

Day 1 Orientation

Important information about your

Summer Youth Enrichment Program (SYEP) experience!

Agenda

- Welcome
- SYEP Program Overview
- 2026 Prince George's County SYEP Dates
- SYEP Participant Expectations
- Worksite – Day 1
- Code of Conduct & Violations
- Payroll: Understand How You Are Getting Paid
- Additional Pay Issues
- Absences
- Social Media & Professional Branding
- Communicating with the SYEP Office
- Networking
- During Your Last Week
- Pictures



SYEP Program Overview

What is SYEP?

The Prince George's County Summer Youth Enrichment Program (SYEP) is an award-winning, nationally recognized initiative.

This six-week program offers Prince George's County youth and young adults, ages 14 – 24, opportunities to explore career paths through meaningful work experiences with government agencies, community organizations, and local businesses.

Benefits for participants:

- Learn new skills
- Professional development opportunities
- Exposure to a diverse range of careers
- Job readiness training
- Network with career professionals
- Build positive working relationships
- Earn pay for meaningful and rewarding work experiences

This is an opportunity to increase your knowledge. You can learn a lot from this experience.

2026 Prince George's County SYEP Dates

July 6 – August 14, 2026

If you are planning to miss any of these dates, inform your supervisor as soon as possible!

SYEP Participant Expectations

During this assignment, you are expected to

- Arrive on time
- Come to work prepared every day
- Dress appropriately for your position
- Display a respectful and positive attitude
- Work with honesty and integrity
- Perform your job with enthusiasm
- Conduct yourself professionally and be ready for new challenges
- Complete your assignments on time
- Inform your supervisor if you have questions or concerns
- Be appreciative of the opportunity.
- Share your ideas.



Smile – it is contagious!

Remember—you represent yourself, your future, and the Prince George’s County SYEP at your job site!

First Day Instructions



1

Show your excitement – demonstrate that you want to be there!

2

Put your Worksite Supervisor's name and contact information in your phone and/or write it down in a safe place.

3

Discuss expectations, attire, work hours, breaks and lunch policies.

4

Alert your Worksite Supervisor of any known/planned absences. Find out the process for alerting them about unplanned absences.

5

Understand your general work duties.

Code of Conduct

The code of conduct signed during the onboarding process helps everyone know how to treat each other respectfully so we can have a safe, fair, and fun space where everyone feels included.

It is expected that you adhere to all laws, policies, procedures, or other relevant guidelines associated with your SYEP assignment.

Participants who violate the Code of Conduct will:

- Receive a verbal warning from the Worksite Supervisor outlining unacceptable behaviors and expectations.
- Be given an opportunity to correct their behavior in most cases.
- Have their parent or guardian contacted, depending on the severity of the behavior and the participant's age.
- Be required to sign a corrective action plan to remain in the program.
- Face immediate suspension or termination for serious violations of the Code of Conduct.



Code of Conduct Violations

Violations include, but are not limited to, the following examples:

- **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 rude 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.

These rules are in place to
keep everyone safe and
supported.

Please make good choices!

Code of Conduct Violations

Violations include, but are not limited to, the following examples:

- **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.

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Payroll: Understand How You Are Getting Paid

Stipends are earned for participation in the Prince George's County SYEP Signature Programs. These are enriching learning opportunities that prepare participants for the workplace.

Stipends are a **one-time** payment.

The 2026 stipend payout date is August 21, 2026.

75% of the work must be completed in order to earn the stipend.

YOUTH@WORK SYEP PRINCE GEORGE'S COUNTY SUMMER YOUTH ENRICHMENT PROGRAM

Stipend Payment or Hourly Compensation

WHAT IS THE DIFFERENCE IN THE SYEP PAYOUTS?

STIPEND PAYMENT	HOURLY COMPENSATION
Fixed payment for learning and gaining experience.	Paid a set amount for every hour worked.
Payable in one lump sum, after the program ends.	The Formulas: Hours Worked × Hourly Rate = Gross Pay
Must complete all learning activities in order to earn payout.	Take Home Pay = Gross Pay - Deductions, including FICA (Social Security & Medicare)
Lump sum payment, no taxes taken.	Payout is every 2 weeks.

Questions?
SYEP@co.pg.md.us
301-883-6200
SYEP.mypgc.us

County Executive Aisha N. Braveboy
Elevate
PRINCE GEORGE'S
One County United
ELEVATE YOUR VOICE | ELEVATE YOUR COMMUNITY

Hourly Compensation is earned for work that is done in traditional job assignments and compensated for the actual hours worked. These opportunities contribute to the goals and services of partner organizations.

Hourly compensation is earned every two weeks.

