



WORK EXPERIENCE

SUMMER YOUTH EMPLOYMENT PROGRAM 2014

Summer
Youth Employment
Program 2014

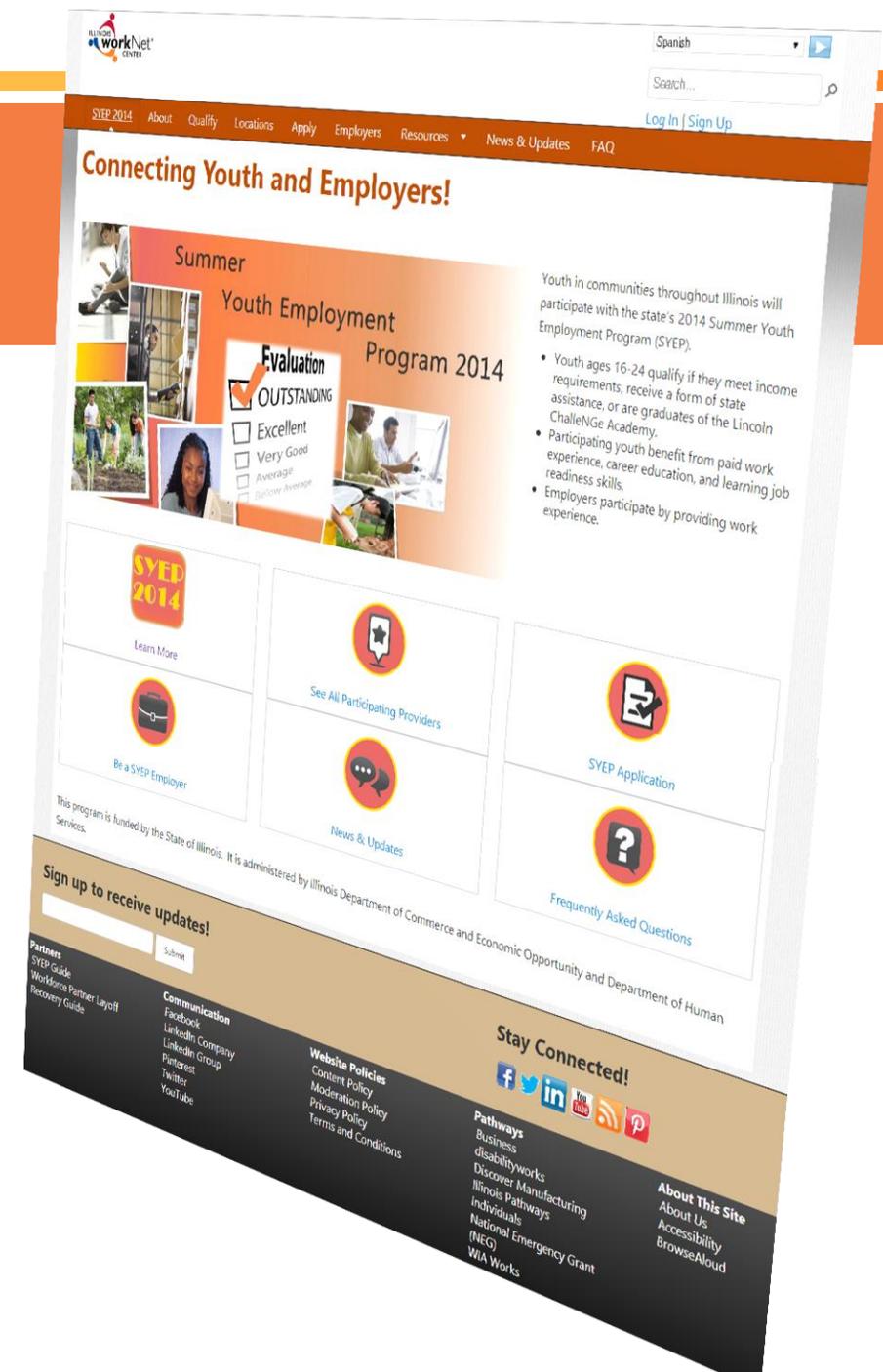
Evaluation

- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

**SYEP
2014**

WHAT WE WILL COVER

- Youth Work Experience Views
- Workforce Partner Views



HOW IT WORKS

- Get Started
- Prepare a Career Plan
- Prepare a Job Search Plan
- Achieve your Goals
- **Get Work Experience**

