

**SANDOVAL COUNTY
SUMMER YOUTH EMPLOYMENT
PROGRAM**



YOUTH EMPLOYEE HANDBOOK

TABLE OF CONTENTS

	Page Number
I. Youth Worker Responsibilities.....	4
II. Conduct.....	4
III. Program Suspension and/or Termination.....	4
IV. Temporary Employment.....	5
V. Working Hours.....	5
VI. Attendance, Tardiness and Absenteeism.....	5
VII. Dress Code.....	5
VIII. Internet Access.....	5
IX. Quitting and Termination.....	5
X. Child Labor Laws.....	6
XI. Accidents & Injuries.....	8
XII. Harassment and Discrimination Policy.....	8
XIII. Payroll Process.....	9
Timesheet Due Dates and Pay Dates (Table).....	10
Acknowledgement of Receipt and Understanding Form	12



Congratulations and welcome to the 2016 Sandoval County Summer Youth Employment Program (SYEP)! Over the course of the next several weeks, you will have the opportunity to gain meaningful job skills, develop positive work habits and implement good decision making skills while earning an hourly wage.

In order to make your work experience a success, there are certain things you need to know. This handbook is designed to give you information that will help you make your work experience successful. Read it carefully, complete the information, and keep it where you will be able to refer to it when necessary.

My assigned worksite _____

My worksite address is _____

My Worksite Supervisor is _____

My Worksite Supervisor's phone number is _____

My work schedule is _____

My hourly wage is **\$7.50** per hour.

This year's program will run from **June 6, 2016 to July 29, 2016**. The SYEP is facilitated by the **Sandoval County Human Resources**. We can be reached at:

**Sandoval County Administration
1500 Idalia Road, Building D
Bernalillo, NM 87004
MAIN: (505) 867-7505
FAX: (505) 867-9365**

Should you have **any** questions about the information in this handbook, talk to your Worksite Supervisor or contact your **2016 SYEP Coordinator: Michelle Jones (505) 867-7505**.

Again, congratulations and welcome to the 2016 Sandoval County Summer Youth Employment Program!

I. YOUTH WORKER RESPONSIBILITIES

As a participant of the SYEP, you are responsible for knowing and adhering to the following requirements:

- Know your worksite rules and SYEP rules regarding tardiness and absence.
- Know your assigned work schedule and report to work on time.
- Do not fill out your timesheet at the beginning of the week; you are required to record the actual times and number of hours worked each day. When you sign your timesheet at the end of the pay period you are attesting that the timesheet is a factual accounting of time worked.
- **Always review and sign your timesheet yourself. Never sign a blank timesheet.**
- Know the name and telephone number of your worksite supervisor.
- Notify your worksite supervisor in advance whenever you will be absent or late.
- Dress appropriately for the job.
- Know and follow safety rules and regulations.
- Don't engage in any inappropriate behavior with your peers, children at the worksite, any one working for or receiving service from your worksite, or your worksite supervisor.
- Report any behavior that you feel is inappropriate, unfair, unsafe or harassing in nature as it relates to your working environment to the SYEP Program Coordinators.
- Follow scheduled breaks.
- Personal belongings such as iPods, MP3 players, cell phones, blackberries, etc., are not to be used while at the worksite; neither your Worksite Supervisor nor Sandoval County are responsible for lost or stolen items.
- Attend all work activities, including meetings and information sessions.
- **Ask questions!** If you don't understand something or something is not clear speak up and ask for clarification.

II. CONDUCT

You are expected to behave in a professional manner that is at all times courteous and respectful to your employer's staff, vendors, customers and your co-workers. Inappropriate behavior by any youth worker (i.e. cursing, fighting, not observing policy and procedures) will not be tolerated.

III. PROGRAM SUSPENSION AND/OR TERMINATION

The following categories constitute potential grounds for suspension and/or termination from the SYEP.

- Fraud or dishonesty
- Under the influence of alcohol /drugs or possession of alcohol /drugs or drug paraphernalia
- Misuse or abuse of property
- Inappropriate access to internet/sites
- Fighting or use of abusive language
- Inappropriate attire / repeated violations of the dress code
- Absenteeism or tardiness without a legitimate reason/excuse
- Refusal to participate in work related activities
- Disruptive behavior or attitude
- Theft

IV. TEMPORARY EMPLOYMENT

Since the Summer Youth Program is considered temporary employment, **YOU WILL NOT RECEIVE** unemployment, health care, retirement benefits, sick or holiday pay.

