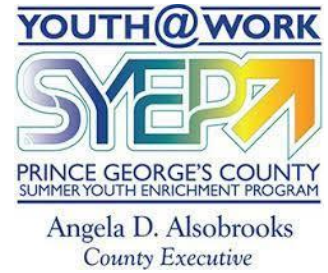
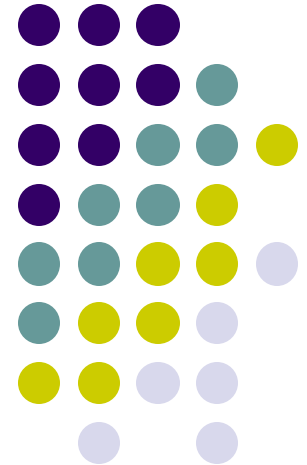


Partner Information Session



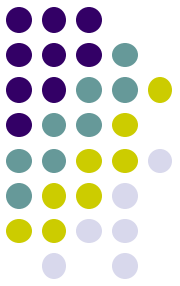
April 20, 2023



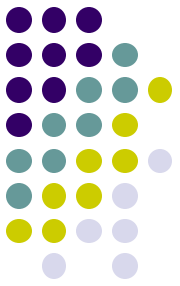
Angela D. Alsobrooks
County Executive
"Growing Prince George's Pride"



Areas of Discussion



- 2023 Key Dates
- SYEP Recruitment Event & Young Adult Job Fairs – Update
- Final Application Statistics
- Selection & Placement Process
- Partner Resource Guide
- Partner Update
- Next Information Session
- Q & A



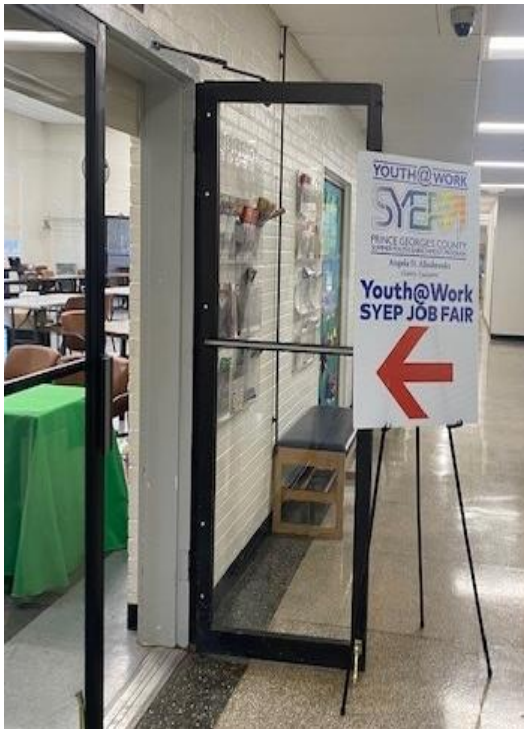
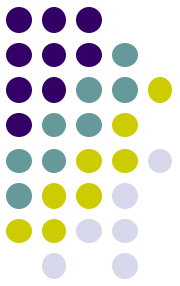
2023 Key Dates

ACTIVITY	START	END
✓ Application Period	Wednesday, March 1, 2023	Friday, March 31, 2023
★ Selection & Placement	Tuesday, April 11, 2023	Friday, April 28, 2023
Onboarding	Monday, May 1, 2023	Wednesday, May 31, 2023
Program Kick-Off & Orientation	Thursday, June 29, 2023	
2023 SYEP Dates	Wednesday, July 5, 2023	Friday, August 11, 2023
Worksite Orientations	Wednesday, July 5, 2023	
Program Closing Celebration	Friday, August 11, 2023	
Payday #1	Friday, July 28, 2023	Friday, July 28, 2023
Payday #2	Friday, August 11, 2023	Friday, August 11, 2023
Payday #3	Friday, August 25, 2023	Friday, August 25, 2023

✓ Completed Activity

★ Current Activity

Langley Park Community Center



Hiring Partners

County Agencies:

- Office of Human Resources Management
- Office of Community Relations
- Prince George's County Police Department

Businesses:

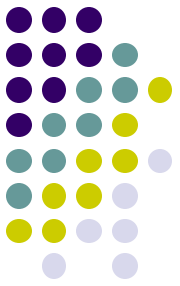
- Chiquita Jackson Enterprises
- Six Flags America
- Girl Scouts Nation's Capital

Saturday, March 11, 2023
11:00 am – 3:00 pm

**97 youth applied for
summer jobs**

SYEP Recruitment Event & Young Adult Job Fairs

Thank you to our participating Partners!



