

Partner Information Session

May 28, 2025

Agenda



Workforce Development – Youth Services Team (Update)

2025 Key Dates

Placement/Offers Update

Onboarding

Day 1 Preparations

Compensation – Hourly & Stipend

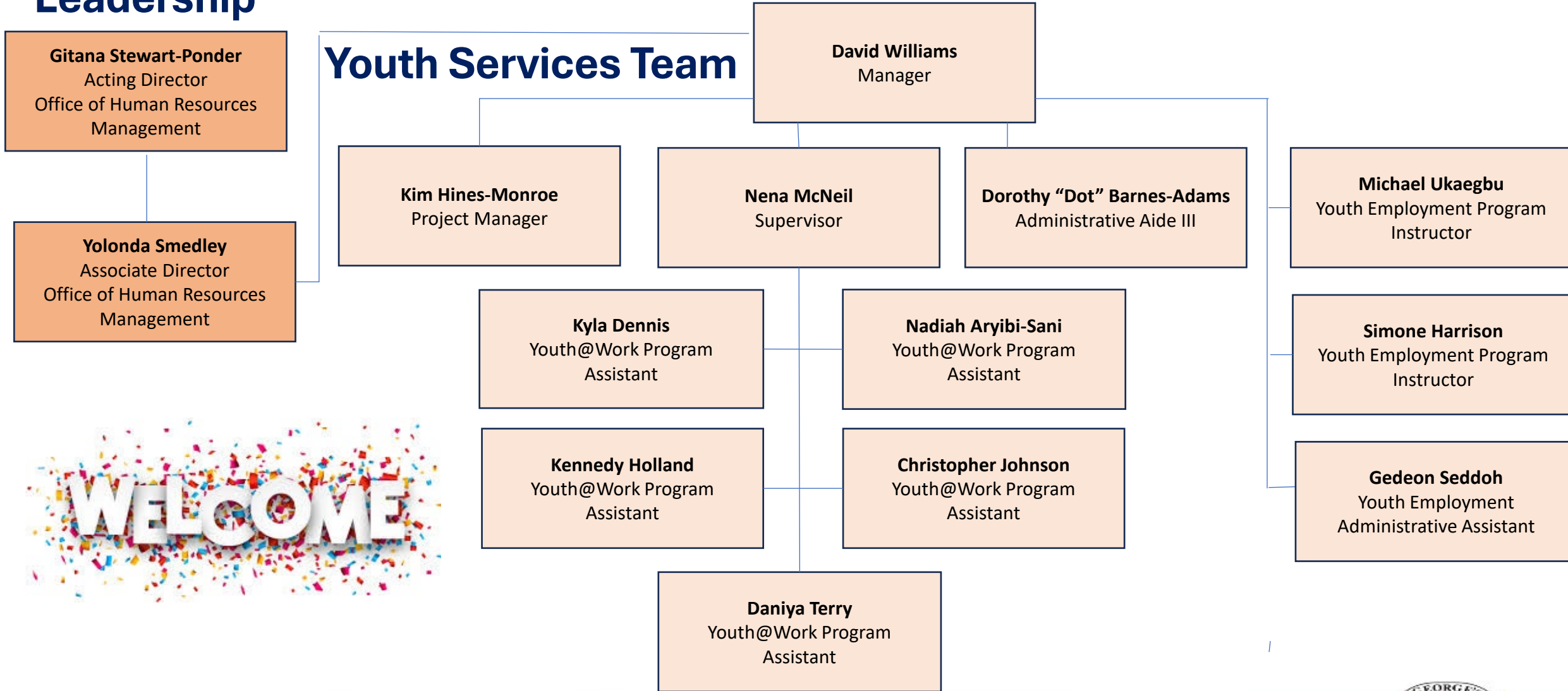
SYEP Time Management Portal

SYEP Partner Updates

Q&A

Workforce Development – Youth Services Team

Leadership



2025 Key Dates

	Date	Activity
✓	March 1, 2025	Opening of 2025 application acceptance period
✓	March 31, 2025	Closing of the application acceptance period
✓	April 2025	Eligibility and next step notices sent to applicants
✓	April 21-May 7, 2025	Youth placements
✓	May 8 – 9, 2025	Offer letters sent (with 5-day acceptance period)
✓	May 16- June 20, 2025	Onboarding process for selected participants
	May 30, 2025	Participant list available to partners
	July 1, 2025	Day 1 - SYEP 2025
	July 25, 2025	Pay day #1 – hourly compensated participants
	August 8, 2025	Last Day – SYEP 2025 Pay day #2 – hourly compensated participants
	August 22, 2025	Pay day – stipend compensated participants Pay day #3 – hourly compensated participants

This includes
in-person I-9
document
verification.



