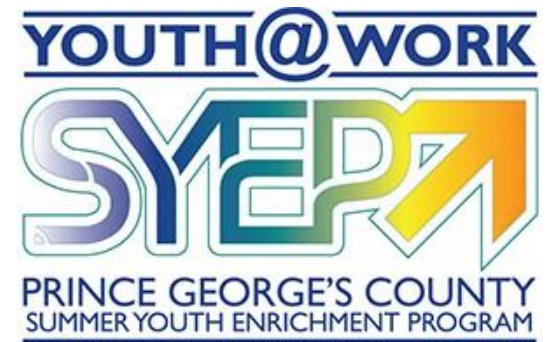




2024

Summer Youth Enrichment Program Participant Resource Guide



Angela D. Alsobrooks
County Executive

Table of Contents

Introduction Proud Priorities, Proud Results.....4	Hourly Pay Information Hourly Pay.....18 Hourly Payment Schedule.....19	Safety Guidelines Safety Guidelines.....34 Health Safety Protocol.....35 Inclement Weather Policy.....36
General Information & Application Process About SYEP.....6 Program Eligibility.....7 Program Duration.....8 Key Dates.....9	Stipend Pay Information Qualifications to Receive a Stipend.....21 Stipend Pay.....22 Stipend Payment Schedule.....23 Pay Options.....24	Code of Conduct What is a Code of Conduct?.....38 Code of Conduct Policy.....39 Code of Conduct Violations.....40 Consent to the Code of Conduct43
Selections & Offers How You Are Selected?.....11 Offer Notices.....12 Communications & Updates.....13	Time & Attendance Submission Process.....26 Pay Discrepancies:27	Expectations Youth Expectation: Take It To The NEXT Level.....45 SYEP Team Commitment.....46
Onboarding & Orientation Documentation Required to Work.....15 Worksite Orientation.....16	Program Policies & Procedures Transportation.....29 Identification (ID) Policy.....30 Lunch Break.....31 Absenteeism.....32	Workplace Harassment & Hostile Work Environment What is Workplace Harassment & Hostile Work Environment?.....48 Who is Protected?.....49 Hostile Work Environment Risky Behaviors.....50 How to Prevent Harassment.....53 What to Do if You Suspect Harassment.....54 What Happens Next.....55
		Contact Us.....57



Introduction

Proud Priorities

Proud Priorities, Proud Results

The Honorable Angela D. Alsobrooks, Prince George's County Executive, and her Administration established *Proud Priorities* and initiatives, which are six policy focus areas. The Proud Priorities were developed through policy planning sessions with agency leadership from County Government, as well as through feedback received from residents at community meetings. These priorities will help us build a more **nimble** and responsive County Government while making key investments in resources to support communities across the County.

Proud Priority: Youth Development

Youth Development a key component of the County Executive's Proud Priorities. This Administration is committed to a holistic approach that will prepare and empower our County's youth to achieve their full potential into adulthood. In collaboration with local businesses, non-profits, community organizations, and athletic/academic programs, we will provide our youth with well-rounded opportunities for growth, including the County's legacy program, the **Summer Youth Enrichment Program (SYEP)**.



Angela D. Alsobrooks
County Executive



General Information & Application Process

About SYEP, Program Eligibility, Program Duration
and Key Dates

About SYEP

The Summer Youth Enrichment Program (SYEP) offers 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 professional and peers
- Build positive working relationships
- Earn pay for meaningful and rewarding work experiences



Program Eligibility

To participate in the Summer Youth Enrichment Program, youth must apply and meet the following:

- Prince George's County resident
- Ages 14 to 24 by July 1
- Legally eligible to work in the United States



Program Duration

- The Job Readiness Training
 - Begins on **Monday, July 1, 2024**
 - Ends on **Friday, July 5, 2024**

Important Note:

Thursday, July 4, 2024, is a County observed holiday – This is not a workday.