ILLINOIS WORKNET SYEP 2014 - WWW.ILLINOISWORKNET.COM/SYEP2014



SYEP 2014

Get Started

Apply Online
Meet Your Advisor
Complete the Pre-assessment
Complete The Program





Prepare A Career Plan

Explore Careers
Explore Training
Get Qualified





Prepare A Job Search Plan

Prepare
Find Jobs





Achieve Your Goals

Start A Job
Set Financial Goals
Skills For Success



SYEP 2014

Get Work Experience

Earn \$9/ Hour
Learn Job Skills
Network For Future Jobs



WORK EXPERIENCE



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WORK EXPERIENCE

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- Youth participate in work experience.
- Learn valuable workplace skills.
- Enhance soft skills.
- Gain technical skills.
- Earn transferable skills.



WORKSITE INFORMATION

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Youth View

Youth can access worksite information through their SYEP account.

Application

Career Readiness

Work Experience

Resume & Portfolio Builder

Work Experience

Your career advisor will set up your work experience(s) for you.

This is a great opportunity for you to:

- Learn about employer expectations
- Learn about job opportunities and skill requirements
- Gain work experience for your resume and portfolio
- Network for future jobs
- Get a letter of recommendation

No work experience has been setup for you yet.

END OF PROGRAM

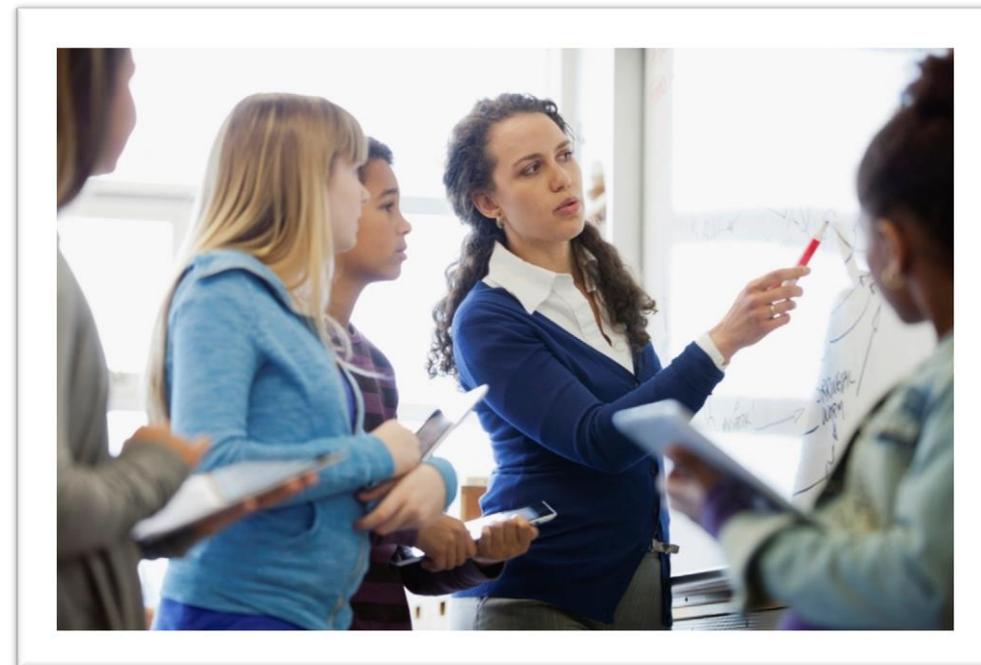
- Student Survey
- Success Stories



 **Success Stories**

This could be you! Read these SYEP 2013 success stories and many more.

