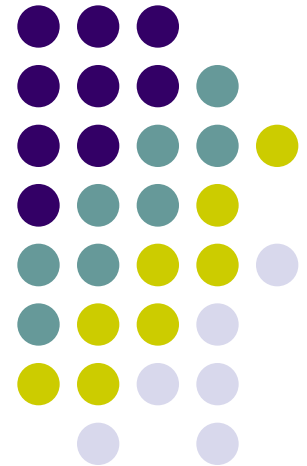


Summer Youth Enrichment Program (SYEP)

Orientation



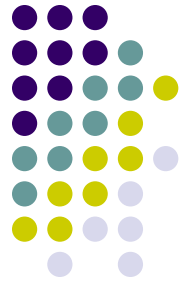
Topics

- **Prince George's County**
 - Interesting Facts
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- **SYEP Participant Information**
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 - Code of Conduct & Violations
- **Compensation/Pay**
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Prince George's County

Interesting Facts



The Honorable
Aisha N. Braveboy
County Executive

One of 24 counties in
Maryland
(2nd largest)
900,000+ residents

329+ years old
(founded in 1696)

Some Notable Prince Georgians
Kevin Durant, Phoenix Suns
Jim Henson, Creator of the Muppets
Sugar Ray Leonard, Title Boxer
Frances Tiafoe, Professional Tennis
Iyanla Vanzant, Spiritual Life Coach

Colleges in the County
Bowie State University
Capitol College
Prince George's Community
College
University of Maryland

Prince George's County is
499 square miles of which
483 square miles is land and
16 square miles is water.

SYEP Summary



Program Eligibility

Prince George's
County resident

Ages 14-24

Legally eligible to work
in the USA

2025 Program Dates

Tuesday,
July 1, 2025
through
Friday,
August 8, 2025

For more information

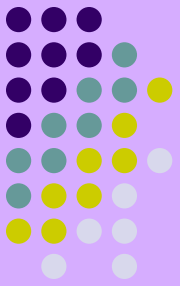
SYEP Participant Resource Guide



[SYEP.mypgc.us](https://www.syep.mypgc.us)

Other Important Notes:

- Assignments are 4 or 6 weeks in duration.
- SYEP hourly participants are paid for the time that they work.
- Stipend-paid participants earn a one-time payment at the successful conclusion of their program. They must participate in 75% of the program to earn the stipend.



SYEP PARTICIPANT INFORMATION

Benefits of SYEP

The Summer Youth Enrichment Program (SYEP) offers Prince George's County youth and young adults ages 14 to 24 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 career professionals and peers
- Build positive working relationships
- Earn pay for meaningful and rewarding work experiences

Safety Protocols



- Stay home if you are not feeling well.
 - Contact your Worksite Supervisor to let them know your plans.
 - You will not be paid for hours not worked.
- Wear a mask if you feel more comfortable.
- Frequently wash your hands with soap and water or hand sanitizer.
- Clean and disinfect your work and high-touch areas around you.
- Safety guidelines are covered in the SYEP Participant Resource Guide.

Absences

We expect you to work every day on your assignment. If you do not plan to work, let your Worksite Supervisor know in advance.

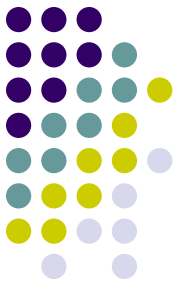
You may be terminated from your assignment if:

- You are absent for more than 3 consecutive days without advance notice.
- Your Worksite Supervisor determines that your absences are disruptive or too frequent.



Code of Conduct

- You have read and signed the Code of Conduct with your Onboarding paperwork.
- It is expected that you conform to or adhere to all laws, policies, procedures, or other relevant guidelines associated with your SYEP assignment.



Code of Conduct Violations



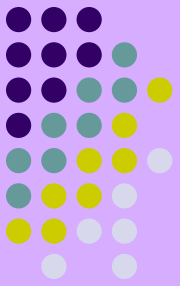
- **Drugs** – Possession, sale, or use of illegal drugs or alcohol while on the job or reporting to your assignment while under the influence of drugs or alcohol could lead to dismissal and further legal action.
- **Excessive Absenteeism** – Failure to report to work on three (3) consecutive workdays without prior approval.
- **Disruptive Behavior** – Fighting, physical or verbal assaults or any act that endangers the well-being of coworkers, abusive language towards 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.
- **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 SYEP policy or procedure, and failure 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 violates the code of conduct:

- Your Worksite Supervisor will provide a verbal warning regarding behaviors and actions that are not allowed. In most cases, you will be given 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.
- You will be required to sign a corrective action plan in order to stay in the program.
- The severity of the behavior may result in immediate suspension or termination.