Prince George's County Police Department



Girl Scouts Nation's Capital



Office of Central Services



Office of Human Resources Management

SYEP Recruitment Event & Young Adult Job Fair

Thank you to our participating Partners!



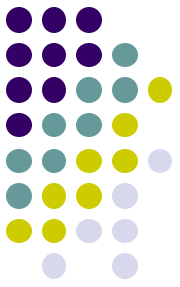
Chiquita Jackson Enterprise



Six Flags America

SYEP Recruitment Event & Young Adult Job Fair

Oxon Hill Library



Saturday, March 18, 2023

11:00 am – 3:00 pm

115 youth applied summer jobs

Hiring Partners

County Agencies:

- Office of Human Resources Management
- Dept of the Environment
- Office of Homeland Security

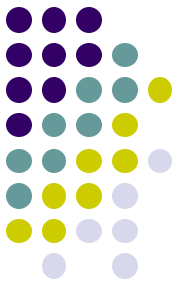
Businesses:

- Six Flags America
- Girl Scouts Nation's Capital
- U.S. Dept. of Energy



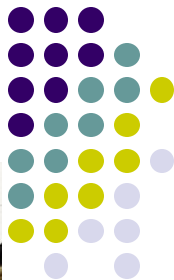
Young Adult Job Fair

Young adults and parents visited the job fair



SYEP Recruitment Event & Young Adult Job Fairs

Thank you to our participating Partners!



Office of Homeland Security



Girl Scouts of the Nation's Capital

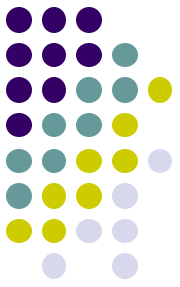


Department of the Environment



Office of Human Resources Management

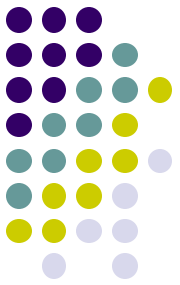
Polling Question



**How many applications
were submitted for 2023 SYEP?**



Please add your guess to the chat!

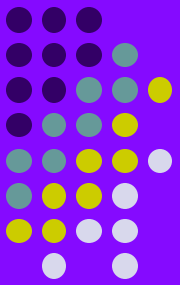


Final Application Statistics

# of 2023 Applications	
14-15	2,282
16-17	2,232
18-22	2,151
Total	6,665

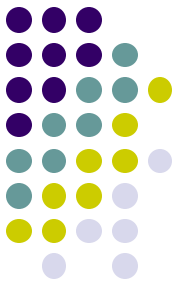
Notes:

- The 2023 application closed at 11:59 p.m. on March 31, 2023.
- Data has been validated for eligibility.
- Duplicate applications have been removed.

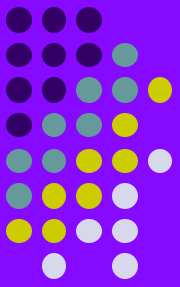


SELECTION & PLACEMENT PROCESS

Selection & Placement Process

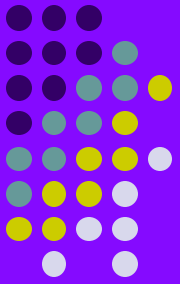


- Applicants applied via an age-based application
 - 14 - 15
 - 16 - 17
 - 18 - 22
- Based on applicants age as of July 1, 2023**
- Applicants had the opportunity to apply to more than one opportunity/area of their interest.
 - Applicants are filtered by their area of interest, age, and program.
 - The applicant list is randomized for selection.
 - Applicants are placed on the Eligible List for the selected program. Once assigned to a program, they will not be assigned to another program.
 - Candidates will receive a conditional offer. The offer will be emailed and text messages sent, if the candidate opted-in for texts.
 - Candidates must complete their onboarding paperwork before their hire is finalized.
 - List of assigned participants will be sent to the Partners by May 31, 2023.



PARTNER RESOURCE GUIDE

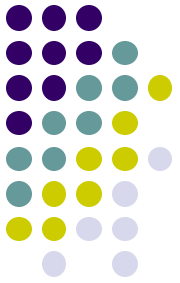
[SYEP Host Site Partner Resources](#)



Program Policies and Procedures

- *Absences*
- *Assignment Transfers*
- *Reasons for a Transfer*
- *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.



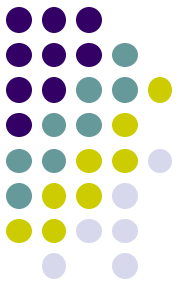
The participant must
communicate with their
Worksite Supervisor if
they will not be at work –
via email or a phone call
to report anticipated
absences.