<p>Shikiria</p>  <p>My SYEP Opportunity</p>	<p>Luis</p>  <p>SYEP Successful Program Experience!</p>
<p>April</p>  <p>My Summer Experience with Brighton Park</p>	<p>Kenya</p>  <p>My SYEP Success Story</p>



WORKFORCE PARTNER GUIDE

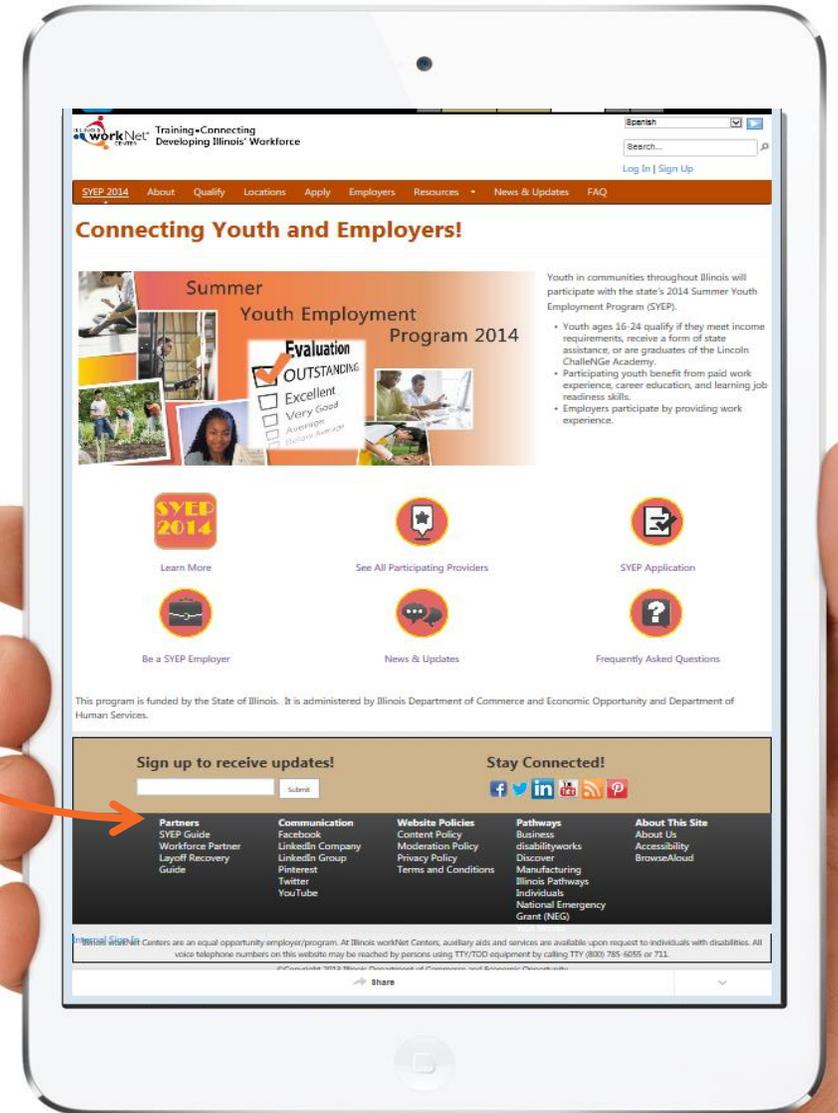
**SYEP
2014**

YOUR TOOLS

- Use the SYEP Guide as your main resource.
- To access it, click the link in the footer of the SYEP website.