COMPENSATION/PAY

Types of Compensation



Hourly Pay

Hourly participants earn their pay based on the hours that they work on their

Age Group	Pay Rate/ Hour	Maximum Weekly Hours
16-17	\$13	32
18-24	\$15	40

- Compensation is earned for work up to the maximum allowable hours permitted for the week.
- If the supervisor is not able to account for the time worked, those hours are not compensable.
- There is no overtime.

Stipend Pay

Participants earn their stipend based on participation in their training assignments.

Age Group	One Time Stipend
14-15	\$300
16-17	\$400
18-24	\$500

This is the total amount earned.

- You must successfully complete **75%** of the program/assignments/ in order to receive a stipend.
- No partial stipends can be earned.
- No participation credit is given when a participant does not accurately identify themselves on the virtual platform with their full first and last name.
- Stipends are paid 2 weeks after the program ends.

Types of Payment



Direct Deposit

- Preferred payment method.
- Pay is directly deposited into a bank account.
- Accurate account information in Onboarding paperwork is critical.

County issued check

- Check mailed from Wells Fargo in North Carolina, via U.S. Mail.
- Takes 3-5 business days, after payday to receive.

Please note: Since there are only 3 paychecks, whichever option is selected will remain the selection for the duration of the program.



Payment Schedule

Work Period

July 1 – July 12, 2025

July 13 – July 26, 2025

July 27 – August 8, 2025



Pay Date

July 25, 2025

August 8, 2025

August 22, 2025

Please note that stipends are paid as a lump sum 2 weeks after the program ends.



Pay Issue Discrepancies – What to do

If you think your pay is incorrect, consider these thoughts first:

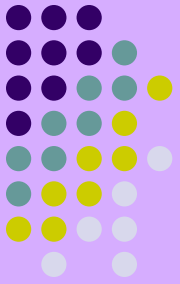
- **Were taxes withheld?** All hourly pay will have taxes withheld.
- **Were you absent or forgot to sign in?** Check with your supervisor first.

Your supervisor should submit any pay discrepancies to the attention of SYEPPartners@co.pg.md.us.

If you and your supervisor disagree about the amount of your check, please send an email to SYEP@co.pg.md.us. Be sure to copy your supervisor on the email, provide your full name, your worksite name, your supervisor's name, and a description of the issue. An SYEP team member will investigate all reported pay discrepancies and respond.

Direct Deposit: The actual direct deposit day may vary depending on banking institutions. If you signed up for a direct deposit, and you do not see your check deposited by the Monday after payday, contact the team on SYEP@co.pg.md.us. Be sure to include your full name and the program where you are assigned.

If your pay issue is verified and resolved by your supervisor and/or SYEP staff, any additional funds owed to you will be confirmed and then paid to you.



WORKSITE

Worksite - Day 1



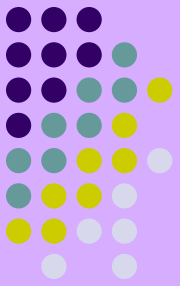
- Show your excitement – demonstrate that you want to be there!
- Put your Worksite Supervisor’s name and contact information in your phone and/or write it down in a safe place.
- Discuss expectations, attire, breaks and lunch policies.
- Alert your Worksite Supervisor of any known/planned absences. Find out the process for alerting them about unplanned absences.
- Understand your general work duties.



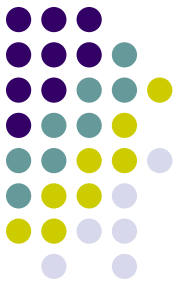
Expectations

As a Prince George's County SYEP Participant, you are expected to:

- Report to work on time, virtually, or in person.
- Be prepared for your daily assignment.
- Have a pleasant attitude toward your supervisor and co-workers.
- Follow instructions but ask questions if you do not understand your assignment.
- Be respectful.
- Be willing to work and ready to take on a new challenge.
- Be flexible and willing to work.
- Be appreciative of the opportunity.
- Share your ideas.
- Smile – it is contagious!



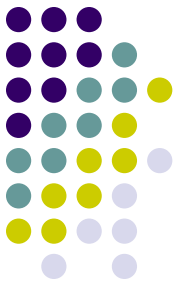
SYEP TEAM



Commitment of the SYEP Team

The SYEP Team commits to:

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



Who to contact

SYEP Staff

Questions on

- Worksite Assignment
- Onboarding paperwork
- Pay
- Worksite/supervisor issues

Please include the Participant's full name and assignment in all correspondence with the SYEP Team.

Worksite Supervisor

Questions on

- Work assignment details
- Late/Absences
- Questions about the work/worksite
- Missing hours from check
- Job description for resume



SYEP.MYPGC.US



SYEP@co.pg.md.us



(301) 883-6200



SYEP on Social Media

Follow us!

facebook



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X



We love pictures!



Email us your SYEP program shots – SYEP@co.pg.md.us.