

EMPLOYEE HANDBOOK

It is the responsibility of each Summer Youth Employment Program (SYEP) employee to read and become familiar with the contents of this document prior to employment in the SYEP. The program's objective is to provide you with work experience, training and counseling. Emphasis is placed on learning the attitudes, habits and behavior necessary for a successful employment experience now and in the future.

DO:

- ★ Be on time and stick to your schedule.
- ★ Dress neatly and appropriately.
- ★ Always call in as soon as you can if you are going to be late or out sick.
- ★ Ask your supervisor if you have any questions about your job.
- ★ Take your responsibilities seriously.
- ★ Make an effort to get along with co-workers.
- ★ Be careful with company property.
- ★ Observe safety rules and regulations.
- ★ Follow instructions carefully.
- ★ Keep conversations professional
- ★ BE HONEST.
- ★ Be respectful to others at the job.

DON'T:

- ✘ Do not have friends or relatives visit or call your worksite.
- ✘ Do not be late or absent unless absolutely necessary.
- ✘ Do not lounge, procrastinate, goof off or fool around on the job.
- ✘ Do not take longer breaks than what is scheduled.
- ✘ Do not start drama at the job.
- ✘ Do not use your cell phone, I-Pod or any electronic device on the job.
- ✘ **Do not quit your job without calling your counselor and worksite supervisor.**

COUNSELING:

You will be assigned a counselor who will assist with any questions or concerns you may have. They will also monitor your job performance and will be working directly with you and your worksite supervisor. It is your responsibility to be open and honest with your counselor.

SUPERVISION:

Your worksite supervisor will be the person responsible for providing work experience and training for you while you are employed in the Youth Program. Follow his/her instructions carefully. Ask questions about anything you don't understand. There may be a time when your supervisor will be absent from work. Another person (chosen by your supervisor) will act as your supervisor until your regular one returns.

DRESS CODE:

It is expected that you will dress neatly and appropriately for your job. If you have questions about the dress code at your worksite, ask your supervisor. Each work site will have a different dress code so please talk to your supervisor.

WORK WEEK:

The number of hours you work will be determined by your worksite schedule. Your schedule will be given to you by your Supervisor. Remember the importance of good attendance and arriving to work on time. Be ready to work when the shift is scheduled to begin. A pattern of absenteeism or lateness may result in your termination from the Youth Program.

LUNCH BREAK:

New York State Labor Standards limit employees to a maximum of six (6) consecutive hours of work without a lunch or dinner break of at least half an hour. For example; if you are scheduled to work from 8 AM to 2:30PM (6 ½ hours) you must take a lunch break. This break time is to be arranged between you and your worksite supervisor. 10 to 15 minute breaks do not need to be recorded on the time sheet. **Note:** SYEP DOES NOT PAY FOR LUNCH BREAKS.

PAYROLL INFORMATION:

Payroll is every two weeks (bi-weekly). Your wage will match the minimum wage in New York State (\$11.00 an hour). Both you and your worksite supervisor will be given a payroll schedule to keep you informed about the necessary payroll information. Actual time worked and/or time absent must be recorded on the SYEP time sheet, along with both your signature and your supervisor's as well as the date the pay period ends. Time sheets are due on the last day of the pay period and must be completely and properly filled out so you can be paid on time. You are paid only for actual time worked. Late time sheets will result in a two-week delay in processing your paycheck. Checks are mailed on the Wednesday after the pay period ends.

- ★ **PLEASE DO NOT CALL THE SYEP OFFICE ABOUT YOUR CHECK UNLESS IT HAS BEEN ONE WEEK AFTER CHECKS ARE MAILED AND YOUR CHECK HAS NOT ARRIVED.**

[Please refer to the Payroll Schedule sheet for dates when checks are mailed]

- ★ **CHECK MUST BE CASHED OR DEPOSITED INTO AN ACCOUNT WITHIN 90 DAYS OR IT WILL BECOME VOID!**
- ★ **DIRECT DEPOSIT** is an option if you have a bank account; ask your SYEP counselor for a direct deposit form.
- ★ You will need access to a bank account (yours or a parent or Guardian's) or a check cashing service. You will most likely need a photo ID to cash your check

NOTE: It is **YOUR** responsibility, as well as the worksite supervisor, to maintain and submit your time sheet at the end of the payroll period. Make sure **YOU** sign it. Keep track of your hours daily.

LATENESS/ABSENCES:

You are to work in accordance with the work schedule established by you and the worksite supervisor. If, for some reason, you are going to be late or absent from work, it is **YOUR** responsibility (not your mother, father, sister, brother, etc.) to call the worksite supervisor immediately and explain the situation. Failure to call may result in termination from the Youth Program.

COMPETENCIES AND EVALUATIONS:

The Summer Youth Employment Program is designed to help you acquire occupational skills through work experience and to gain work maturity competencies. These competencies refer to work-related behaviors which must be demonstrated in order to be considered a successful completion of the Youth Program.

At the end of the work experience your supervisor will complete and submit an evaluation of your job performance. Your supervisor will sit down with you and go over the evaluation. The purpose of the evaluation is to aid you in learning what you do well and what you may need to improve on. You should use this evaluation as a reference tool when seeking future employment. It becomes a permanent record in your file folder.

WORKER'S COMPENSATION:

All SYEP employees are covered under Worker's Compensation if injured on the job. Notify your worksite supervisor and SYEP counselor **IMMEDIATELY** if you get hurt and receive medical treatment.