- The summer work experience
 - Begins on **Monday, July 8, 2024**
 - Ends on **Friday, August 9, 2024**

July 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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			

August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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

Key Dates

March 1- 31, 2024

- Application Period

April 8 - 12, 2024

- Eligibility & Next Step Notices Sent to Candidates

April 17 - 28, 2024

- Selection, Placement & Job Offers

June 26, 2024

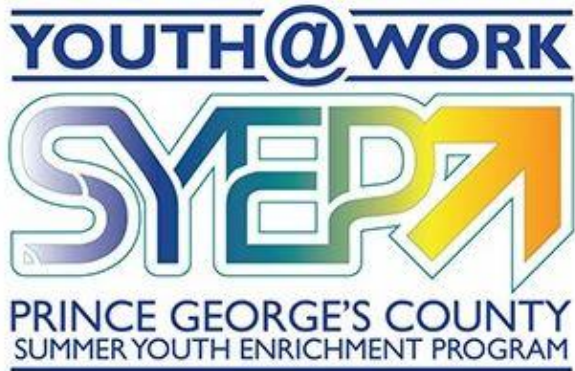
- Kick-Off Celebration/Orientation

July 1 - August 9, 2024

- SYEP Program Dates

August 9, 2024

- Closing Event Celebration



Angela D. Alsobrooks
County Executive





Selections & Offers

How You Are Selected, Offer Notices,
Communications & Updates

How You Are Selected

1. Your eligibility to participate is based on age and residency
2. You may apply for specific program(s)/position(s), based on the availability in your specific age group
3. The HR Application System sorts applications by job interest(s)
4. The HR Application System randomizes the candidates by program and position
5. Candidates are selected and sent a conditional offer
6. Selected candidates must respond to the conditional offer before the expiration date
7. Offers will be extended until all positions are filled

Offer Notices

- The SYEP staff will send selected candidates an offer notice via the email address included on the application.
- If selected, you will receive a time sensitive conditional offer notice. The offer will come to the email address on your application. You must accept the position to confirm the offer before the offer expires.
 - Instructions on how to complete the offer acceptance is located on the website.
- The position that is offered is based on the interest indicated on your application or it may be based on position availability.
- Requests for reassignments will not be honored.
- **IMPORTANT** - If you do not accept the position or are nonresponsive to the offer, you have forfeited your opportunity to participate in the 2024 SYEP.
- If you are not originally selected for a position, you will receive an email notice. Continue to monitor your email, as additional opportunities may become available.

Communications & Updates

- When completing your application, you were asked to provide an email address. This email address is the primary method of communication.
- It is important that you monitor your email account and respond quickly to requests for information.
- You can opt-in to receive text messages. Update your preference to text messaging by going to your profile in Governmentjobs.com.
- **If you are nonresponsive, you may forfeit your job opportunity with the 2024 SYEP.**

General information is provided on the SYEP.mypgc.us website.



Onboarding & Orientation

Documentation Required to Work and Worksite
Orientation

Worksite Orientation

You will be required to participate in a mandatory SYEP Orientation on the first day of your assignment.

The Orientation will consist of:

- Overview of the opportunity and a description of the work expectations. This will include a clear explanation of your duties and responsibilities.
- Regulations, policies and procedures of the worksite as they apply to you.
- Working hours, including time and length of the lunch break.
- Safety procedures and steps to take in case of accidents.
- Review of the appropriate attire.
- Process for signing-in/out for time reporting and attendance.
- Explanation of pay process.
- Worksite Supervisor contact information.

You will be required to:

- Attend the orientation on time. The orientation may be in-person or virtual.
- Actively participate and be responsive to your Worksite Supervisor.
- Provide your Worksite Supervisor with two emergency contacts in the event there is an emergency.

