

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

## 1. How does my business/organization become a host site?

- **Answer:** Contact CSBD at (954) 202-3830 ext. 3020 or 3088, or email the management team at [syep@careersourcebroward.com](mailto:syep@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 the SYEP management team and, if approved, you will receive an Employer Contract Approval Form to complete, along with 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 who will directly supervise the youth during the summer. The orientation/training will be held in May 2025 and is mandatory.

## 2. How long will I have my summer worker?

- **Answer:** 7 weeks and 2 days, starting June 16, 2025, and ending August 5, 2025.

## 3. Can my organization conduct an interview prior to the assignment?

- **Answer:** No, we do not offer this option. We encourage you to work with the youth assigned to your agency. If a youth is not suitable for a specific job, please inform us as soon as possible for potential alternative placement, though it is not guaranteed.

## 4. What is the process for assigning youth to job sites?

- **Answer:** SYEP considers several factors:
  1. Whether the job provides meaningful work.
  2. If the youth have or can learn the necessary skills.
  3. The youth's expressed career goals.
  4. The worksite location and transportation are considered, ensuring that the youth can reliably get to and from work.

5. **Can my organization conduct its own orientation for the youth assigned to my worksite?**

- **Answer:** Yes, we recommend holding the orientation on the youth's first day of work. If it will be at a different location, please inform us before the end of May 2025.

6. **Can I change my summer worker's schedule?**

- **Answer:** Yes, as the Worksite Supervisor, you can alter the worker's schedule within the following guidelines:
  - No youth is permitted to work before 7:00 AM or after 7:30 PM.
  - Youth work 30 hours per week, either 6 hours a day for 5 days a week, or 7.5 hours a day for 4 days a week.
  - Youth are not allowed to work on weekends or make up missed hours.
  - Changes in the original schedule need to be communicated to the assigned SYEP Worksite Monitor and approved by the Program Manager before the change.

7. **How much will youth be paid per hour?**

- **Answer:** Youth will be paid \$14 per hour.

8. **How will youth be paid?**

- **Answer:** Youth will receive a payroll card issued by Rapid Pay, where their wages will be deposited.

9. **What if a youth loses their payroll card?**

- **Answer:** Youth must immediately notify the SYEP Worksite Monitor, who will report the issue to SYEP Management.

10. **When will I know the names of the youth assigned to my organization?**

- **Answer:** Log into the Job Order Database using your **Employer ID** and **Tax ID** to see the names and number of youths assigned to your location. You will receive your Employer ID after submitting a job order.

11. **What is the role of a CareerSource Broward SYEP Worksite Monitor?**

- **Answer:** The Monitor acts as a liaison between the Worksite Supervisor and CSBD, ensuring a safe and meaningful work experience for youth. Monitors assist and guide supervisors and may visit unscheduled. Contact information for the Monitor will be provided.

12. **What is the process for worksite visits?**

- **Answer:** SYEP Management will conduct initial worksite visits to ensure a safe and meaningful work environment. After placement, the SYEP Worksite Monitor will visit multiple times per week to ensure smooth operations.

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

- **Answer:** If a youth struggles, the Worksite Supervisor should communicate directly with the youth. If issues persist, schedule a Corrective Action meeting with the SYEP Worksite Monitor. If unresolved, complete a Notice of Incident Form for potential alternative arrangements. Supervisors are encouraged to mentor and train youth to foster positive work ethics.

**14. What are the timesheet responsibilities of a Worksite Supervisor?**

- **Answer:** Worksite Supervisors must accurately track youth's time, ensuring they are only paid for hours worked. Timesheets should be maintained securely, reviewed for completeness, and signed by both the youth and supervisor. SYEP Worksite Monitors will review and collect timesheets every other Monday.

**15. What do I do in case of a medical emergency?**

- **Answer:** Call 911, then contact the CareerSource Broward SYEP Worksite Monitor. Finally, complete a CSBD Worker's Compensation Form.

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

- **Answer:** Provide counseling to the youth, then contact the CareerSource Broward SYEP Worksite Monitor. They will assist with the next steps and completing a Notice of Incident Report form.

**17. Who do I call if I have a concern?**

- **Answer:** First, contact your CareerSource Broward SYEP Worksite Monitor. If unavailable or unsatisfactory, contact the following SYEP staff:
  - SYEP Community Liaison
  - SYEP Assistant Program Manager
  - SYEP Program Manager

**18. Will there be a training or orientation for employers/supervisors?**

- **Answer:** Yes. Attendance is mandatory for participation in the program. The orientation/training is for all supervisors who will directly supervise the youth during the summer. The orientation/training will be held in May 2025.