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

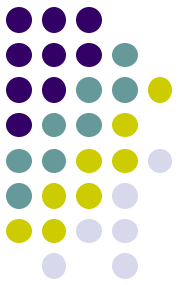
The participant is absent
for more than three (3)
consecutive days without
communicating with the
Worksite Supervisor; and

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



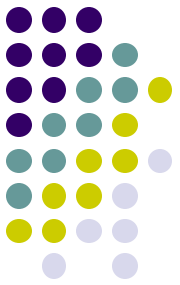
Reasons for a Transfer

- 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
- Do not dismiss or send any participant to another program or worksite until the SYEP supervisor reviews and approves the transfer.



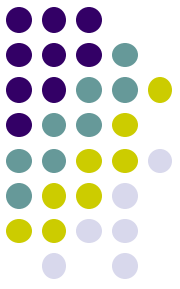
Lunch Break Policy

- 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 work site.
- Participants may face termination for violating the Code of Conduct.
- Once a termination determination 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.**



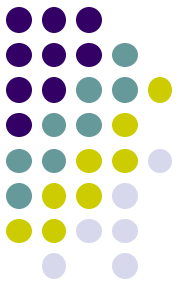
Reporting Accidents and Incidents

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 it to SYEPPartners@co.pg.md.us.

If an incident disrupts normal operations, please complete the **Incident Reporting Form** and send it to SYEPPartners@co.pg.md.us.



Good News! Reporting

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

The *Good News!* The 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.

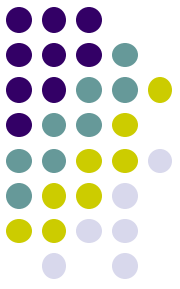


Helpful hint: Involve your participants in compiling and submitting this information.



Safety

- *Youth@Work/SYEP Safety Guidelines*
- *Inclement Weather Policy*



Youth@Work/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:

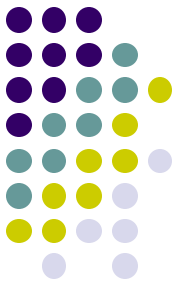
Participants must be provided with the following:

- 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:

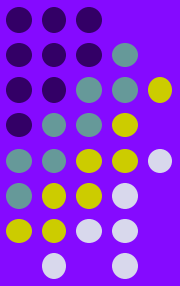
- Operate power tools, including but not limited to circle saws, guillotine saws, hedgers, and weed whackers.
- Participate in forest servicing beyond bundling materials or plucking weeds.
- Operate power paper compactors.

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



Inclement Weather Policy

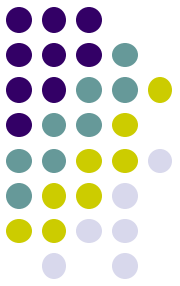
- The worksite supervisor is responsible for monitoring weather reports from credible sources.
- When temperature sources are 95 degrees Fahrenheit or higher, the supervisor is required to make special allowances for working outdoors. (e.g., frequent breaks, rest periods in the shaded area, adequate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



Code of Conduct

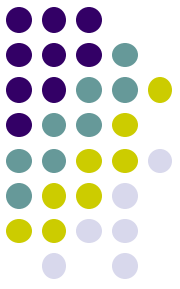
- *Definition of Code of Conduct Policy*
- *Code of Conduct Violations*
- *Consent to the Code of Conduct*

What is a Code of 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.
- 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 Youth @Work provides.
- The actions outlined below are strictly prohibited. Participants who violate the Code of Conduct below are subject to discipline, up to and including termination from the program.

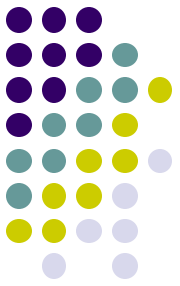




Code of Conduct Violations

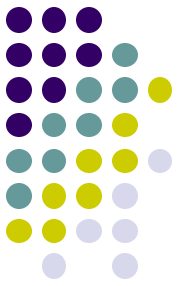
- **Falsifying Documents** – Falsifying time records or incident reports.
- **Insubordination** – Refusal to adhere to the virtual program or host worksite rules and regulations, failure to follow the Youth@Work policy or procedure, and failure to cooperate with a worksite supervisor/team lead.
- **Harassment** – 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



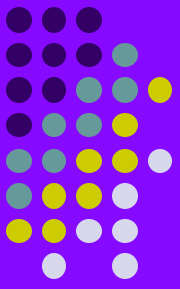
If a participant does not meet the expectations of the program:

- Worksite supervisor will provide a verbal warning regarding behaviors and actions that are not allowed; and in most cases give participants an opportunity to correct their 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

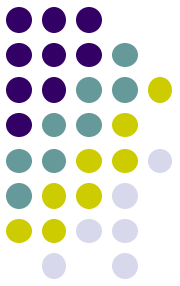
- All participants will agree to read and understand the Code of Conduct during the Onboarding process.
- All participants must abide by the rules, laws, policies, procedures or other relevant guidelines associated with the program as outlined in the Code of Conduct.
- All participants will sign the Code of Conduct Acknowledgement Form.