<http://www2.illinoisworknet.com/SYEP2014/Pages/SYEPguide.aspx>





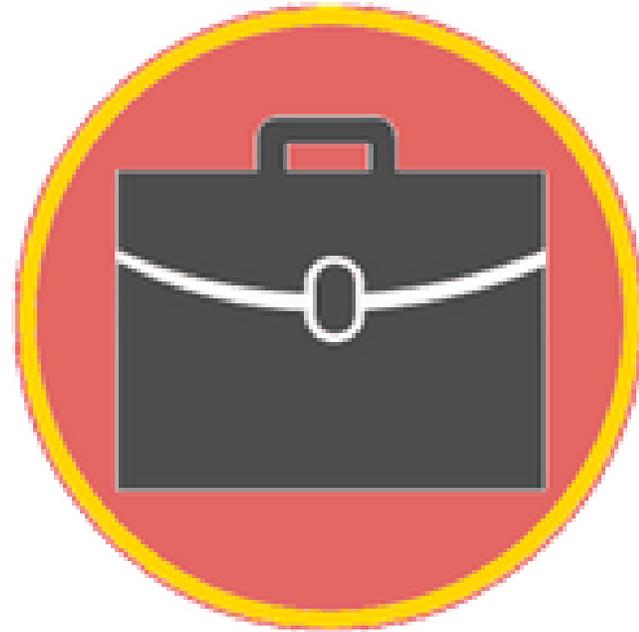
Work Experience

- Worksite Requirements
- Worksite Setup
- Assign Youth to Worksite(s)
- Worksite Evaluation
- Post-program Success Letter

WORK EXPERIENCE

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- Background check and worksite agreement.
- Enter employer and worksite information.
- Connect youth to a worksite.
- Maintain record of hours worked.
- Success Stories.
 - Youth
 - Employers



BACKGROUND CHECK & WORKSITE AGREEMENT

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Home Offenders Safety About Us Contact Us Tell a Friend Site Map

Search by Location Enter Address, City/State or Zip Code GO! [Click here to search by location](#)

FAMILY WATCHDOG

Family Watchdog is a free service to help locate registered sex offenders in your area. Our site to help educate your family on possible dangers in areas that have sex offenders. We provide notifications to keep you up to date with offenders that move in/out of your area.

Find Offenders

Search by Address Search by Name

Search by Location

Street:

City:

State: Alabama

Zip Code:

Search

OR

Search by State

Select a state...

[How to Use Our Search](#)

Facebook icon Monthly Newsletter icon

Become a fan on our Facebook page and see what others are saying about us. Help support our cause!

Our e-newsletters provide important information and to protect your family.

FAMILY WATCHDOG

Family Watchdog is a free service to help locate registered sex offenders in your area. Our site to help educate your family on possible dangers in areas that have sex offenders. We provide notifications to keep you up to date with offenders that move in/out of your area.

Find Offenders

Search by Address Search by Name

Search by Name

Last Name: Reinhardt

First Name: Dee

State:

- Guam
- Hawaii
- Idaho
- Illinois

Select multiple states by holding down the Ctrl key while clicking the mouse on a state name

Leave state blank to search all states

Search

[How to Use Our Search](#)

FAMILY WATCHDOG

Previously Viewed Offenders

Registered Offender List

Search Criteria: Reinhardt, Dee, IL

No offenders found.

No Results were found when searching for sex offender reports by that name. To run a detailed background check and search for public records, criminal records, lawsuits, judgments, liens, bankruptcies and more:

Site Sponsor

Get an instant background report on Dee Reinhardt

Illinois

	Dee A Reinhardt
Age:	57
Location:	N/A
	D Reinhardt
Age:	88
Location:	N/A
	Lola Reinhardt
Age:	113
Location:	N/A

- Background check for everyone who supervises youth.

- At minimum use <http://FamilyWatchDog.us>.

peoplesmart

Search Options

Age Range

First Name

Last Name *

City

State

ZIP Code

Match last name exactly

Only show records with age

Only show living persons

Search

1 Result Confirm Match To Access Detailed Information

Dee A Reinhardt [That's the One >>](#)

Age:

Address: [Click Here](#)

Location:

Possible Relatives:

Name Appears As:

Phone Number: [Click Here](#)

Email Address: [Click Here](#)

Criminal Check: [Click Here](#)

Social Networks: [Click Here](#)

WORKSITE ASSESSMENT

- Assess the physical site (Program Staff)
- Assess the Program (Employer)
- Assess the Youth (Employer)