Documentation Required to Work

Onboarding consists of ensuring that the participants complete the necessary documentation that is required for employment. The required forms include:

- *W-4 (hourly paid participants)*
- *MW507 (hourly paid participants)*
- Eligibility to Work Verification I-9
- Work Permit for Minors (*ages 14 – 17 only*)
- Workplace Harassment Avoidance Training – video
- Workplace Harassment Avoidance Training – acknowledgement
- Code of Conduct Acknowledgement Form
- Direct Deposit Form or US Bank Card Acknowledgment
- **(add “New)**



In-person I-9 verification will be done in advance of the program.

The SYEP Office will monitor the completion of this paperwork. If you do not complete and submit the required documentation by the due date in your notice, **YOU WILL FORFEIT YOUR JOB OPPORTUNITY FOR THE 2024 SYEP.**

This list is not inclusive and other items may be required.



Hourly Pay Information

Hourly Pay, Hourly Payment Schedule, Pay
Options

Hourly Payment Schedule

Age Group	Program	Duration (weeks)	Last Day Worked	Pay Day July 26	Pay Day Aug 9	Pay Day Aug 23
16-17	Government/PGCPS/Nonprofits	5	Aug 9	X	X	X
16-17	MNCPPC – Parks & Recreation	5	Aug 9	X	X	X
18-24	Government/Nonprofits	5	Aug 9	X	X	X

Reminder:

Payments will be made via Direct Deposit or U.S. Bank Debit Card. No paper checks will be issued.

Hourly Pay

AGE GROUP	PAY RATE/HOUR	MAXIMUM WEEKLY HOURS
16 & 17	\$13.00	32
18 – 24	\$15.00	40

- You will be compensated for your work up to the maximum allowable hours permitted by SYEP.
- It is critical that you report to work on time, sign-in with supervisor and/or make yourself visible during working hours, meetings or trainings.
- If the Worksite Supervisor is not able to identify or account for your time, those hours are not compensable.
- For virtual opportunities, your first and last name must be visible when you sign in to the session.



Stipend Pay Information

Qualifications to Receive a Stipend, Stipend Pay, Stipend Payment Schedule, and Pay Options

Qualifications to Receive a Stipend



- You must **complete 75%** of the required course to receive a stipend. This includes completing all assignments and projects.
- There will not be any **partial stipends**.
- **This is a one-time payment. Stipend are paid two weeks after the conclusion of the program.**
- There is no credit given when you do not identify yourself on the virtual platform with your full first and last name.
- All absences must be approved, in advance, by the supervisor.

Stipend Pay

AGE GROUP	STIPEND
14 & 15	\$300.00
16 & 17	\$400.00
18 – 24	\$500.00

- Stipends are paid upon successfully completing the program.
- The stipend amount is the total amount paid for the entire program and not paid weekly.
- It is critical that you report to work, sign-in with your supervisor using your legal name (first and last name) and make yourself visible during working hours, at on-site or virtual meetings or trainings.
- If you are working through an online platform, there is no credit given if you do not identify yourself on a virtual platform. i.e., full first and last name must be used when logging in on a device.
- If the supervisor is not able to identify or account for your time, those hours are not compensable.

Stipend Payment Schedule

<i>Stipend Programs</i>				
Age Group	Program	Duration (weeks)	Last Day	
			Worked	16-Aug 23-Aug
14-15	Bring you're A-Game Job Readiness Training - PGCC	4	2-Aug	X
14-15	Energy Conservation	4	2-Aug	X
14-15	My Career Blueprint: Job Readiness Training - Forward Movement	4	2-Aug	X
16-17	Bring Your A-Game to Work: Job Readiness Training - PGCC	4	2-Aug	X
16-17	My Career Blueprint: Job Readiness Training - Forward Movement	4	2-Aug	X
16-17	Aviation Program: Career Exploration	4	2-Aug	X
16-17	Job Readiness Training	4	2-Aug	X
16-17	Next Generation Scholars Cohort: Career Readiness and Exploration - LAYC	4	2-Aug	X
16-17	Summer of Success: Job Readiness Training - The Training Source	4	2-Aug	X
18-24	Administrative Support Jumpstart Training - The Training Source	5	9-Aug	X
18-24	Automotive Technology, includes Driver's Education – Industry Training -	5	9-Aug	X
18-24	Culinary & Hospitality -Industry Training - PGCC	5	9-Aug	X
18-24	Digital Marketing - Industry Training - PGCC	5	9-Aug	X
18-24	Help Desk Technology – Industry Training - PGCC	5	9-Aug	X
18-24	Workforce Readiness Training - LAYC	5	9-Aug	X

- *Validation of time & attendance is conducted before payment is submitted.*

Payment Options

Selection made during Onboarding

You have the option to use direct deposit with your own existing bank account or with a newly created bank account.

- **Direct Deposit**

- Direct deposit is the quickest and safest method of receiving your pay.
- Your pay will automatically be transmitted to your bank account on pay day.

- **Pre-paid Debit Card**

- If you did not sign up for direct deposit during Onboarding, you will receive a debit card, which will be mailed to the address provided.
- Your pay will be automatically deposited onto your pre-paid debit card.
- To use your pre-paid debit card, you will first need to activate it by following the directions included in your card package.
- Once activated, you will be able to access your pay via an automated teller machine (ATM), local bank or making a purchase at a store.

There will be **NO** paper checks printed or mailed.

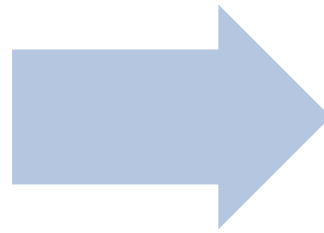


Time & Attendance

Submission Process and Pay Discrepancies

Submission Process

Supervisor will confirm all hours worked and verify your time



Supervisor will submit your total hours worked to the SYEP Office on a weekly basis

Confirm that your Worksite Supervisor has documented your time each day.

Pay Discrepancies

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. If you and your supervisor disagree, send an email to SYEP@co.pg.md.us. Be sure to provide your full name, your worksite name, supervisor's name and description of the issue. A SYEP team member will investigate all reported pay discrepancies and respond.
- **Direct Deposit:** If you signed up for direct deposit, verify the account and routing number of your bank account and contact SYEP@co.pg.md.us.
- **Pre-paid Debit Card:** If you do not have your pre-paid debit card by the first pay date or if you have any problems with your card (e.g., lost or stolen card, forgot PIN number, or transaction problems), you must call US Bank at 1-877-474-0010.

If your pay issue is verified and resolved by your supervisor or SYEP staff, any additional funds owed to you will be deposited to your bank account or pre-paid debit card.



Program Policies & Procedures

Transportation, ID Policy, Lunch Break and Absenteeism

Transportation

Prince George's County youth participating in the Summer Youth Enrichment Program (SYEP) can ride for free on "TheBus" by simply flashing their ID badge to the operator before boarding the bus.

TheBus Service: 6:00 a.m. - 6:30 p.m.
Customer Information: 6:30 a.m. - 7:00 p.m.
TheBus Call Center: (301) 324-2877

Learn about routes and schedules by visiting [TheBus](#) on the County's website.

Identification (ID) Policy

- Identification Card (IDs) will be provided to candidates that have an in-person element to their positions
- IDs must be always worn, while on assignment; inside and outside of your workplace and in all County Buildings
- IDs will include the participants name and the SYEP logo
- Participants can ride The Bus for “FREE” with SYEP ID

Lunch Break

- It is the responsibility of the worksite supervisor to implement a lunch break policy and allocated time for their respective worksites.

Absenteeism

- You are required to give advanced notice of anticipated absences from work.
- If you are paid hourly: Days/Hours not worked for any reasons are not paid.
- You may be terminated from your SYEP position if:
 - You are absent for more than three (3) consecutive days without communicating to your supervisor in advance about the absences.
 - The worksite supervisor determined that your absences are disruptive or too frequent.