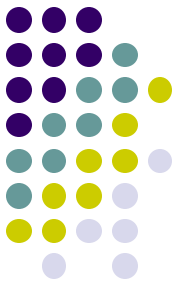
Workplace Harassment and Hostile Work Environment Training

- *What is Workplace Harassment & Hostile Work Environment*
- *Who's Protected*
- *Risky Behaviors*
- *How to Prevent Harassment*
- *Taking Corrective Action*

What is Workplace Harassment and Hostile Work Environment?



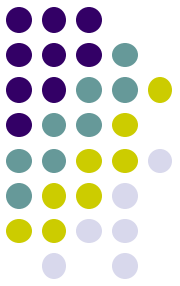
- **Harassment** is defined as unwelcome or unsolicited verbal or physical conduct that a reasonable person would consider severe or pervasive.
- Such conduct interferes with job performance or creates an intimidating, hostile, or offensive environment.



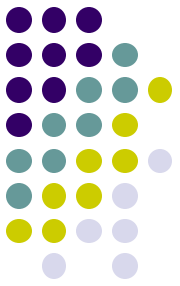
Who is protected?

Title VII of the Civil Rights Act, State, and County codes protect 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

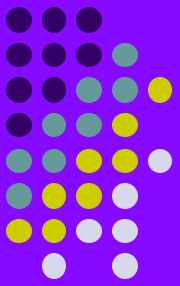


<i>VERBAL</i>	<i>PHYSICAL</i>	<i>NON-VERBAL</i>
<ul style="list-style-type: none">• Comments of a sexual nature or based on a protected class• Inappropriate comments about clothing, behavior, or body• Jokes or teasing based on a protected class or of a sexual nature	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Staring at the employee• Looking an employee up and down• Making derogatory gestures of a sexual nature• Inappropriate or offensive images posted in work areas



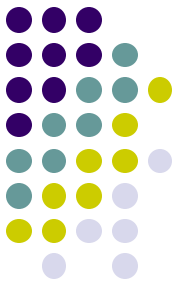
Taking Corrective Action

- The worksite supervisors must first investigate any behaviors/actions deemed necessary for corrective actions.
- The worksite supervisor must discuss with participants 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

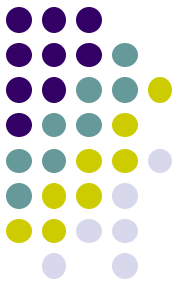
- *Definition of Discrimination*
- *How to Address Discrimination*



Definition of Discrimination?

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

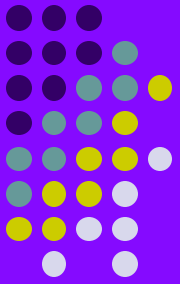
- Sexual Harassment
- Gender Identity
- Expression Discrimination
- Other forms of harassment
- And a hostile work environment is prohibited



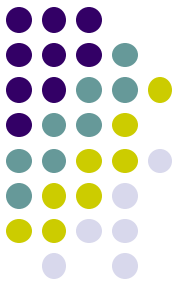
Reporting Improper Conduct

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



PARTNER UPDATE



Partner Next Steps

Partners with Completed/Fully-Executed MOUs You are all done! Thank you!

Partners with Missing COIs Only

Updated COIs must be submitted **by June 1, 2023**. Youth placements will be made after the updated COIs are received.

Final Reminder:

Only partners with completed/fully executed MOU packages will be assigned youth.

Next Session

May 18, 2023

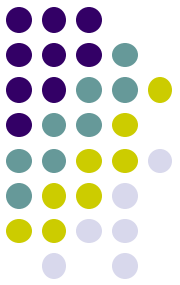
10 a.m.

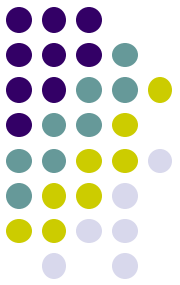
Discussion Topics:

- Kick-off Update
- Orientation
- Time & Attendance

If you are not receiving the meeting announcements directly from the SYEP Partners inbox, please send us your contact information:

SYEPPartners@co.pg.md.us





For SYEP Partner questions, please contact:

SYEPPartners@co.pg.md.us

Please direct youth questions to: SYEP@co.pg.md.us

Follow Youth@Work/SYEP on social media:

