

SUMMER ROSE PROGRAM 2014

Realizing Opportunities through Summer Employment

Host Employer Worksite Handbook

PROGRAM OVERVIEW

The ROSE Program (*Realizing Opportunities through Summer Employment*) is sponsored by the City of Pasadena – Human Services and Recreation Department to better serve Pasadena youth by developing early key employment skills. The 2014 Summer ROSE Program is a (6) six week training program that begins Tuesday, July 1, 2014 through Friday, August 15, 2014. This program provides paid summer work experience for Pasadena youth, ages 16 to 21 years of age, from low to moderately low-income households. There is a limited number of positions for students 14 and 15 years of age. Students hired as youth workers are placed in Host Employer worksites such as City departments, non-profit organizations, and Pasadena businesses to gain valuable work experience in positions related to recreation, park maintenance, clerical and various career industries. Youth workers will earn \$9.00 per hour and may work a maximum of 160 hours throughout the program, but no more than 40 hours per week.

During the (6) six week program, youth workers will participate in (6) six paid training exercises on Wednesdays beginning Wednesday, July 2, 2014. Training will include subject matter related to personal finance, employment skills development, work maturity training and inter-personal skill development.

PAID EDUCATIONAL TRAINING

All youth workers will be enrolled in a (6) six week paid educational training program to begin on Wednesday, July 2, 2014. Every Wednesday from July 2, 2014 to August 6, 2014 youth workers must attend a group training/educational session at an assigned site. Youth workers will receive (4) hours of paid training per day during this period and will not report to their regular worksite on these days.

WORKSITE RESPONSIBILITIES

To ensure participant and program success, Host Employers are responsible for creating a positive work and learning environment for youth workers. It is important to realize that the opportunity of participating in the ROSE program may be a youth workers' first employment opportunity, thus a memorable and educational opportunity is vital. Successful summer work experience for participants can lead to success in educational pursuits and in obtaining regular employment in the future. To maximize participants' success and to enable youth workers to understand what is expected of them, the Host Employer must provide them with an orientation regarding their specific worksite and job responsibilities.

WORKSITE ORIENTATION CHECKLIST

- Procedure for reporting to work
- Identification of assigned supervisor and/or staff contact person
- Work schedule
- Review the job description
- Rules and regulations of the agency/department that pertain to the participant
- Length of breaks and lunch period, if applicable
- Telephone numbers to call when you are late or if absent from worksite
- Job assignments/responsibilities
- Time cards/payroll
- Evaluation of participant work habits including job performance, attitude, conduct, and personal grooming
- Peer group and supervisor relationship
- Emergency medical treatment/releases

To further ensure a productive worksite, all Host Employers must agree to adhere to all the conditions outlined in the Worksite Agreement. The following conditions are of particular importance:

- No youth worker shall be allowed to work under the supervision of any family member
- No youth worker shall be allowed to start his/her assignment without a Job Assignment form
- No youth worker, regardless of age, shall be allowed to drive any motor vehicle during working hours
- Youth workers may not participate in educational, recreational, cultural or athletic activities during working hours unless they are directly assigned.
- Youth workers, regardless of age, will not be allowed to work weekends or holidays

Each Host Employer is expected to provide sufficient staff to ensure adequate supervision and safety of youth workers. It is expected that a supervisor will be present at the worksite at all times when youth workers are assigned. Worksite supervision must be at a ratio of no less than one supervisor per five youth workers.

SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include:

- **Linking** the activities of youth workers with the expectations of others
- **Implementing** the terms of the worksite agreement
- **Orienting** the youth to overall worksite activities, work to be performed by the youth and expected behavior
- **Assigning** youth tasks in line with their job description and capabilities
- **Planning** and **scheduling** work so that the worksite objectives will be achieved, including weekly work plans

- **Organizing** the youth worker's tasks and materials so that coordination and cooperation can be achieved
- **Directing** youth so they understand what is to be done and determine if they are able to execute the task
- Communicating with all staff at the worksite to ensure all persons are well informed
- Serving as a positive role model
- Counseling youth with respect to educational and career pursuits
- Certifying youth time and attendance records
- **Evaluating** youth's behavior and performance, providing feedback to the youth worker and program staff
- **Reporting** to ROSE staff representatives
- **Problem** solving that arise

To further enhance the experience, evaluating youth workers on a regular basis is beneficial, not only for the youth worker, but also for the Host Employer. Performance evaluation forms are to be completed by the supervisor every two weeks and submitted with the youth worker's time card to the designated ROSE staff member. Supervisors must maintain copies of the evaluations at the worksite for their records. Performance evaluations will help the supervisor with:

- Informing the youth worker of expectations and if they are being met
- Evaluating work to assist with future assignments
- Evaluating training needs
- Counseling the youth worker in areas of deficiency
- Developing the youth worker's potential

Other important functions of the worksite supervisor and ROSE staff will include counseling of youth workers when necessary. ROSE staff will provide counseling on an as-needed basis to those youth identified as needing more than the day-to-day counseling that should be provided by the worksite supervisor. In the event the worksite supervisor is dissatisfied with an assigned youth worker or if the youth worker is dissatisfied with his/her work assignment, it is imperative that the ROSE staff be notified immediately. Due to the length of the program, it may not be possible for the youth worker to receive a new worksite or for the Host Employer to be assigned a replacement youth worker.

GENERAL SUPERVISORY GUIDELINES

- Youth workers are never paid when absent from their assigned worksite or training
- Absences must be reported by phone the morning of their absence to the worksite supervisor and ROSE staff
- Illness after (2) two days must be verified with a note from the doctor
- Appointments with D.P.S.S., court appearances, parole and/or probation officer, doctor, program-supported services (as directed by Human Services and Recreation Department) should be reported (1) one day in advance to the worksite supervisor and ROSE staff
- Absences for a death of an immediate family member must be verified

- Any absence not reported as stated above will be listed as unexcused and subject to disciplinary action. A youth worker with (3) three or more unexcused absences will be terminated from the program.
- Youth workers must call his/her worksite supervisor prior to the time he/she is expected to report to work if he/she is going to be tardy. If no call is received, the tardy will be considered an unexcused absence. Youth workers who are late more than one hour will not be allowed to work and should be sent home.
- Youth workers who leave the worksite without authorization, or refuse to work will be subject to termination
- Youth workers who work with a crew and are late will be sent home for the day if the crew has left its starting point
- Youth workers assigned to a work crew and who refuse to cooperate with the supervisor are subject to termination
- All youth workers are required to dress appropriately and to adhere to the Host Employer uniform/dress code policy for their program activity. Headscarves, tank tops, open toed shoes, evening apparel, baggy pants, hot pants, excessive makeup and jewelry are not considered appropriate dress. Failure to do so may result in termination from the program. The wearing of gang affiliated clothing and use of cell phones and other electronic devices (IPODS/MP3 Players) while working is prohibited and will result in immediate termination from the program.

DISPLINARY ACTIONS

The following are examples of behaviors requiring disciplinary action and/or termination. It is recommended that youth workers committing any of the following infractions be referred to ROSE staff:

- Violation of agency policies and procedures
- Misuse of property
- Intoxication or use of drugs
- Fraud, theft and/or dishonesty
- Insulting or abusive language
- Fighting, possessing a weapon
- Continuous absenteeism and/or tardiness
- Violation of any 2014 ROSE program participant rules and regulations

ROSE PROGRAM STAFF

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