Safety Guidelines

Safety Guidelines, COVID-19 Safety Protocol
and Inclement Weather Policy

Safety Guidelines

According to the Maryland Labor and Employment Article, Section 3-206, Annotated Code of Maryland, federal employment and labor statutes, and the SYEP protocol, organizations must adhere to the following conditions to be considered a host site:

Applicants must be provided the following:

- Access to a safe work environment and tools (if tools are used at the worksite). The tools must be properly maintained equipment.
- Training, if necessary, regarding health risks that may occur on the job (i.e., heat exhaustion, tools, plants), including information about pesticides and other chemicals that could be harmful to your health. [[EPA 170.130](#)]
- Access to portable handwashing facilities, toilets, and drinking water stations must be provided by employers of 11 or more field workers. [[29 CFR 1928.110](#)]. For groups smaller than 11, please send notice to the youth employees that they will need to bring their own water; additionally, handwashing facilities and toilets should be easily accessible to youth.

Youth (ages 14 to 17) cannot:

- Operate power tools, including but not limited to circle saws, guillotine saws, hedgers, and weed whackers.
- Participate in forest servicing beyond bundling materials or plucking weeds.
- Operate power paper compactors.

Health Safety Protocol

- Stay home if you are not feeling well
- Notify your supervising team/participants
- If those around have been sick, consider wearing a face mask/covering
- Frequently wash hands with soap and water
- Use hand sanitizer between handwashing
- Clean and disinfect work and high touch areas



Inclement Weather Policy

- The worksite supervisor is responsible for monitoring weather reports from credible sources.
- When temperature sources are 95 degrees Fahrenheit or higher, the supervisor is required to make special allowances for working outdoors. (e.g., frequent breaks, rest period in shaded area, adequate supply of water).
- Where the County is experiencing a Code Red day, hurricane or other severe dangerous, outdoor activities must be cancelled.
- Where there is no suitable indoor activity, consult with the supervisor for further instruction.
- If work for the day is cancelled due to inclement weather, you will not be compensated.





Code of Conduct

What is a Code of Conduct, Code of Conduct Policy, Violations and Consent to the Code of Conduct



What is a Code of Conduct?

- The Code of Conduct is established to ensure rules and regulations are in place and ensures each participant's family have confidence in the service that the SYEP provides.
- The actions outlined, on the following pages, are strictly prohibited. Any participant who violates this Code of Conduct is subject to discipline, up to and including termination from the program.

Code of Conduct Policy

- It is expected that you conform to or adhere to all laws, policies, procedures or other relevant guidelines associated with the program.
- As such, a conduct code is used to outlines these specific expectations.
- In an environment with youth participants, particularly with various age ranges, if you violate the conduct policy, a clear process for corrective action is outlined, on the following pages, and could include removing you from the program.
- The Code of Conduct educates participants and parents regarding specific behaviors that should be adhered to in a work environment (in-person or virtually); particularly behaviors that are professional, responsible and supports a positive work experience.

Code of Conduct - Violations

- **Drugs** – Possession, sale, or use of drugs or alcohol while on the job or reporting to the program 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 participant could lead to dismissal and further legal action.





Code of Conduct - Violations

- **Falsifying Documents** – Falsifying time records or incident report.
- **Insubordination** – Refusal to adhere to the virtual program or host worksite rules and regulations, failure to follow the SYEP policy or procedure and failing to cooperate with a worksite supervisor/team lead.
- **Harassment** – Verbal, sexual, visual or physical of another participant, worksite supervisor or volunteer—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 does not meet the expectations of the program...

- Worksite supervisor will provide a verbal warning regarding behaviors and actions that are not allowed; and in most cases, give you 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.
- In most cases, worksite supervisors/team leads will have discussed with you the Code of Conduct and require you to sign a corrective action plan in order to stay in the program.
- Some behaviors may result in immediate suspension or termination.