The 2026 pay dates are: July 24, August 7, August 21 & September 4

Compensation Reminders



Stipend Payment

AGE	STIPEND AMOUNT
14-15	\$300
16-17	\$400
18-24	\$500

Payout is one lump sum (untaxed) distributed August 21





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Hourly Compensation

AGE	Hourly Rate
14-15	No Positions
16-17	\$13.00
18-24	\$15.00

Payout is bi-weekly (taxed) distributed on July 24, August 7, August 21, and September 4


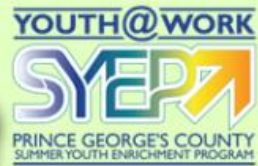

Compensation Reminders



AGE	Hourly Rate	MAX HOURS PER WEEK
14-15	No Positions	No Positions
16-17	\$13.00	32 hours/week
18-24	\$15.00	40 hours/week

Payout is bi-weekly (taxed) distributed on July 24, August 7, August 21, and September 4

SYEP Participants cannot work overtime.







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Payday Issues & Resolution Process

If you think you have a payroll issue, consider this:

Were taxes or social security withheld?

- All hourly paid participants are subject to applicable tax and FICA (Social Security and Medicare) withholdings.

Were you absent or forgot to sign in?

- Check your reported work hours with your supervisor.

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



Payday Issues & Resolution Process

If you think you have a payroll issue, consider this:

Deposit: The actual direct deposit date may vary depending on banking institutions.

No Payment Received: If you signed up for direct deposit and do not see your check deposited by the Monday after payday, contact the SYEP Staff at SYEP@co.pg.md.us.

- Be sure to include your full name and the program you are assigned to.
- 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 during the next pay cycle.



Absences

We expect you to work every day on your assignment.

If you are unable to attend work:

- Notify your Worksite Supervisor as far in advance as possible.
- If the absence is unexpected, communicate the situation as soon as you are able.
- If you are aware that you will need a day off well in advance, notify your Worksite Supervisor early and obtain guidance on next steps or responsibilities.
- Be transparent and professional when communicating about your absence and expected return.
- Document your absence and keep confirmation from your Worksite Supervisor for your records.

You are only paid for the hours you work!

Absences

Approved Absence:

- An absence that has been communicated to and acknowledged by your Worksite Supervisor in advance, or as soon as possible in unexpected situations.
- Approved absences do not result in adverse or corrective action.

Unapproved Absence:

- An absence that is not communicated to, acknowledged by, or documented with your Worksite Supervisor.
- Repeated unapproved absences may result in corrective action, suspension, or removal from the program.

Youth in stipend-based programs must complete at least 75% of the program requirements. While approved absences do not lead to adverse action, excessive absences may still impact your ability to meet the 75% completion requirement.

Absences

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**.

Communicating early and maintaining reliable attendance helps you stay in good standing with your worksite.

Social Media & Professional Branding

- Keep your posts about work positive.
- Do not post anything that is confidential or reflects negatively on your work.
- Make sure you have the permission of your colleagues before you include them in your posts.
- Tag #PGCSYEP to highlight workplace success and good news!



Communication with the SYEP Office

- Work with your supervisor to address any of your questions about the position, work assignments, and hours worked.
- All discrepancies should first be discussed with your supervisor.
- If you have any questions for the SYEP office, please send an email to SYEP@co.pg.md.us that includes your
 - ✓ Name
 - ✓ SYEP Assignment
 - ✓ Clear description of the question/issue



Networking

While you are in this job assignment, take advantage of the opportunity to:

- Build relationships with your colleagues.
- Connect with your supervisor and leadership team.
- Learn more about your organization and its mission.
- Explore more about Prince George's County and the community it serves.

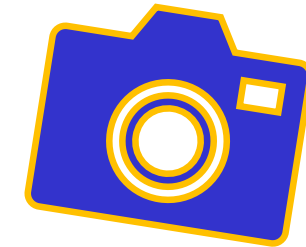
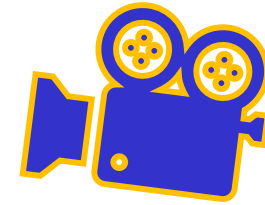
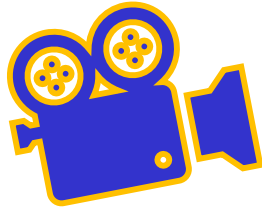


Final Week Planning

- Meet with your supervisor
 - › Share the lessons that you learned
 - › Ask them to provide you with feedback on your performance
 - › Reflect on any career decisions that you have made based on this assignment
- Update your resume
 - › Summarize your major tasks and accomplishments
 - › Ask your supervisor to provide input
- Return any equipment that you were provided for the assignment



Pictures



We love pictures!
Email us your SYEP program shots at
SYEP@co.pg.md.us.





Please make the most of this SYEP experience!