Placement/Offers Update

- Youth placements were completed between April 21st – May 7th.
- Reminders:
 - **Youth ages 14-15 were only eligible for stipend-earned opportunities in:**
 - Energy Conservation,
 - Job Readiness Training.
 - **Youth ages 16-24 were eligible for stipend or hourly-earned opportunities.**
 - Applicants selected two areas of interest for their placement.
 - Placements were made based on their selected interests.

Placement/Offers Update



Key Dates:

- **Offers Extended:** May 9-12
- **Response Deadline:** May 16



Policy on Non-Response:

- Offers *not accepted* by the deadline are considered **declined**.
- Declined offers *will not be backfilled*.

Onboarding

- The 2025 SYEP referred candidates will begin onboarding around May 27th.
- Referred candidates should expect:
 - An email from NEOGOV with a link to the required onboarding forms.
 - An email from COREHR to make an appointment to submit Form I-9 Acceptable Documents to show their identity and authorization to work.
- Referred candidate actions **before** being hired include:
 - Completing all *Onboarding Forms*.
 - Submitting *Form I-9 Acceptable Documents*.

Candidates CANNOT PARTICIPATE in the program if they do not complete both steps of the process.

Day 1 Preparations: Getting the Youth Ready

Pre-Program: Early June



Reach out to each participant to:

- Engage & Welcome
- Provide reporting details
 - Address/Sign-on details
 - Date & Time
 - Attire
- Provide supervisor contact information



Send a list of participants that decline to SYEPPartners@co.pg.md.us

Day 1 Preparations: Getting the Youth Ready

Program Day 1: July 1, 2025



Conduct Worksite Orientation

- Welcome
- Introductions & Icebreaker
- SYEP Orientation Review – *SYEP Team will provide*
- Partner/Worksite Orientation
 - Overview of the Organization
 - Details about the work assignment
 - “A Day in the Life”
 - Expectations of the participant(s)
 - Worksite supervisor contact information



Day 1 Preparations: Partner Reminders

- Assign work that is *meaningful* and supports the needs of your organization.
- Add a touch of fun to make the assignment introduction more engaging.
- Send the names of all youth that have declined or are no-shows to SYEPPartners@co.pg.md.us.
- **Guiding Thought:** This may be the first job for many of these young professionals – *approach it with patience* and see it as a chance to mentor, inspire and shape strong work-life habits that will stay with them.

Compensation

Hourly Compensation

- **14-15-year-old** participants are not eligible for hourly compensation.
- **16-17-year-old** participants earn \$13/hour and can work a max of 32 hours per week.
- **18-24-year-old** participants earn \$15/hour and can work a max of 40 hours per week.
- SYEP Participants are *only compensated for the hours that they work*.
- SYEP Participants are *not eligible for holiday pay or overtime*.

Stipend Compensation

- Participants enrolled in the SYEP Signature Programs are eligible for the following:
 - 14-15-year-old participants can earn \$300
 - 16-17-year-old participants can earn \$400
 - 18-24-year-old participants can earn \$500
- In order to earn the stipend, participants must participate in 75% of the course.

Compensation: Overtime Reminder



Program participants are **NOT PERMITTED** to work overtime under any circumstances.
Partners must remain in compliance with program funding guidelines and labor policies.

SYEP Time Management Portal

DEMO



SYEP Partner Updates

Partner annual renewal document requirements have been communicated via e-mail.

All documentation that requires updates must be submitted to SYEPPartners@co.pg.md.us by **May 30, 2025**.



Note: Youth participant lists will not be shared until the updated documents are received.



- SYEP Partners, please contact us via: SYEPPartners@co.pg.md.us
- Please direct youth questions to: SYEP@co.pg.md.us

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X