V. WORKING HOURS

Hours will be determined by the employer and /or worksite supervisor in accordance with all child labor laws. You should never work more than your scheduled hours.

VI. ATTENDANCE, TARDINESS AND ABSENTEEISM

As with any job, and due to the temporary nature of the SYEP, it is critical that you are present at work every day and on time. If you are planning to take vacation during your employment you should talk to your worksite supervisor and notify the SYEP Program Coordinators in advance. If you arrive at your worksite after your scheduled starting time, you are considered late (tardy). If you must be absent from work, you must contact your supervisor and the SYEP Program Coordinators with as much advance notice as possible prior to the start of your scheduled shift. Know the name, phone number, and extension of the person to whom you should report your absence. Make every attempt to speak directly to your supervisor. In the event that he/she cannot be reached, be sure to leave a message. Excessive attendance issues, tardiness and/or absenteeism are potential grounds for suspension and/or termination from the SYEP.

VII. DRESS CODE

The following dress code will be strictly enforced; and violation of the code is potential grounds for suspension and/or termination from the SYEP.

1. No over sized T-shirts, shirts with inappropriate words or slogans, halters or tank tops.
2. No head rags, wave caps, bandanas, or hats (unless approved by your Worksite Supervisor).
3. No over-sized pants that may sag or any gang-related attire.
4. No shorts (unless approved by the Worksite Supervisor).
5. No revealing or see-through clothing.
6. Appropriate footwear that follows the worksites safety guidelines (no flip flops or backless shoes).

VIII. INTERNET ACCESS

Use of company computers and the internet will be controlled at your designated worksite. The internet should only be used to complete work assignments. Inappropriate access to the internet, sites with inappropriate content, social networking sites, and personal email constitutes potential grounds for suspension and/or termination from the SYEP.

IX. QUITTING AND TERMINATION

Part of being a good employee is leaving a job properly. If you must quit your job for any reason, you must speak directly to your worksite supervisor. You must provide your supervisor and the SYEP Coordinator with advance written notice of your intent to leave. If for any reason you are terminated, you must notify the SYEP Program Coordinators immediately to inform them of the incident and the reason that you were terminated.

X. CHILD LABOR LAWS

All youth employees under the age of sixteen (16) years old are required by state law to obtain a work permit certificate. Youth employees 15 years of age, who are registered with the Sandoval County SYEP must have a signed work permit certificate on file prior to participating in the summer youth program.

Sandoval County strictly adheres to the Child Labor Laws of New Mexico. **Child Labor Laws must be followed when working with youth under the age of eighteen (18).** Please review the following labor laws concerning youth work restrictions:

MINIMUM AGE

The minimum age for employment is fourteen (14) in specified occupations outside school hours for limited periods of time.

CERTIFICATES

A work permit certificate is required by state law, for the employment of children less than sixteen (16) years of age AT ALL TIMES.

There is no provision in the law for age certificates for children sixteen (16) and older. An age certificate can be issued upon request to verify the child's age.

Work permits and age certificates are proof of age only and do not authorize prohibited employment.

HOOR LIMITATIONS

Minor 14 and 15 years of age may NOT be employed:

- during school hours
- before 7 a.m. or after 7 p.m., except from June 1 through Labor Day when evening hours are extended to 9 p.m.
- more than 3 hours a day - on a school day
- more than 18 hours a week - in a school week
- more than 8 hours a day - on a non-school week
- more than 40 hours a week in a non-school week

There are no hour or time restrictions for minors age 16 and older.

These time restrictions are consistent with the Fair Labor Standards Act (FLSA).

PROHIBITED OCCUPATIONS FOR MINORS AGES 14 and 15 Established by the Fair Labor Standards Act (FLSA)

Occupations involving:

- mining
- manufacturing
- processing including laundry and dry cleaning
- duties in workrooms
- public messenger service
- hoisting apparatus' or any power driven machinery
- power driven mowers / cutters
- the use of auto pits, racks lifting apparatus'.

