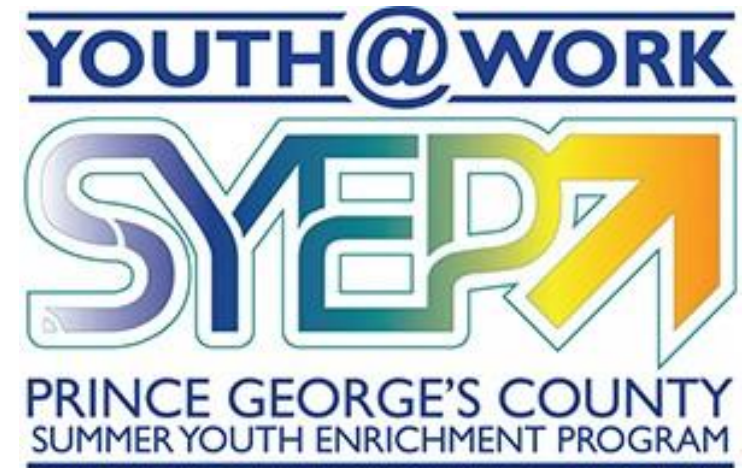


Summer Youth Enrichment Program Partner Resource Guide

Program Year 2024



Angela D. Alsobrooks
County Executive

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Program Introduction

- Proud Priorities – Proud Results

Proud Priorities, Proud Results

- The Prince George's County Summer Youth Enrichment Program (SYEP) aligns with the Honorable Angela D. Alsobrooks, County Executive, Proud Priorities initiative.
- Prince George's County is committed to a holistic approach, preparing and empowering our County's youth to achieve their full potential into adulthood. In collaboration with local businesses, non-profits, community organizations, and athletic and academic programs, we provide our young adults with well-rounded opportunities for growth.
- The SYEP's goal is to successfully hire and place youth in viable positions and provide opportunities for SYEP participants to obtain permanent employment due to their summer position.



Angela D. Alsobrooks
Prince George's County Executive

General Information and Application Process

- *About SYEP*
- *Program Eligibility*
- *Program Duration*
- *Key Dates*

About SYEP

The Summer Youth Enrichment Program (SYEP) offers County youth and young adults ages 14 to 24 with 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



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

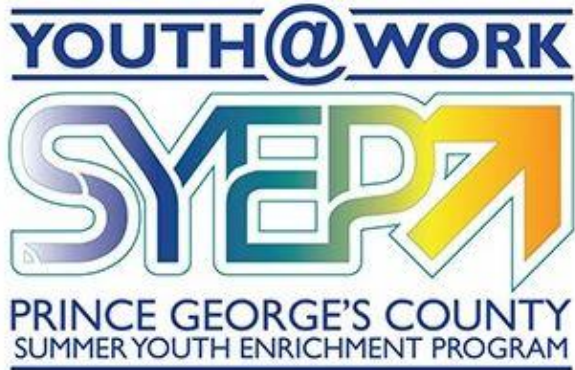
- Kick-Off Celebration/Orientation

July 1 - August 9, 2024

- SYEP Program Dates

August 9, 2024

- Closing Event Celebration



Angela D. Alsobrooks
County Executive



2024 Programs & Opportunities



Programs & Opportunities

14 & 15

- Bring Your "A" Game Job Training
- Energy Conservation
- My Career Blueprint Job Training

16 & 17

- Aviation Exploration Training
- Bring Your "A" Game Job Training
- Fire/EMS Cadets
- MNCPPC – Parks & Recreation
- My Career Blueprint Job Training
- Next Generation Scholars Job Training
- Summer of Success Job Training
- Additional opportunities with Government, Nonprofits, Prince George's County Public Schools, and Businesses

18 to 24

- 911 Public Safety Emergency Call Taker Trainer
- Administrative Support Jumpstart Training
- Automotive Technology – Industry Training
- Career Readiness Training
- Culinary, Hospitality and Gaming – Industry Training
- Digital Marketing – Industry Training
- Fire/EMS Cadets
- Information Technology Help Desk – Industry Training
- Workplace Readiness Job Training
- Additional opportunities with Government, Nonprofits, and Businesses

Selection Process

- *How Candidates Are Selected*

How Candidates Are Selected

1. Eligibility to participate in the SYEP is based on age and residency.
2. Applicants may apply to one or more jobs within their age category.
3. Prior to the selection process period, the host site may request specific or past participants that have demonstrated exemplary performance.
4. The HR Application System sorts the applications by job interest(s) and randomizes the applicants by program/position.
5. Candidates are selected from the randomized list.
6. Selected candidates will be extended offers until all positions are filled.
7. Not every candidate will be assigned a position.

Onboarding and Orientation

- *Onboarding Requirements*
- *Worksite Orientation*
- *Day 1*
- *Attendance*

Onboarding Requirements

Onboarding ensures that the selected candidates complete the necessary documentation required for employment.

The required forms may 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 – acknowledgment
- Code of Conduct Acknowledgement Form
- Direct Deposit Form or US Bank Card Acknowledgement

The SYEP office will monitor the completion of this paperwork. If it is not submitted by the due date, **THE CANDIDATE WILL FORFEIT THE JOB OPPORTUNITY.**

This list of documents may not be all inclusive.



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

Worksite Orientation

Partners are expected to host a **mandatory orientation** for the participants on Day 1.

The Partner will provide:

- The SYEP Orientation presentation to the participants (located on the SYEP Youth and Parent Resources page)
- An overview of the opportunity and a description of the work. This will include a clear explanation of the participant's duties and responsibilities.
- The participant with the contact number and email for them to reach the worksite supervisor.
- The worksite's regulations, policies, and procedures apply to the participant.
- The working hours, including time and length of the lunch break.
- Safety procedures and steps to take in case of accidents.
- Review of appropriate dress attire.
- Process for signing-in/out for time reporting and attendance.
- Explanation of pay and pay dates.
- At least two (2) worksite contacts for the participant to contact in case of emergencies or when participants will be late or absent.

The Participant will provide:

- Updated contact information and an emergency contact in case of an emergency.

A Worksite Day 1 Orientation template is located on the SYEP Host Site Partner Resources page.

Day 1

The first day sets the tone for the entire summer!

Your role is to:

- Help make the participant feel welcomed and excited about the forthcoming experience.
- Check-in participants using the list provided by the SYEP office. Report any discrepancies via SYEPPartners@co.pg.md.us to the SYEP Team by close of business on Day 1.
- ***SYEP will not be able to pay any participants that are not on the list provided by the SYEP Office.***
- Review the worksite orientation information with the participants.
- Provide details about the work assignment and expectations.

Attendance

If a participant arrives at a site (virtually or in-person) and is not on your roster:

- Record the participant's first and last name in the Time and Attendance Records comments section and submit on the first week.
- Worksite Supervisor must contact the SYEP office to speak with the SYEP Supervisor.
- Instruct the participant to contact the SYEP office if it was determined that they were not assigned to the worksite.



Stop! Only youth assigned by SYEP are authorized to work. Allowing unauthorized youth to work at your worksite is the sole responsibility of the worksite. This includes any liability and payment.

Partner Expectations

- *Host Site Roles and Responsibilities*
- *Host Site Dos and Don'ts*

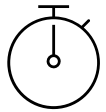
Host Site Roles and Responsibilities

Identify a SYEP Worksite Team that will create a positive experience for you and your assigned participants.

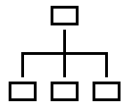
Recommended SYEP Worksite Team:



- **Worksite Coordinator** – Point of contact for SYEP



- **Time & Attendance Coordinator** – Validates time & attendance and submits information to SYEP for processing.



- **Worksite Supervisor(s)** – Works directly with the participants at the worksite (in-person or virtually) and provides an enriching and rewarding work experience for the summer.

