Transfer*
- *Lunch Break Policy*
- *Termination*
- *Reporting Accidents and Incidents*

Absences

Absences are unpaid. Participants are only paid for hours worked.

The participant is required to give advance notice to the Worksite Supervisor of anticipated absences from work, regardless of the reason.

The participant must communicate with their Worksite Supervisor if they will not be at work – via email or a phone call to report anticipated absences.

The Worksite Supervisor must report the absences to the SYEP office via on the Time and Attendance Record if:

The participant is absent for more than three (3) consecutive days without communicating with the Worksite Supervisor; and

If the Worksite Supervisor determines that the youth has been absent too frequently or is establishing a pattern of absenteeism.

Assignment Transfers

- Participants cannot transfer programs if they do not like their current assignment.
- Before an authorized transfer, participants must continue to report to their designated worksite.
- Requests for assignment transfers will be addressed under the following circumstances:
  - Health concerns (e.g., youth must provide a written doctor's statement supporting their transfer request)
  - Worksite closure
  - Other approved extenuating circumstances
- Do not dismiss or send any participant to another program or worksite until the SYEP supervisor reviews and approves the transfer.

How to Request a Transfer

- To request a transfer, the Worksite Supervisor will need to complete and submit the Incident Reporting Form and state the following applicable reason:
  - Safety issue (e.g., the participant must provide a police report, if applicable or possible)
  - Health concerns (e.g., participant must provide a written doctor's statement supporting the transfer request)
  - Other extenuating circumstances
- All requests must be submitted to SYEPPartners@co.pg.md.us for consideration. The status of the transfer request will be communicated by email to the Worksite Supervisor and the participant by the SYEP office.

Lunch Break Policy

- It is the responsibility of the Worksite Supervisor to communicate the break/lunch break policy for their respective sites.
- This policy should be communicated to all participants during their orientation session and then reinforced on the first day of work.

Terminations

- Worksite Supervisors may request that participant(s) be terminated from the program.
- If the Worksite Supervisor determines termination is appropriate, they will complete an Incident Reporting Form and submit it to SYEPPartners@co.pg.md.us.
- In the event of a termination for violent or illegal behavior, participants should be dismissed from the worksite.
- Participants may face termination for violating the Code of Conduct.
- Once a termination determination is approved or denied, the SYEP supervisor will notify the Worksite Supervisor and participant.
- **If participants believe the termination was wrongful, they may contact the SYEP office at (301) 883-6200.**

Reporting Accidents and Incidents

- **All accidents are deemed confidential.**
- If an accident occurs on or near the worksite, the Worksite Supervisor must follow the procedures listed below:
  - Call **911** for medical emergencies.
  - Notify the participant's parent or guardian.
  - Call the SYEP Call Center at 301-883-6200 (report the call as an emergency so that the call can be expedited).
  - Complete the Incident Reporting Form and send to SYEPPartners@co.pg.md.us.

- If an incident disrupts normal operations, please complete the Incident Reporting Form and send it to SYEPPartners@co.pg.md.us.

Performance Management

- ***SYEP Team Commitment***
- ***Good News! Reporting***

SYEP Team Commitment

Effective and timely communication.

Helping you have a safe, fun and enriching experience with participants.

Quickly addressing problems that are brought to our attention.

Creating an environment where everyone is welcomed and given the opportunity to succeed.

Good News! Reporting

We know that your participants are doing some amazing work! In order to capture a summary of the SYEP experiences, weekly summary reports are to be submitted to the SYEP office.

The *Good News!* report should include:

- Highlights of the activities/work performed
- A summary of the successes for the week
- A summary of challenges for the week
- Pictures that represent the participants' experiences for the week

The ***Good News!*** weekly report should be submitted to SYEP@co.pg.md.us each Friday. Your program's successes may be posted on Social Media and/or the final Annual Report.

Helpful hint: Involve your participants in compiling and submitting this information.

Safety

- ***Youth@Work/SYEP Safety Guidelines***
- ***COVID-19 Protocol***
- ***Inclement Weather Policy***

Youth@Work/SYEP 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:

Participants must be provided the following:

- Access to a safe work environment and tools (if tools are used at the worksite). The tools must be appropriately 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 eleven (11) or more field workers. [29 CFR 1928.110]. For groups smaller than eleven (11), please notify the participants that they will need to bring their water; additionally, handwashing facilities and toilets should be easily accessible to participants.

Participants (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 must follow the worksite's guidelines regarding the need to wear a face mask.

COVID-19 Safety Protocol for Participants and Worksite Staff

- You may wear a mask anytime in Prince George's County, but masks are required on public transportation, in public schools, and in businesses that choose to require them.
- If you have household or social contact with someone at high risk for severe disease, consider self-testing to detect infection before contact and consider wearing a mask when indoors with them.
- Avoid crowded, poorly ventilated spaces.
- If you have COVID-19 or if you have symptoms, do not host or attend a gathering.
- Get tested if you have symptoms or had close contact with someone who has COVID-19.
- For additional information and guidance, please visit the CDC's website.

Inclement Weather Policy

- The worksite supervisor is responsible for monitoring weather reports from creditable 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 shaded area, adequate supply of water).
- Where the County is experiencing a Code Red day, hurricane or other severe dangerous, outdoor activities must be cancelled.
- Where there is no suitable indoor activity, the supervisor will provide further instruction.
- If work for the day is cancelled due to inclement weather, the participant will not be compensated.

Code of Conduct

- ***Definition of 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's family has confidence in the service that Youth@Work provides.
- The actions outlined below are strictly prohibited. Participants who violate the Code of Conduct below are subject to discipline, up to and including termination from the program.

Code of Conduct Policy

- Participants are expected to 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, a transparent process for corrective action is outlined below if participants violate the conduct policy.
- The Code of Conduct educates participants and parents regarding specific behaviors that should be adhered to in a work environment (in-person or virtually), exceptionally professional, responsible behaviors, and support a positive work experience.

Code of Conduct Violations

- **Falsifying Documents** – Falsifying time records or incident report.
- **Insubordination** – Refusal to adhere to the virtual program or host worksite rules and regulations, failure to follow the Youth@Work policy or procedure and failing to cooperate with a worksite supervisor/team lead.
- **Harassment** – Verbal, sexual, visual or physical of another participant, worksite supervisor or volunteer– these 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 give participant an opportunity to correct your behavior.
- Depending on the behavior and the age of the participant, the SYEP Office may contact the parent or guardian.
- In most cases, worksite supervisors/team leads will have discussed with the participant the Code of Conduct and require the participant to sign a corrective action plan in order 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.
- All participants must 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 Training

- ***What is Workplace Harassment & Hostile Work Environment***
- ***Who's Protected***
- ***Risky Behaviors***
- ***How to Prevent Harassment***
- ***Taking Corrective Action***

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 job performance or creates an intimidating, hostile, or offensive environment.

Who is protected?

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 with the purpose of making a sexual advance

Hostile Work Environment Risky Behaviors – *NON-VERBAL*

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

Taking Corrective Action

- The worksite supervisors must first investigate any behaviors/actions deemed necessary for corrective actions.
- The worksite supervisor must discuss with participants regarding their behavior.
- If deemed necessary and the worksite supervisor/team lead deems corrective action, this action plan should be documented and discussed with the participant.
- The worksite supervisor/team lead must also give the participant a deadline to resolve this corrective action.
- Should the behavior continue, the participant may be terminated.

Discrimination

- ***Definition of Discrimination***
- ***How to Address Discrimination***

Definition of Discrimination?

Youth@Work/SYEP youth are protected by the **Equal Employment Opportunity Act of 1972.** Participants are protected against any discrimination on the job:

- Sexual Harassment
- Gender Identity
- Expression Discrimination
- Other forms of harassment
- And a hostile work environment are prohibited

Reporting Improper Conduct

Participants who believe that they have been exposed to discrimination or have been unfairly treated are advised to follow this process:

1. Discuss the issue with the work site supervisor or another responsible adult on-site or in a private virtual setting.
2. Prepare a written statement that describes the alleged incident on the Incident Reporting Form.
3. If the issue is not resolved, or if the issue involves the Worksite Supervisor, the grievant should be advised to contact the SYEP office for guidance

Additional Resources & Questions

Resources:

- Incident Reporting Form
- Worksite Orientation Session
- Good News! Report

Questions:

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

Visit the SYEP Host Site Partner Resources website for additional information and resources.