Occupations in connection with:

- transportation of persons or property
- warehousing and storage
- communications
- public utilities
- construction

Occupations in retail food / gas service establishment:

- work in boiler / engine rooms
- maintenance / repair of machines and equipment
- outside window washing
- cooking and baking
- operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, choppers and mixers
- work in freezers / coolers
- loading and unloading goods

And, any occupations found and declared hazardous by the Department of Labor pursuant to the FLSA.

HAZARDOUS OCCUPATIONS FOR MINORS AGE 16 and 17 (Established by the Fair Labor Standards Act (FLSA))**Occupations involving or in connection with:**

- explosives
- motor-vehicle drivers
- mining, including coal mining
- logging including sawmill
- power-driven wood working machinery
- radioactive substances
- hoisting apparatus':
elevators, cranes, derricks, hoists, and high-lift trucks
- metal forming, punching, shearing machines
- slaughtering / meat packing
- power-driven bakery machines
- paper product machines
- manufacture of brick, tile and kindred products
- circular saws, band saws, and guillotine shears
- wrecking, demolition, and ship breaking
- roofing occupations and
- excavation operations

The above-mentioned occupations are prohibited for anyone under the age of eighteen (18). This minimum age applies even when the minor is employed by a parent / guardian.

XI. ACCIDENTS AND INJURIES

Worksite Safety:

In addition to following Child Labor Laws, the following activities are not approved for any of the SYEP participants regardless of age:

- SYEP participants are not authorized to drive a vehicle as part of their assignment.
- Participants should not lift heavy objects without help from others.
- Participants are required to wear any safety gear that will reduce potential injuries.
- SYEP participants should learn emergency procedures such as exits and escape plans in case of an emergency.

Everyone knows that **safety is a priority** – **DO NOT** take any unnecessary chances.

All SYEP participants are covered by Worker’s Compensation Insurance through Sandoval County. If you are injured while on the job, you must report any and all injuries immediately to your worksite supervisor and complete a **Notice of Accident Form** and a **HIPPA Medical Authorization Release Form**.

XII. HARASSMENT AND DISCRIMINATION POLICY

Pursuant to Sandoval County’s Personnel Rules and Regulations and Sexual Harassment Policy, it is the policy of Sandoval County that all County employees (which includes SYEP participants) have a right to work in an environment free of discrimination and unlawful harassment. Sandoval County’s SYEP maintains a strict policy of prohibiting discrimination, sexual harassment and harassment because of race, national origin, sexual orientation, physical or mental disability, age, gender, marital status, military status, religion, political affiliation or any other basis protected by federal, state or local law or regulation. Any and all such harassment or discrimination is unlawful. Unlawful harassment in any form; including verbal, physical and visual conduct, threats, demands or retaliation is unacceptable and will not be tolerated.

“**Harassment**” includes but is not limited to:

- Verbal conduct such as insults, slurs, derogatory or obscene comments and/or jokes regarding a person’s age, gender, race, disability, religion, or on any other basis protected by law; unwanted sexual or romantic advances, invitations, or comments;
- Visual conduct such as display of derogatory posters, photographs, cartoons, drawings, text/video messages, or gestures;
- Physical conduct such as assault, indecent exposure; unwanted touching, non-verbal gestures, leering, whistling, blocking normal movement, or interfering with work directed at an employee because of the employee’s sex, age, race or any other basis protected by law;
- Threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report discrimination or harassment.

If you believe that you are being harassed by a supervisor, another employee, customer, or any other person in the scope of your employment, you should promptly take the following steps:

1. Make your unease and/or disapproval directly and immediately known to the harasser, if possible;
2. Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
3. Immediately report the incident to the Sandoval County's Human Resources Director or designee (505) 867-7505 or the Legal Department (505) 867-7507.
4. Employees may also choose to report the incident to their worksite supervisor (if the supervisor is the harasser; report the incident directly to Human Resources).

Sandoval County will promptly address any report and take appropriate action to investigate and correct (if warranted) any harassment and/or discrimination in the workplace.

XIII. PAYROLL PROCESS

Timesheets:

Timesheets reflect the total numbers of hours you've worked during a given pay period. You are responsible for completing and signing your bi-weekly timesheet. Your worksite supervisor will verify the hours and sign your timesheet as well. Always check your timesheet to ensure the hours shown are accurate. **Sandoval County SYEP WILL NOT honor any unsigned timesheets**; therefore, it is your responsibility to make sure you have signed your timesheet. The SYEP Program Coordinators will provide you with the timesheets (sample timesheet on page 11).