- ✓ **COMPENSATION FORMS MUST BE FILLED OUT WITHIN 10 DAYS OF THE ACCIDENT/INJURY.**
- ✓ **YOU ARE ONLY COVERED FOR INJURIES OR ACCIDENTS OCCURRING WHILE YOU ARE WORKING.**

REMEMBER YOUR JOB RESPONSIBILITIES

- ★ **BE HONEST**
- ★ **BE ON TIME AND STICK TO YOUR SCHEDULE**
- ★ **DO THE BEST YOU CAN – TAKE PRIDE IN YOUR WORK**
- ★ **KEEP A NEAT AND APPROPRIATE APPEARANCE**
- ★ **BE COOPERATIVE WITH YOUR SUPERVISOR AND COWORKERS**
- ★ **MAINTAIN A GOOD ATTITUDE**
- ★ **KNOW THE RULES AND REGULATIONS OF YOUR JOB**
- ★ **KNOW THE RULES AND REGULATIONS OF THE SYEP**

Dressing for a Job Interview

To get the job, you need to make a good first impression!

Most interviewers will form their first impression of you within thirty seconds, so you will want to look the part.

Here are some tips on how to dress to convey a professional attitude on a job interview:

- Do not wear **T-shirts, jeans, shorts, or sneakers**
- Wear non-revealing clothing
- For males, wear a button down shirt and a pair of slacks with a belt.
- For females, wear a blouse and dress pants or a skirt – the skirt should be about knee length at least,(no spaghetti straps)
- Undergarments should **not** be showing
- Wear plain shoes that are clean and polished
- Your clothes should not have any wrinkles, stains, or holes
- Pay attention to body language – wear a smile, stand up straight, make eye contact, and shake hands as you introduce yourself
- Your hair should be neatly combed and styled
- Avoid a lot of jewelry or fragrances



SUMMER YOUTH EMPLOYMENT PROGRAM

2020 PAYROLL SCHEDULE

| July 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| August 2020 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

| PAY PERIOD BEGINS | PAY PERIOD ENDS [Fri] | TIME SHEETS DUE | PAYCHECKS MAILED |
|-------------------------------|-------------------------------|-------------------------------|--------------------------------|
| July 6 th , 2020 | July 17 th , 2020 | July 17 th , 2020 | July 22 nd , 2020 |
| July 18 th , 2020 | July 31 th , 2020 | July 31 st , 2020 | August 5 th , 2020 |
| August 1 st , 2020 | August 7 st , 2020 | August 7 th , 2020 | August 19 th , 2020 |

2020 SYEP operates from July 6th, 2020 to August 7th, 2020.
 Last day of work for youth will be **August 7th, 2020**.

✓ TIME SHEETS MUST BE SIGNED: The SUPERVISOR *and* the YOUTH EMPLOYEE must sign the time sheet.

✓ TIME SHEETS ARE DUE THE SAME DAY THE PAY PERIOD ENDS: Time sheets must be received in the OET One-Stop office by 9AM on FRIDAY of the Payroll Period [END date listed above].

If you would like to send them Thursday afternoon, feel free to.

PLEASE FAX A COPY OF THE TIME SHEET TO 340-3165.

OR SCAN & EMAIL TIME SHEET TO YOUR COUNSELOR'S EMAIL

ORIGINAL MUST BE MAILED TO THE ADDRESS BELOW

★ EMPLOYEES MAY WORK A MAXIMUM of 40 HOURS PER WEEK. NOT MORE (No Overtime).
 Youth under 18 cannot work more than 8 hours per day (this does not include lunch break).

★ Youth MUST take a meal break of at least ½ an hour *if* working more than six (6) consecutive hours. (Example: 12:00pm – 6:00pm no break is needed, but 11:30am – 6:00pm or 12:00pm – 6:30pm will require a ½ hour unpaid break)

Note: Supervisors must send in a time sheet for the two-week payroll period even if the employee worked only one of those weeks. If the employee was terminated or quit, the time sheet should be marked “FINAL”.

Mail original time sheets to:

Summer Youth Employment Program
U.C. Office of Employment & Training
535 Boices Lane
Kingston, NY 12401

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OET AT 340-3170 FAX: 340-3165

SYEP EMPLOYEE TIME SHEET


Employee Name: _____

Worksite: _____

Pay Period Ending: _____

Supervisor: _____

*** USE 15-MINUTE INCREMENTS (EX: 12:00, 12:15, 12:30, 12:45)* * SUBTRACT LUNCH BREAKS * DO NOT INCLUDE 10 or 15-MINUTE BREAKS ***

| DATE | DAY OF THE WEEK | TIME IN | LUNCH Start | LUNCH End | TIME OUT | HOURS | COMMENTS |
|--|-----------------|---------|-------------|-----------|----------|-------|----------|
| | Saturday | | | | | | |
| | Sunday | | | | | | |
| | Monday | | | | | | |
| | Tuesday | | | | | | |
| | Wednesday | | | | | | |
| | Thursday | | | | | | |
| | Friday | | | | | | |
| | Saturday | | | | | | |
| | Sunday | | | | | | |
| | Monday | | | | | | |
| | Tuesday | | | | | | |
| | Wednesday | | | | | | |
| | Thursday | | | | | | |
| | Friday | | | | | | |
| Total Hours  | | | | | | | |
| <small>[Add up all hours in the HOURS column]</small> | | | | | | | |

Supervisor Signature: _____

Employee Signature: _____