

Employer's/Host Site FREQUENTLY ASKED QUESTIONS (FAQs)

1. Q. How long will I have my summer worker?

A. 7 weeks and 2 days, starting Monday, June 19, 2023, and ending Tuesday, August 8, 2023.

2. Q. Can I change my summer worker's schedule?

A. Yes, you as the Worksite Supervisor, can alter the workers schedule as long as it falls within the following guidelines. No youth is permitted to work before 7am and after 7:30 pm. Participants work 30 hours per week, 6 hours a day, 5 days a week or 7.5 hours per day for 4 days a week. Participants are not permitted to work outside of these time slots and are not allowed to work on the weekends. The youth cannot make up any missed hours.

3. Q. How much will participants be paid per hour?

A. Participants will be paid \$14 per hour.

4. Q. Will participants receive a check?

A. No. Youth will be given a payroll card issued by Rapid Pay where the wages are deposited.

5. Q. What if a participant loses their payroll card?

A. Youth must immediately notify the SYEP Worksite Monitor, who will then report this matter to SYEP Management for a resolution. In the event that this issue cannot be resolved through our team, youth are advised to contact Rapid Pay by the 1-800 number provided on the back of the payroll card or the numbers listed in the brochures received during youth orientation.

6. Q. When will I know the names of the youth who are assigned to my organization?

A. Log into the Job Order Database using your **Employer ID** and **Tax ID** to see the names and the amount of youth that has been assigned to your location. (You will receive your Employer ID once you submit a job order.)

7. Q. Can my organization conduct an interview prior to the assignment?

A. No. We do not offer this option. We encourage you to work with the youth assigned to your agency. However, in the event that the youth is not suitable for a specific job, please let us know as soon as possible. We will consider arranging an alternative placement. Alternative placement is not guaranteed.

8. Q. Can my organization conduct its own orientation for the youth assigned to my worksite?

A. Yes. We recommend that the orientation is held on the youths' first day of work. If the orientation will take place at a different location from the assigned worksite, please inform us before the end of May 2023.

9. Q. What is the process for assigning participants to job sites?

A. SYEP takes a number of factors into account.

1. Does the job provides meaningful work.
2. Does the youth have or can learn the skills necessary for the job.
3. The youth expressed career goals are considered.
4. The worksite location and transportation are considered, ensuring that the youth can reliably get to and from work.

10. Q. What is the process for worksite visits?

A. Before youth are placed at an agency, SYEP Management will conduct worksite visits to all facilities to ensure that the youth will be doing meaningful work in a safe environment. Once the youth are placed, the SYEP Worksite Monitor will visit multiple times per week to ensure a smooth operation.

11. Q. What are the timesheet responsibilities of a Worksite Supervisor?

A. Timesheets are important to ensure that participants develop good work habits and learn responsibility. Therefore, Worksite Supervisors are required to track participants' time accurately. Youth should only be paid for the hours that they actually worked. Worksite Supervisors are to maintain all participant timesheets in a secure location, review each timesheet to ensure that the top is filled in completely and legibly, the participant signs in and out daily, the participant's signature is on every signature line, and that both the participant and Worksite Supervisor sign and date the bottom of the timesheet. SYEP Worksite Monitors will review the timesheets during each visit and collect timesheets every other Monday.

12. Q. What is the role of a CareerSource Broward SYEP Worksite Monitor?

A. The Monitor is a liaison between the Worksite Supervisor and CSBD. The Monitor is an advocate for the SYEP participant, and ensures that he or she has a safe and meaningful summer work experience. The Monitors is also there to assist and guide the Worksite Supervisor in whatever way they can. Monitor visits are not always scheduled. You will receive their name and phone number to maintain communication if needed.

13. Q. How will an incompatible job match be resolved?

A. For many youths, this will be their **FIRSTWORKEXPRIENCE**. Lifelong attitudes toward work are often formed from our first work experience. If a participant is having difficulty, the Worksite Supervisor should communicate with the youth directly and candidly. If the issue continues, schedule a Corrective Action meeting with the SYEP Worksite Monitor and participant. If the matter cannot be resolved, complete a Notice of Incident Form and

alternative arrangements will be made. We do encourage each Worksite Supervisor to invest time to **WORK WITH, TRAIN, and MENTOR** the youth in hopes that it will foster a positive attitude toward developing healthy work ethics.

14.Q. Who do I call if I have a concern?

A. First contact your CareerSource Broward SYEP Worksite Monitor. If your Monitor is not available or you are not satisfied, the following SYEP staff is available to address your concern:

- o SYEP Community Liaison
- o SYEP Program Manager

15.Q. How does my business/organization become a host site?

A. Please contact CSBD by calling (954) 202-3830 ext. 3020 or 3021 or emailing the Management team Phelicia Foreman, Community Liaison at pforeman@careersourcebroward.com or Latema King, Program Manager at lking@careersourcebroward.com. Please be prepared to discuss what your business/organization does and the job positions it will offer to the youth. We will explain how the summer program operates and the responsibilities of the host site. A Worksite Visit will be conducted by SYEP Management team and if approved, you will receive an Employer Contract Approval Form to complete, your business license, articles of incorporation, and certificate of liability insurance (COI). The COI will need to name CSBD as the additional insured. Once the agreement is executed, you will receive a *job order link* to complete and submit to SYEP electronically. There will be a mandatory orientation/training for all supervisors that will directly supervise the youth during the summer. The orientation/training will be held via Zoom in May 2023 and is mandatory.

If you have an emergency situation, please follow the guidelines below:

16.Q. What do I do in case of a non-medical emergency?

A. Provide whatever counseling you can to the youth participant. Next, contact the CareerSource Broward SYEP Worksite Monitor assigned to your worksite. They will help decide what to do and assist you in filling out a Notice of Incident Report form and report the incident.

17.Q. What do I do in case of a medical emergency?

A. **Call 911.** Next, contact the CareerSource Broward SYEP Worksite Monitor assigned to your worksite. Last, complete a CSBD Worker's Compensation Form.

**** We ask that all employers send the authorized person that will be assigned to supervise the youth, to the mandatory Supervisors' Orientation, held in May 2023. ****

CareerSource Broward 2890 West Cypress Creek Rd. Fort Lauderdale, FL 33309

Attention: Summer Youth Employment Program

Or call us at (954) 202-3830 for additional information

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