Illinois Summer Youth Employment Program Worksite Assessment	Illinois Summer Youth Employment Program Worksite Assessment	Illinois Summer Youth Employment Program Worksite Assessment	Illinois Summer Youth Employment Program Worksite Assessment
<p>WORKSITE INFORMATION Name of Worksite: _____ Address: _____ Review Date: _____</p> <p>GENERAL ASSESSMENT <i>[Assessment Source: worksite agreement / interview questions / observation]</i></p> <ol style="list-style-type: none"> Working conditions are safe and sanitary. (Yes / No) There is no evidence that individual(s) have been laid off from the same or substantially equivalent job as any worker-trainee's job (Yes / No) There is evidence that the worksite provided job experience, skill acquisition and meaningful work to the worker-trainees (Yes / No) There is evidence that the worksite mentored and supervised worker-trainees to ensure skill and experience acquisition adequate to pursue employment (Yes / No) <p>WORKSITE PROGRAM MANAGEMENT <i>[Assessment Source: worksite agreement / interview questions / observation]</i></p> <ol style="list-style-type: none"> There is evidence that the worksite has prepared the mandatory Youth Wage Timesheets Form in a customary businesslike fashion, ensuring accuracy as to the hours worked (Yes / No) There is evidence that worksite has provided the worker-trainees with not more than 40 hours per week (Yes / No) There is evidence that worksite is accessible to youth participants. (Yes / No) There is evidence that the worksite has abided by all of the Illinois SYEP Program requirements including: (Yes/No) <ol style="list-style-type: none"> Worksites have not employed family members as part of the Illinois SYEP program. Worksites are not engaging in a prohibited activity or industry as defined by the worksite agreement. Worksites have only placed Illinois SYEP worker-trainees into positions that would not exist but for the Illinois SYEP program. Worksites may not fill positions that were vacated due to layoff or furlough with Illinois SYEP participants, and may not reduce hours of existing employees in order to employ Illinois SYEP worker-trainees. Worksites have complied with all applicable labor laws. <ul style="list-style-type: none"> Grantee must ensure worksites for youth adhere to applicable federal/state labor laws. For information and resources on safety and child labor laws, consult http://www.youthrules.dol.gov/about.htm, http://www.state.il.us/Agency/DCL/Facts/MW.HTM, http://www.state.il.us/agency/lab/forms/pdfs/FLSCL03.pdf and http://www.osha.gov/teens. Illinois SYEP worker-trainees do not comprise more than 50% of the business' workforce at each worksite. 	<p>f) Worksites will consider Illinois SYEP worker-trainees for unsubsidized positions at the end the Illinois SYEP program as they are able. <i>[Providing unsubsidized employment for worker-trainees is not a requirement of the program.]</i></p> <p>g) Worksites have provided a valid DUNS number and Federal Employer Identification Number.</p> <p>h) The worker-trainee supervisor is not listed as a registered sex offender <ul style="list-style-type: none"> Grantee should verify the print out of the "no-match" screen from the sex offender registry website. If the worker-trainee case manager should check each person on the list that none of the people are the worker-trainee supervisor. </p> <p>MONITORING QUESTIONS</p> <ol style="list-style-type: none"> The worksite is in compliance with the worksite agreement. The Youth Wage Timesheets are completed accurately and insure timely payment to the work-trainee and in accordance (YES/NO) <p><i>[IF NO – FINDING]</i> The Worksite is not in compliance with the worksite agreement.</p> <p><i>[CORRECTIVE ACTION]</i> The Grantee must either bring the worksite, payments to current compliance or terminate the worksite from the program. Evidence must be provided to show compliance with corrective action measures.</p>	<p>WORKSITE INFORMATION Name of Worksite: _____ Address: _____ Worksite Supervisor: _____</p> <p>Program Assessment</p> <ol style="list-style-type: none"> When did the participant(s) begin working? (Date should not be prior to the execution of the worksite agreement) How many work-trainees have been assigned to this worksite? How many employees are assigned to this worksite? <i>(Include full-time, part-time, and contractual employees. Do not include work-trainees.)</i> Have any of the non-Illinois SYEP employees had their hours reduced or been laid off since June 1, 2013? Is there an alternate person who supervises Youth Participants in the absence of the assigned supervisor? Name of the alternate supervisor? How are the participants hours of work tracked? (i.e. timesheets, punch card, time clock) Are you satisfied with the worker trainee(s)? (i.e. timely, productive, attitude, etc.) 	<p>WORKSITE INFORMATION Name of Worksite: _____ Address: _____ Worker Trainee Name: _____</p> <p>Worker Trainee Evaluation</p> <ol style="list-style-type: none"> What, if any, new skills have been learned as a result of this job/training? Are you engaged in any political/religious activities? (i.e. handing out union cards, asking for votes for union activities; participating in religious services, decorating altars, etc.) How are your work hours recorded (time card / sign-in sheet / Other (specify)) What are your work hours? When do you receive paychecks (weekly, twice monthly, other) Are your paychecks on time? When did you begin your work experience? (day/month) <p>The job duties are in line with the worksite agreement? (Answer this question based on the review of the worksite agreement and on-site job duties.)</p>