Things to Remember:

- As a SYEP participant you are authorized to work up to 20 hours per work week.
- You will be paid \$7.50 per hour.
- Timesheets must be signed by both the SYEP participant and the Worksite Supervisor and submitted to the Sandoval County Human Resources Office by the assigned deadline.
- By signing the timesheet you and your worksite supervisor are certifying that the time submitted is a true and accurate record for any worked time for the given time period.
- Time cards should not be filled out or signed prior to work hours being completed.
- Your paycheck will be mailed directly to the mailing address listed on your SYEP application – contact the SYEP Program Coordinators if you need to change your mailing address.
- If your paycheck is lost or incorrect - your SYEP Program Coordinator should be contacted immediately.

Timesheet Turn-In/Check Delivery

Signed timesheets are due to Sandoval County Human Resources **no later than 12:00 p.m.** on the Friday due date. Late timesheets may result in you not receiving your paycheck on time. Paychecks will be mailed out the following week after the timesheets have been submitted.

Timesheets can be hand-carried or faxed to:

Michelle Jones
SANDOVAL COUNTY HUMAN RESOURCES
1500 IDALIA ROAD, BUILDING D, BERNALILLO, NM 87004
PHONE (505) 867-7505 FAX (505) 867-9365

2016 Timesheet Due Dates and Pay Dates:

FOR PERIOD	DUE DATE (Friday by Noon)	PAY DAY (Friday)
<u>6/06</u> thru <u>6/17</u> – 40 hrs.	6/17	6/24
<u>6/20</u> thru <u>7/01</u> – 40 hrs.	7/01	7/08
<u>7/05</u> thru <u>7/15</u> – 40 hrs.	7/15 (7/04 – 4 th of July Holiday)	7/22
<u>7/18</u> thru <u>7/29</u> – 40hrs.	7/29	8/05

DUE: _____

**SANDOVAL COUNTY
SUMMER YOUTH EMPLOYMENT PROGRAM
TIME SHEET**

NAME: _____ PHONE: _____

ADDRESS: _____

WORKSITE/POSITION: _____

DAY	1ST WEEK		DAY	2ND WEEK	
	Date	# of Hours		Date	# of Hours
MONDAY			MONDAY		
TUESDAY			TUESDAY		
WEDNESDAY			WEDNESDAY		
THURSDAY			THURSDAY		
FRIDAY			FRIDAY		

TOTAL HOURS: _____

EVALUATION REPORT:	Excellent	Good	Needs Improvement
1. Attendance			
2. Observation of Work			
3. Dress and Grooming			
4. Accepts Direction			
5. Accepts Responsibility			
6. Initiative			

I, the undersigned, certify that this is a true and accurate record of my hours worked for the identified pay period.

Participant Signature

Date

Worksite Supervisor Signature

Date

Print Name

Print Name

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I _____ have received a copy of the Youth Employee Handbook for
(Printed Name of SYEP Employee)
the Sandoval County Summer Youth Employment Program and understand it is my responsibility to read the handbook and ask questions about any language or provision I do not understand.

I acknowledge that I have received a general orientation covering the policies and procedures described in this Handbook. I fully understand that violations of the rules and regulations set forth in this Handbook and described to me at the general orientation can and will be grounds for suspension and/or termination from the SYEP program.

I further understand that nothing in this Handbook shall constitute or create a guarantee of permanent employment. I understand that my employment may be terminated with or without notice regardless of provisions in this handbook.

Signature of Youth Employee

Date

SYEP PARTICIPANTS UNDER THE AGE OF 18

I _____, parent/guardian of _____
(Printed Name of Parent/Guardian) (Printed name of SYEP employee)
acknowledge that he/she has received a copy of the Youth Employee Handbook for youth employees of the Sandoval County Summer Youth Employment Program and understand it is my child's responsibility to read the handbook and ask questions about any language or provision he/she does not understand.

I acknowledge that my child has received a general orientation covering the policies and procedures described in this Handbook. I fully understand that violations of the rules and regulations set forth in this Handbook and described at the general orientation can and will be grounds for suspension and/or termination from the SYEP program.

I further understand that nothing in this Handbook shall constitute or create a guarantee of permanent employment. I understand that my child's employment may be terminated with or without notice regardless of provisions in this handbook.

Signature of Parent / Guardian

Date