



Partner Information Session

June 25, 2025

Agenda



2025 Key Dates
Placement/Offers Update
Onboarding Update
Day 1: Preparations & SYEP Orientation
Partner Reminders
SYEP Time Management Portal
Compensation Reminders
SYEP Resource Guides
Q&A

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)
In progress	May 16- June 30, 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

100%

- The 2025 SYEP is now **at full capacity**.
- All candidates have been notified of their hire status.
- If a participant declines at this stage:
 - Acknowledge and confirm the decision,
 - Document the participant's name and email,
 - Notify the SYEP Team by emailing the information to SYEPPartners@co.pg.md.us.

Placement/Offers Update

If you have an opportunity for youth that were not selected, please share the information for us to refer former candidates.

- While there is no legal requirement for an employer to refer unsuccessful job applicants to other jobs or companies, **we collectively understand** that youth are seeking opportunities for employment and growth!
- We want to be **intentional** with the development of our County's youth and often share alternative options for consideration.
- Providing referrals is a matter of **courtesy** and not a legal obligation.

Placement/Offers Update



Policy on Non-Response & Declined Offers:

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

Onboarding Update



- **The 2025 SYEP hired candidates are currently being onboarded by OHRM CoreHR.**
- **Candidates should have received:**
 - 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.
- **Candidates must do the following by June 20:**
 - Complete all *Onboarding Forms* in NEOGOV.
 - Make an appointment and submit I-9 acceptable identification documents.

Onboarding Update



- The 2025 SYEP hired candidates are currently being onboarded by OHRM CoreHR.
- Candidates should have received:
 - An email from NEOG with a link to the required onboarding forms.
 - An email from COREHR to make an appointment to submit Form I-9 and acceptable Documents to show their identity and authorization to work.
- Candidates must do the following by July 20th:
 - Complete all onboarding Forms in NEOG.
 - Make an appointment and submit I-9 acceptable identification documents.

CANDIDATES CANNOT PARTICIPATE IN THE PROGRAM IF THEY DO NOT COMPLETE THESE STEPS OF THE PROCESS.

Day 1



Prior to July 1

Reach out to each participant to:

- Engage & Welcome
- Provide reporting details
 - Address/Sign-on details
 - Date & Time
 - Attire
- Provide supervisor contact information
- Reinforce the SYEP messaging on onboarding

On July 1

- Plan an official Welcome Orientation
- Provide an overview of your organization and its impact on the County
- Discuss expectations
- Explain job duties and projects
- Allow the youth to ask questions
- Make sure the youth
 - has contact information for their supervisor
 - knows how to report an emergency

SYEP Orientation

- Prepared by the SYEP to be delivered with Partner Orientation on Day 1.
- The information includes an overview of:
 - SYEP Participant Information
 - Compensation/Pay
 - Expectations
 - SYEP Contact Information
 - SYEP on Social Media
- Digital copies are available on the SYEP Partner Resource webpage.



Partner Reminders

- This will be a **developmental experience** for early career and job seekers – **be patient with them** and help to teach some great work-life lessons.
 - This may be one of their first job experiences!
- Assign work/projects that are **meaningful** and support the needs of your organization
- Incorporate **fun when you expose youth** to different team members, work assignments and the overall experience.
 - Ask yourself: *How can I make this an experience that youth want to return to daily?*
- Provide feedback on work well done and areas of improvement.
- By the end of the summer, help them update their resume with an accurate description of work.

Partner Reminders

Capture YOUR Story!

- Sharing photos and videos helps us **highlight the real-world impact** of our interns at your site, showcase your contribution to the SYEP program, and celebrate your role in shaping future talent.
- We love testimonials and want to include this information in our annual reports and as we advocate for additional funding to future programs.
- Please send any that you take to SYEPPartners@co.pg.md.us or tag us on social media.
 - Facebook: PGC Youth at Work Summer Youth Enrichment Program
 - Instagram and X (formerly Twitter): @PGCSYEP on IG and X



Let us know and tag us with **#PGCSYEP**

Partner Reminders



- Document the names of youth who **do not show up or are unresponsive within the first 3 days** of the program.
- Send the names of applicable youth to SYEPPartners@co.pg.md.us.
- Record all communication attempts in your internal records in case a young person contacts SYEP about not receiving outreach.



SYEP Time Management Portal

Hourly Compensation

- Enter the total hours worked for each day or each participant, measured to the closest 15-minute increment:
 - 15 minutes = .25
 - 30 minutes = .50
 - 45 minutes = .75
- Click “Save As Draft” to save the submission
- Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
- Timesheets for hourly participants must be submitted weekly, by **Friday at 5 p.m.**, or the participants **risk not getting paid**.

Stipend Compensated

- Enter a “1” for each day that the participant was present.
- Click “Save As Draft” to save the submission
- Click “Submit Timesheet” to submit the timesheet to the SYEP Team.
- Stipend-compensated participants must complete 75% of the program in order to earn the compensation.
- Participants who earn the compensation will be paid on August 22.
- We are asking that timesheets be submitted weekly for stipend participants.

SYEP Time Management Portal



Need help with the Time Management Portal?

 Email SYEPPartners@co.pg.md.us to request a session.

 We'll schedule a time to connect.

 A Teams call will be set up to guide you through the process with one of our dedicated staff members.

We're here to help you get started!

Compensation Reminders

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.

Resource Guides

Partner Resource Guide

- Overview of the program
- Selection Process
- Expectations
- Compensation, Time & Attendance
- Policies & Procedures
- Safety
- Code of Conduct
- Workplace Harassment & Hostile Work Environment Training
- Discrimination
- SYEP Contact Information

Participant Resource Guide

- Overview of the program
- Selection process
- Onboarding & Orientation
- Compensation, Time & Attendance
- Policies & Procedures
- Safety
- Code of Conduct
- Expectations
- Workplace Harassment & Hostile Work Environment
- SYEP Contact Information

Available on the SYEP website.



Reminders:

We love program pictures, social media posts and good news stories! Please make sure you are sending these to us during the program!

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

facebook



Instagram



X