Host Site **DOs** and **DON'Ts**

Do	Don't
Discuss and reinforce work expectations. Make sure the candidate understands the expectations.	Charm or flatter the candidate on their appearance or body.
Insist participant be on time for work and meetings. Make sure they appear on camera for virtual sessions and meetings.	Touch a participant's clothes, hair, or body.
Set a good example and demonstrate professionalism. Make sure the participant follows in your footsteps.	Discuss your personal relationships/business with the participant.
Provide assignments that produce tangible results. Make sure the participant understands the value of their work to your organization.	Go behind closed doors alone with the participant.
Provide guidance and direction. Make sure the participant feels comfortable asking clarifying questions, as necessary.	Transport participants without parent or guardian permission.
Meet with the participant and provide feedback on work. Make sure to provide positive and improvement feedback.	"Friend" or add a participant on social media.
Compliment participants on their work. Make sure the candidate feels their value to your team/organization.	Meet the participants in social settings outside of work.
Point out evidence of their learning and development. Ensure the participant is stretched to learn more and develop new skills.	Take non-work-related photos of the participant.
Include participants inappropriate work meetings. Ensure to find opportunities to allow the applicant to shadow team members in meetings.	Yell at, bully, tease, or verbally abuse participant.
Memorialize participants' SYEP participation. Make sure to take pictures during your candidate's experience and share those with your team.	Call or text participants about non-work-related information.

Please contact the SYEP Office, if you have any questions.



Hourly Pay Information

- *Hourly Pay*
- *Pay Dates*
- *Hourly Pay Schedule*
- *Payment Options*
- *Hourly Pay Issues*

Hourly Pay

- Participants will be compensated for their work up to the maximum allowable hours permitted by the SYEP guidelines. Please help to ensure that the participants do not work over the maximum weekly hours.
- Please stress that the participants report to work on time, sign in with their supervisor, and make themselves visible (on-screen in virtual situations) during working hours, meetings, or training. **This will be reinforced in the SYEP Participants' Orientation.**
- If the supervisor cannot identify or account for the participant's time, those hours are not compensable.

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

Note: All Hourly participants will have FICA taxes withheld.

Hourly Payment Schedule

Work Weeks	Pay Period Begins	Pay Period Ends	Pay Day
July 1 – July 5, 2024 (Job Readiness Training)	N/A	N/A	Bonus stipend to be paid with 1 st pay period
July 8 – July 12, 2024	July 1, 2024	July 13, 2024	July 26, 2024
July 15 – July 26, 2024	July 14, 2024	July 27, 2024	August 9, 2024
July 29 – August 9, 2024	July 28, 2024	August 10, 2024	August 23, 2024

Reminder:

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

Hourly Pay Issues

- **Taxes:** All hourly pay will have FICA taxes withheld.
- **Correct Work-Hours:** Participants will need to reconcile hours worked with their supervisor. Was the participant absent or forgot to sign-in? If there were verified unpaid hours, the Supervisor would need to report those hours to the SYEP Office. Complete the **Incident Reporting Form** and return it to SYEPPartners@co.pg.md.us.
- **Direct Deposit:** If a participant signed up for direct a deposit, but the payment is not there by the Saturday after payday, they will need to verify their account and routing number. Advise the participant to email the SYEP office at SYEP@co.pg.md.us to report the issue.
- **Prepaid Debit Card:** If a participant has not received their prepaid debit card by the first pay date or has any problems with their card (e.g., lost or stolen card, forgot PIN number, or transaction problems), **they must call US Bank at 1-877-474-0010.**

Once a pay issue is verified and resolved, any additional funds owed to the participant will be deposited to their bank account or prepaid debit card.

Stipend Pay Information

- *Qualifications to Receive a Stipend*
- *Stipend Pay*
- *Stipend Payment Schedule*
- *Payment Options*
- *Pay Issues*

Qualifications to Receive a Stipend



- Participants 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 payments will be issued to participants two-weeks after the conclusion of the program.**
- There is no credit when the participants do not identify themselves on the virtual platform with their full first and last name.
- The worksite supervisor must approve all absences in advance. An approved absence does not mean that the participant does not have to meet the rule to complete 75% of the required course in order to be eligible for the stipend.

Stipend Pay

- Participants are paid the stipend two-weeks after the conclusion of the program.
- The stipend is paid for the entire program and not paid out weekly. This is a one-time payment.
- Participants must report to work, sign in with the worksite supervisor using their legal name (first and last name), and make themselves visible during working hours, on-site or virtual meetings, or training.
- If participants work through an online platform, there is no credit if they do not identify themselves on a virtual platform. For example, full first and last name must be used when logging in on a device.
- If the worksite supervisor cannot identify or account for the participant's time, those hours are not compensable.