Consent to the Code of Conduct

- All participants will agree to read and understanding the Code of Conduct during the Onboarding process.
- Abide by the rules set forth in the Code of Conduct.
- All participants will sign the **Code of Conduct Acknowledgement Form**.



Expectations

Youth Expectations and SYEP Team
Commitment

Youth Expectations: Take it to the Next Level...



We Expect You to:

- Report to work on time and be prepared to take on the day.
- Be pleasant to colleagues and customers.
- Be willing to learn and follow instructions. Seek help if necessary.
- Know the value of your work.
- Perform your assigned work to the best of your ability – and then take it a step further.
- Smile and be thankful!
- This is an opportunity for you to learn and grow.

You are representing Prince George's County when you report to your SYEP Assignment!

SYEP Team Commitment

Program staff commits to:

Effective and timely communication with all applicants and candidates.

Helping you have a safe, fun and enriching work experience.

Quickly addressing problems that are brought to our attention.

Creating an environment where everyone is welcomed and given the opportunity to succeed.



Workplace Harassment & Hostile Workplace Environment

What is Harassment & Hostile Workplace? Who is Protected?, Risky Behaviors, How to Prevent it, and What to Do if Harassment is Suspected

What is Workplace Harassment & Hostile Work Environment?



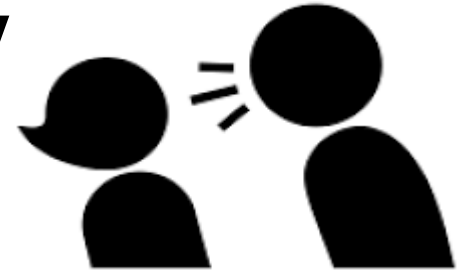
- Harassment is defined as unwelcome or unsolicited verbal or physical conduct that a reasonable person would consider severe or pervasive.
- Such conduct interferes with the job performance or creates an intimidating, hostile or offensive environment.

Who is Protected?

Short answer: **Everyone**

However, Title VII of the Civil Rights Act, State and County code protects employees from harassment based on race, sex, sexual orientation, color, religion, creed, country of origin, political opinion, marital status, age, physical or mental handicap, or physical appearance.

Hostile Work Environment Risky Behaviors - *VERBAL*



- Comments of a sexual nature or based on a protected class
- Inappropriate comments about clothing, behavior, or body
- Jokes or teasing based on a protected class or of a sexual nature

Hostile Work Environment Risky Behaviors - *PHYSICAL*



- Leaning over, invading a person's personal space
- Inappropriate touching, pressing, rubbing, grabbing, brushing up against, or massaging an employee
- Blocking someone's path with the purpose of making a sexual advance

Hostile Work Environment Risky Behaviors – *NON-VERBAL*

- Staring at employee
- Looking an employee up and down
- Making derogatory gestures of a sexual nature
- Inappropriate or offensive images posted in work areas



How to Prevent Harassment

For your co-workers and supervisor, DO NOT...

- Charm or flatter their appearance or body
- Touch their clothes, hair, or body
- Discuss your personal relationships/business
- Go behind closed doors alone
- Transport or ride with or without parent or guardian permission
- “Friend” them on social media during your work assignment period
- Meet them in social settings outside of work
- Take non-work-related photos

What to Do if You Suspect Harassment?

- Immediately contact the SYEP Office and ask to speak directly with a supervisor or manager by calling 301-883-6200
- Document the incident, in detail, on the **Incident Report Form** with dates and times of the incident
- You will be asked to provide the full name(s) of all parties and witnesses involved

What Happens Next?

The supervisor or manager will:

- Conduct a prompt and thorough investigation using proper investigative procedures
- Come to an unbiased conclusion
- Take action to resolve the problem
- Take appropriate conduct-related disciplinary action

- Follow up with you



Contact Us

Contact Us

follow us
ON SOCIAL MEDIA



SYEP.MYPGC.US



SYEP@co.pg.md.us



(301) 883-6200

facebook



Instagram