WORKSITE AGREEMENT



- Worksite agreement must be in place before youth can begin work.

Work Experience Program Worksite Agreement

[This Agreement is made between _____ and _____
(Herein Referred to as Service Provider)]

(Herein Referred to as Worksite Agency)

a public, non-profit, or private for profit organization to provide employment and training services to eligible youth and young adults participating in the summer youth employment program. Under this Agreement, participants will be provided work experience, which is valuable and meaningful for both the participants and the agency. Work experience will be consistent with each participant's capabilities and interests and align with one of the 16 national recognized career clusters consistent. Work experience should also aid in the development of skills and work habits, which will assist the participant in obtaining unsubsidized employment in the future.

Parameters of Program

- Worksite placement opportunities will be contingent on available funding.
- All federal and state labor laws must be followed.
- Trainee's placement at a worksite cannot cause the displacement of a regular employee.
- Trainees are placed in a planned, structured learning experience in a workplace for a limited period of time to perform duties as outlined in the Attached Job Description which shall by reference be made a part of this agreement.
- Worksite placements that are prohibited include:
 - Employment in the adult entertainment industry
 - Sale or distribution of packaged liquors
 - Sale of firearms
 - Casinos/gambling establishments
 - Organizations with political or religious affiliations
- Hours on the job can vary but are not to exceed the normal and usual hours to complete the job.
- Trainees scheduled to work 7-12 continuous hours or more must have an unpaid meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work.
- Overtime will not be authorized unless normally required for the position and authorized in advance in the work schedule found in the Attached Job Description.
- No lunch hours or breaks are paid unless normally paid to all workers at the worksite in similar positions.
- There will be no paid leave time i.e. vacation/sick/personal days or paid holidays.
- Holidays are paid at regular hourly rate only when the trainee works. The worker will adhere to the worksite's holiday schedule and/or the Service Provider holiday schedule to be determined by both parties.
- Special equipment or clothing as outlined in this agreement may be provided by Service Provider if required for the job and not normally provided to other employees by the worksite.

Work Experience Program Worksite Agreement

Worksite Assurances

The Worksite Agency assures that:

- Trainees receive a structured training opportunity to gain the knowledge and competencies necessary to be successful in the occupation.
- Sufficient work is available to trainees as well as adequate equipment and materials to perform the job as outlined in the job description found in Attachment A.
- The address listed below is the only company location where the trainee will complete placement hours. Requests will be made prior to transferring trainee to alternate locations pending approval from Service Provider.
- No other individual is on layoff, or has been terminated from the same or any substantially equivalent job that the trainee will be assigned.
- No current employee shall be displaced (including partial-displacement, such as a reduction in hours or employee benefits) to accommodate a placement at your worksite.
- This placement opportunity is not created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
- The worksite placement will not impair any collective bargaining agreement in place.
- Trainees cannot be employed by immediate family members. For the purpose of this agreement, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or persons bearing the same relationship to the trainee's spouse.
- Compliance with the Illinois and Federal Fair Labor Standards Act will be adhered to at all times.
- Compliance with all Safety standards established under Federal and State law shall be applied to working conditions of the trainee.
- Compliance with all EEO & ADA laws will be adhered to at all times.
- Confidentiality of trainees placed at the worksite will be maintained at all times and no trainee information will be provided to media outlets or persons outside of Service Provider.
- The Worksite Agency may be responsible for additional costs in the event a trainee works over the agreed upon scheduled hours.
- Time-sheets will be accurately verified and submitted to Service Provider within the timeframe established below under "Time Attendance and Compensation" in this agreement.
- Worksite Agency will provide time as identified by the Worksite and Service Provider for the youth to participate in work readiness and career education training conducted by Service Provider.
- No trainee will operate or be transported in privately owned vehicles during working hours.
- No trainee will be allowed to drive any motor vehicle during working hours unless previously agreed upon in this worksite agreement.
- Recognition of program guidelines in that no obligation exists to employ the trainee following completion of placement hours.
- Cooperation with Work Experience Representative and State Officials in monitoring progress of trainees.
- Adherence to all program regulations as outlined by the Service Provider and parameters of program.
- Compliance with Service Provider accident and incident reporting process. All accidents and incidents must be reported within 24 hours.
- Employees will not be employed in building, operating, or maintaining any part of any building, which is used for religious instruction or worship.

Work Experience Program Worksite Agreement

- This agreement will not assist with political or lobbying activities or the cost of any salaries or expenses related to any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- Worksite Agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any Federal or State Department or agency.

Service Provider Assurances

Service Provider assures:

- To be the employer of record.
- To provide worker's compensation to all trainees placed at the worksite.
- Prompt payment of trainees' wages, stipends, supportive services and required fringes such as FICA, and worker's compensation insurance.
- Service Provider will provide trainees with the required tools and attire needed to perform the job duties assigned if they are not normally provided to other employees by the worksite and funds are available. Include required tools and attire in Attachment Job Description.
- A Work Experience Representative will disseminate information relevant to the program, address work-related concerns and assist trainees in their career development objectives.
- Service Provider will provide a case manager to assist youth in the required work readiness and career education training.

Time Attendance and Compensation

Accurate time and attendance records will be kept by the supervisor on each participant and will reflect the time actually worked by the participant. PARTICIPANTS WILL NOT BE PAID FOR ABSENCES, UNWORKED HOURS (THIS INCLUDES LUNCH ON OR OFF PREMISES) OR RECREATIONAL ACTIVITY. UNDER NO CIRCUMSTANCES SHOULD ANY PARTICIPANT WORK OVER 40 HOURS IN A WEEK (unless authorized under this agreement in the Job Description). Using time sheets provided by the Service Provider, participants shall sign in when reporting to work each day and sign out at the completion of the specified number of hours each day as described in this Agreement. The sign in and sign out record will reflect actual starting and stopping times for hours worked and will reflect the lunch break. No one else will be allowed to sign a participant in or out. Time and attendance records will be signed at the end of each day by the participant and at the end of the two week period by the participant and the supervisor, whose signature will certify its accuracy.

Time Sheets will be due to the Service Provider for payroll preparation by: _____ (Time Sequence)

Delivered to: _____ via: _____ (Name of designated Service Provider email) (Method, eg email, pickup, delivery)
Participants will be paid at the rate of \$9.00 an hour. Payroll dates are the _____ of the month.

If the number of participants or activities of the worksite change, the Worksite Agency agrees to notify the Service Provider immediately so this agreement may be modified.