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

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

Participants can use direct deposit with their existing bank account or a newly created bank account.

- **Direct Deposit**

- Direct deposit is the quickest and safest method of receiving your payment.
- Participant pay will automatically be transmitted to their bank account on payday.

- **Pre-paid Debit Card**

- If participants did not sign up for direct deposit during Onboarding, participants would receive a debit card, which will be mailed to the address provided.
- Participants' pay will be automatically deposited onto their pre-paid debit cards.
- Participants will activate their pre-paid debit card by following the directions included in the card package.
- Once activated, participants will access their pay via an automated teller machine (ATM), local bank, or purchase at a store.

There will be no paper checks printed or mailed.

Pay Issues

- **Correct Work-Hours:** Participants will need to reconcile hours worked with their supervisor. Was the participant absent or forgot to sign-in? If there were verified unpaid hours, the Supervisor would need to report those hours to the SYEP Team. Complete the **Incident Reporting Form** and return it to SYEPPartners@co.pg.md.us.
- **Direct Deposit:** If a participant signed up for a direct deposit, but the payment is not there by the Saturday after payday, they will need to verify their account and routing number. Advise the participant to email the office at SYEP@co.pg.md.us to report the issue.
- **Prepaid Debit Card:** If a participant has not received their prepaid debit card by the first pay date or has any problems with their card (e.g., lost or stolen card, forgot PIN number, or transaction problems), **they must call US Bank at 1-877-474-0010.**

Once a pay issue is verified and resolved, any additional funds owed to the participant will be deposited to their bank account or prepaid debit card.

Time and Attendance Reporting

- *SYEP Participant Roster*
- *Time & Attendance Record*
- *Daily Time Reporting*
- *Submission of Time*
- *Payroll Processing Schedule*

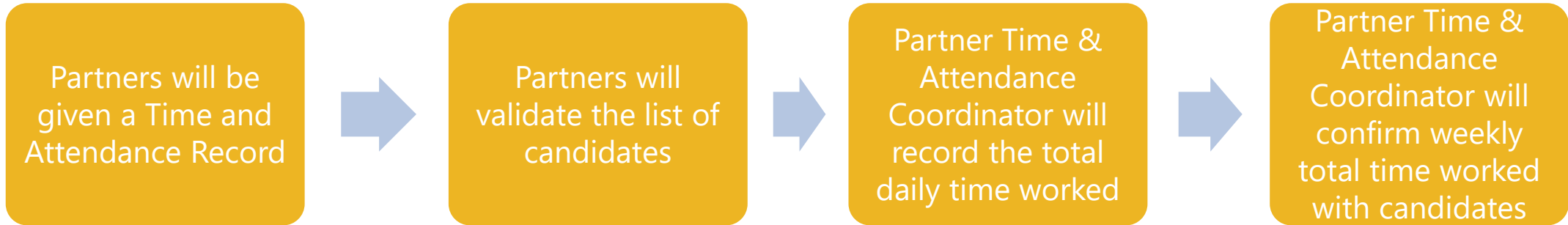
SYEP Participant Roster

- Mid May, Partners will receive an SYEP Participant Roster.
- The Participant Roster will include the participants' name, job title, age group, address, telephone number, email address.
- Partners are encouraged to contact registered participants and welcome them to the program.
- This opportunity is to confirm participation and verify any additional information.
- All changes to the participant roster must be reported to SYEPPartners@co.pg.md.us.
- The SYEP Participant Roster will be used to create the Time & Attendance Record.

Time & Attendance Record

- By June, the Partners will receive a Time & Attendance Record.
- The Record will include the participant's name, email address, mailing address, phone number, employee identification number, mail distribution code, job title, and age group.
- Verify that all participants are updated. Any changes need to be noted in the comments section on the Record.
- All discrepancies, including no-shows after three (3) consecutive days, must be reported to SYEPPartners@co.pg.md.us within 24 hours.

Daily Time Reporting

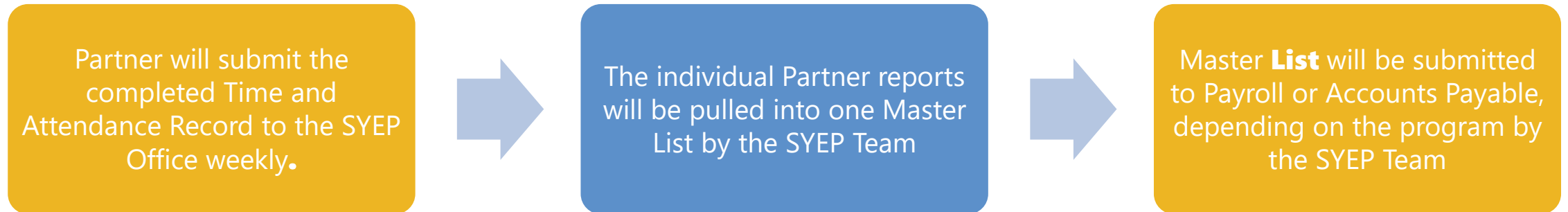


EXAMPLE

First Name	Middle Initial	Last Name	Employee ID	Program Total	7/5/2022	7/6/2022	7/7/2022	7/8/2022	7/11/2022	7/12/2022	7/13/2022	7/14/2022	7/15/2022	Comments
Misty	C	Blue	70695	32	8	8	0	0	0	0	0	8	8	out of town (7/7-7/13)

- Partner will be instructed to designate one Time & Attendance Coordinator and a backup to record each participant's time daily.
- Time Report will include the participant's employee number, name, worksite ID, and the assignment dates.
- Time will be recorded in total hours worked per day and then totaled for the week.

Submission of Time



- Partner will submit the completed Time and Attendance Record weekly.
- Partners will supply time by 6:00 p.m. on Fridays.
- The individual Time and Attendance Record will be pulled into a Master List Time Report for all participants by the SYEP office.
- The Master List will be submitted to Payroll based on the established payroll processing schedule.

Detailed instructions will be posted in the Partners SharePoint Portal.

Program Policies and Procedures

- *Absences*
- *Assignment Transfers*
- *Lunch Break Policy*
- *Termination*
- *Reporting Accidents and Incidents*

Absences



Absences are unpaid.
Participants are only paid for hours worked.



The participant is required to give advance notice to the Worksite Supervisor of anticipated absences from work, regardless of the reason.



The participant must communicate with their Worksite Supervisor if they will not be at work – via email or a phone call to report anticipated absences.



The Worksite Supervisor must report the absences to the SYEP office on the Time and Attendance Record if:

The participant is absent for more than three (3) consecutive days without communicating with the Worksite Supervisor; and

If the Worksite Supervisor determines that the youth has been absent too frequently or is establishing a pattern of absenteeism.

Assignment Transfers

- Participants cannot transfer programs if they do not like their current assignment.
- Before an authorized transfer, participants must continue to report to their designated worksite.
- Requests for assignment transfers will be addressed under the following circumstances:
 - Health concerns (e.g., youth must provide a written doctor's statement supporting their transfer request)
 - Worksite closure
 - Other approved extenuating circumstances
- To request a transfer, the Worksite Supervisor will need to complete and submit the **Incident Reporting Form** and state the following applicable reason:
 - Safety issue (e.g., the participant must provide a police report, if applicable or possible)
 - Health concerns (e.g., participant must provide a written doctor's statement supporting the transfer request)
 - Other extenuating circumstances
- Do not dismiss or send any participant to another program or worksite until the SYEP supervisor reviews and approves the transfer.
- All requests must be submitted to SYEPPartners@co.pg.md.us for consideration. The status of the transfer request will be communicated by email to the Worksite Supervisor and the participant by the SYEP office.

Lunch Break Policy

- It is the responsibility of the Worksite Supervisor to communicate the break/lunch break policy for their respective sites.
- This policy should be communicated to all participants during their orientation session and then reinforced on the first day of work.