Work Experience Program Worksite Agreement

Worker Trainee Placement Information

# Slots	Job Title	Hours per Week	Number of Weeks	Supervisor

ENTER EMPLOYERS & WORKSITES

- From the SYEP Tools
- Enter Employer
- Enter Worksites

Worksites

Add Worksite

XYZ

123 Main St.
Wooddale, IL 68974-3214
Ph: 816-816-8168
Alt: 630-630-6301
Projected Part-Time Pos: 2
Projected Full-Time Pos: 0
Supervisor Background Checks Complete: Yes
Supervisor Background Check Date: 6/18/2014
Supervisor Background Checks Complete: Yes
Worksite Agreement Date: 6/18/2014

Woodpecker, Woody

woody@woodpecker.com
Ph: 630-630-6301
Alt: 630-630-6301

Same information is required for a new worksite

ILLINOIS workNet CENTER Training • Connecting Developing Illinois' Workforce

SYEP 2014 About Qualify Locations Apply Employers Resources News & Updates

Dashboard Youths Employers Placements Organizations

Employers Add Employer

Add Employer

Name* Employer Name

Main Phone #* Main Phone #

Alternate Phone # Alternate Phone #

Is this a worksite? Check if yes.

Address Line 1* Address Line 1

Address Line 2 Address Line 2

City* City

State* Illinois

Zipcode* Zipcode

Zipcode Plus Four Zipcode Plus Four

Zipcode Plus Four
Lookup your Zipcode Plus Four

Primary Contact

First Name* First Name

Last Name* Last Name

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- Add the placement.

The screenshot shows the Illinois WorkNet website interface. At the top left is the logo for the Illinois WorkNet Center, with the tagline "Training • Connecting Developing Illinois' Workforce". A navigation bar contains links for "SYEP 2014", "About", "Qualify", "Locations", "Apply", "Employers", "Resources", "News & Updates", and "FAQ". Below this is a secondary navigation bar with "Dashboard", "Youths", "Employers", "Placements", and "Organizations". The main content area is titled "Worksites Placements" and includes the text "XYZ". At the bottom of this section is a form with the label "Add Employer to your Organization", a dropdown menu currently showing "Select", and an "Add" button.

TIMESHEET



- Youth and Employer should verify time worked.

Youth Wage Timesheet

Pay Period Start _____ Pay Period End _____ ID No. _____
 Worksite: _____ Dept. No. _____
 Employee Name: _____ SSN+4 _____
 Career Specialist: _____

Participants scheduled to work 7 1/2 continuous hours or more must have an unpaid meal period of at least 20 minutes at or before the 5 hour mark

WEEK 1 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1/0/00					
Sunday	1/1/00					
Monday	1/2/00					
Tuesday	1/3/00					
Wednesday	1/4/00					
Thursday	1/5/00					
Friday	1/6/00					
<small>Total weekly hours rounded to 1/4 hour</small> TOTAL WK 1						WK1 TOTAL
Time on Work Readiness						

WEEK 2 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1/7/00					
Sunday	1/8/00					
Monday	1/9/00					
Tuesday	1/10/00					
Wednesday	1/11/00					
Thursday	1/12/00					
Friday	1/13/00					
<small>Total weekly hours rounded to 1/4 hour</small> TOTAL WK 2						WK2 TOTAL
Time on Work Readiness						

Pay Period Total Hours _____

It is hereby certified that the services presented in this statement were provided and all is shown correctly.

Employee Signature and Date

On-Site Supervisor Signature and Date

SYEP Agency Staff Signature and Date

SUCCESS STORIES

**SYEP
2014**

- We need stories:
 - Youth
 - Employers
- Community Employment Program



All Resources



-  SYEP 2014 Updates
-  Workforce Partner Resources
-  Training
-  Frequently Asked Questions
-  Archived Training Materials and Videos
-  Full List of Resources

- Upcoming Items (Additional webinars and dates may be added.)
 - Program Reports & Payroll – July 2 @ 2:30PM (SYEP Partners)
 - Violence Prevention Webinar – July 8th 2PM (SYEP Youth and Partners)
 - Technical Assistance Webinars – July 9, 16, 30 August 13, 20 10:30-11AM (SYEP Partners)

THANK YOU FOR YOUR TIME

Please forward additional questions to syep2014@illinoisworknet.com.



QUESTIONS

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Join
Us!



Email:

syep2014@illinoisworknet.com