Terminations

- Worksite Supervisors may request that participant(s) be terminated from the program.
- If the Worksite Supervisor determines termination is appropriate, they will complete an **Incident Reporting Form** and submit it to SYEPPartners@co.pg.md.us.
- In the event of a termination for violent or illegal behavior, participants should be dismissed from the worksite.
- Participants may face termination for violating the Code of Conduct.
- Once a termination is approved or denied, the SYEP supervisor will notify the Worksite Supervisor and participant.
- **If participants believe the termination was wrongful, they may contact the SYEP office at (301) 883-6200.**

Reporting Accidents and Incidents

- **All accidents are deemed confidential.**
- If an accident occurs on or near the worksite, the Worksite Supervisor must follow the procedures listed below:
 - Call **911** for medical emergencies.
 - Notify the participant's parent or guardian.
 - Call the SYEP Call Center at 301-883-6200 (report the call as an emergency so that the call can be expedited).
 - Complete the **Incident Reporting Form** and send to SYEPPartners@co.pg.md.us.

Performance Management

- *SYEP Team Commitment*
- *Good News! Reporting*

SYEP Team Commitment



Effective and timely communication.



Assist partners to ensure youth have a safe, fun and enriching experience.



Quickly addressing problems that are brought to our attention.



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

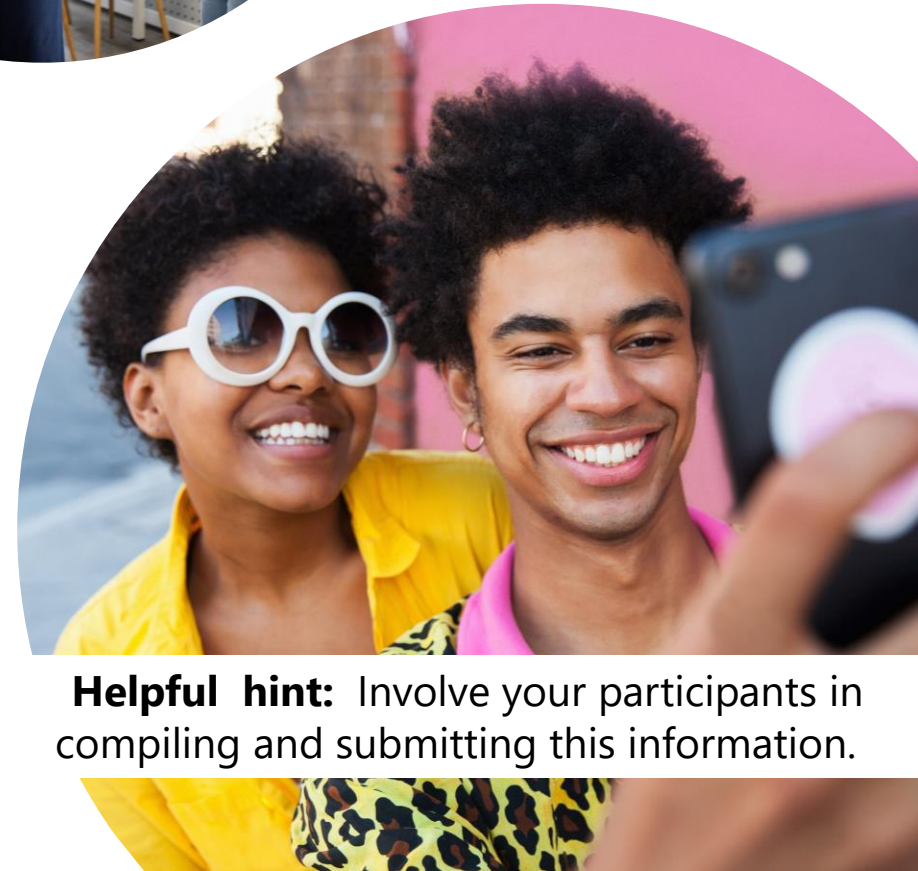
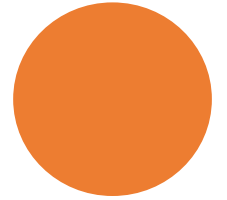
Good News! Reporting

We know that your participants are doing some amazing work! To capture a summary of the SYEP experiences, weekly summary reports are to be submitted to the SYEP office.

The **Good News!** report should include:

- Highlights of the activities/work performed
- A summary of the successes for the week
- A summary of challenges for the week
- Pictures that represent the participants' experiences for the week

The **Good News!** weekly report should be submitted to SYEPPartners@co.pg.md.us each Friday. Your program's successes may be posted on Social Media and/or the final Annual Report.



Helpful hint: Involve your participants in compiling and submitting this information.

Safety

- *SYEP Safety Guidelines*
- *Health Safety Protocol*
- *Inclement Weather Policy*

SYEP 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:

Participants must be provided the following:

- Access to a safe work environment and tools (if tools are used at the worksite). The tools must be appropriately 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 eleven (11) or more field workers. [[29 CFR 1928.110](#)]. For groups smaller than eleven (11), please notify the participants that they will need to bring their water; additionally, handwashing facilities and toilets should be easily accessible to participants.

Participants (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.

Participants that are working in-person must follow the worksite's guidelines regarding the need to wear a face mask.

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

- *Code of Conduct Policy*
- *Code of Conduct Violations*
- *Consent to the Code of Conduct*

Code of Conduct Policy

- The Code of Conduct is established to ensure rules and regulations are in place and ensures each participant's family has confidence in the service that SYEP provides.
- The actions outlined, on the next page, are strictly prohibited. Participants who violate the Code of Conduct are subject to discipline, up to and including termination from the program.



Code of Conduct Policy

- Participants are expected to 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 outline these specific expectations.
- In an environment with youth participants, particularly with various age ranges, a transparent process for corrective action is outlined, on the following pages, if participants violate the conduct policy.
- The Code of Conduct educates participants and parents regarding specific behaviors that should be adhered to in a work environment (in-person or virtually), exceptionally professional, responsible behaviors, and support a positive work experience.

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– 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

- **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

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 participant 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 the participant the Code of Conduct and require the participant 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 understand the Code of Conduct during the Onboarding process.
- All participants must abide by the rules outlined in the Code of Conduct.
- All participants will sign the Code of Conduct Acknowledgement Form.

Workplace Harassment and Hostile Work Environment Training

- *What is Workplace Harassment & Hostile Work Environment*
- *Risky Behaviors*
- *Taking Corrective Action*



What is Workplace Harassment and 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 job performance or creates an intimidating, hostile, or offensive environment.

Who is Protected?

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

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

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

Taking Corrective Action

- The worksite supervisors must first investigate any behaviors/actions deemed necessary for corrective actions.
- The worksite supervisor must have a discussion with participant regarding their behavior.
- If deemed necessary and the worksite supervisor/team lead deems corrective action, this action plan should be documented and discussed with the participant.
- The worksite supervisor/team lead must also give the participant a deadline to resolve this corrective action.
- Should the behavior continue, the participant may be terminated.

Discrimination

- *Definition of Discrimination*
- *Reporting Improper Conduct*

Definition of Discrimination

SYEP youth are protected by the **Equal Employment Opportunity Act of 1972**. Participants are protected against any discrimination on the job:

- Sexual Harassment
- Gender Identity
- Expression Discrimination
- Other forms of harassment
- And a hostile work environment are prohibited

Reporting Improper Conduct

Participants who believe that they have been exposed to discrimination or have been unfairly treated are advised to follow this process:

1. Discuss the issue with the work site supervisor or another responsible adult on-site or in a private virtual setting.
2. Prepare a written statement that describes the alleged incident on the **Incident Reporting Form**.
3. If the issue is not resolved, or if the issue involves the Worksite Supervisor, the grievant should be advised to contact the SYEP office for guidance.

Additional Information

- *How to Contact Us*
- *Resources & Questions*

Contact Us



SYEP.MYPGC.US



SYEP@co.pg.md.us



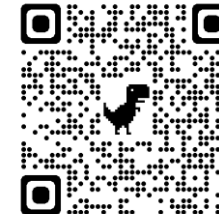
(301) 883-6200

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Additional Resources & Questions

Resources:

- Incident Reporting Form
- Worksite Orientation Session
- Good News! Report

Questions:

- SYEPPartners@co.pg.md.us
- 301-883-6200

Visit the [SYEP Host Site Partner Resources](#) website for additional information and resources.

SYEP Participants should be directed to SYEP@co.pg.md.us for questions.

