

WESTBROOK PUBLIC SCHOOLS

SUMMER 2014

YOUTH AT WORK EMPLOYEE

HANDBOOK

July 6, 2010

**WELCOME YOUTH EMPLOYEE**

Westbrook Public Schools congratulates you on your acceptance to the summer program!

This program provides young adults, ages 14-21, with paid work

experiences, career exposure and activities that will help them

to become ready for the working world.

Summer job experiences are effective in helping you:

1. Gain connections with employers
2. Encourage responsibility and independence
3. Develop technical skills
4. Develop communication and interpersonal skills
5. Develop work values and future work preferences
6. Interact with caring adults

This handbook has been developed specifically to provide you with

information about the Westbrook Youth at Work program and its

policies and guidelines and code of conduct.

**\*Please share this handbook with your parents or guardian.\***

We wish you great success in your

summer work experience!

**Westbrook Public Schools**

*(Mr. Bialicki)*

**(860) 399-6214**

**(860) 399-3189**

156 McVeagh Road

Westbrook, Ct 06498

**PROGRAM INFORMATION**

**PROGRAM DATES**

All participants must work with selected employers for a minimum total of four (4) weeks/15 hours per week, **beginning July 1st or the week of July 7th** depending on your startdate.

**HOURS OF WORK**

All Student Employees will work a maximum of **15 hours per week**. Under approved circumstances these hours may be extended. (eg. Making up approved absences)

**Reporting to Work**

1. Participants should report each day to their employer upon arriving at their job.
2. The work week typically **begins on Monday and ends on Friday** for most sites. However weekend hours are acceptable if requested by the employer. Participants are responsible for **completing a time sheet each week.** Your time sheet must be completed in ink and **signed by you and your job supervisor**. All work hours must be recorded. Students are not paid for lunch breaks.
3. **Completed time sheets are due to Mr. Bialicki by Friday morning.** Timesheets will be picked up by Mr. B. Following these procedures helps Westbrook High School to ensure that your hours are processed correctly and that your paycheck is issued on time.

**PAY PERIODS** -

1. It is anticipated that you will receive your **first check on Friday, July 11th if you start working on July 1st and thereafter every 2 weeks on July 25th - August 8th and August 22th. Checks will be distributed on Fridays at a location designated by Westbrook Public Schools.** Any questions or concerns about your check should be directed to Mr. Bialicki at (860) 399-3189**. (860-227-1679 cell)**
2. Special arrangements to receive your check must be made with Mr. B. In most cases it may be delivered to your site on the Friday pay dates listed in this manual or pick up can be made at the Westbrook High School main office on those Fridays. You must sign for your check or provide written permission for someone else to pick up your check. Checks not picked up will be locked in the school safe until you make arrangements. In these situations you must contact the Westbrook High School Office 860-399-6214 or Mr. B directly (860-227-1679).
3. **Lost or stolen checks** must immediately be reported to the Westbrook Public Schools business office – Ms. Lesley Wysocki, 860-399-6432.

**ABSENCE FROM WORK**

Participants *will not* be paid for time lost due to sickness, vacation, medical appointments or any other absence from the worksite. Participants can only be paid for time spent at the worksite, or engaged in other approved work activities.

**You *must* notify your site supervisor by phone or other approved communications if you will be absent from work. Absences of more than one day must be communicated to the Westbrook Public Schools through Mr. Bialicki at 860-399-3189. (Cell 860-227-1679)**

**Absences –** all absent time must be made up in agreement with your work site supervisor.

**WORK RULES**

Supervisors are in charge of assigning daily tasks, but *it is the responsibility of the participant* to complete the task to their utmost ability. Participants should not only follow the rules and regulations of the summer program, *but also* the rules and regulation of the employer to whom they are assigned.

As a youth employee, you are expected to report to work on time each day, perform your work assignments properly and follow the rules and regulations that govern employees in that work setting.

**ACCIDENTS**

If a participant or supervisor is injured while on the job, both your Work Site supervisor and Westbrook Public School staff should be notified immediately. (Mr. Bialicki emergency cell phone 860-227-1679). In the event he cannot be reached you must contact the Westbrook Public Schools business office, Ms. Lesley Wysocki at 860-399-6432.

**CONCERNS on the JOB**

Any concerns that arise at the job site should be discussed first by the supervisor and the youth employee. Student employees may also contact the Westbrook Public Schools (Mr. Bialicki) if they have serious concerns about their work environment.

**Transfers**

Transfers are only granted in extenuating circumstances. If you desire a transfer, you should notify the supervisor and provide specific reasons for the transfer. The request will be passed along to the main office for resolution. No agency or supervisor may transfer any participant in the program without prior approval from Westbrook Public Schools (Mr. Bialicki).

**Ending your Employment/ Termination**- You must contact the Westbrook High School office (Mr. Bialicki) if you plan on leaving the program before it is scheduled to end. Choosing to leave the program will be documented as the youth employee resigning from their position. Only the Westbrook Public Schools (Mr. Bialicki) can make the final determination to terminate the employment of a student employee. You can be terminated if you create an unsafe situation, or for any other serious infraction of the rules included in this handbook. You can also be terminated if reasonable efforts have failed to solve an existing problem.

**Inclement Weather**- Many employer sites and programs involve outside activities. If it rains or there are conditions that make it impossible to perform your daily tasks, supervisors and participants are to move to the predetermined and approved rain site. If no rain site has been determined and/or conditions do not allow you to work, your supervisor will determine if you should return home. You will only be paid for the remainder of the work day if directed to go home by a supervisor.

**Selling of Articles**- Any work produced through the summer program, or any other approved activity cannot be placed on sale by any agency, supervisor or participant of the program without prior approval from Westbrook Public Schools.

**Political Activity Restricted**- Program participants may not take part in any partisan political activity, campaigning, canvassing, etc. during their scheduled work hours.

**Westbrook Youth@Work Policies and Guidelines**

**Actions which may result in TERMINATION of employment:**

• Hitting a co-worker/client/program participant

• Arguing/Fighting with or in front of a co-worker/client/program participant

• Using inappropriate language (including the “n” word)

• Cursing at or in front of a co-worker/client/program participant

• Leaving a worksite without notice/permission

• Discussing inappropriate subject matter with or in front of a co-worker/client/program   participant (including, but not limited to, WHS personnel matters and personal   relationships)

• Verbally or physically intimidating a co-worker/client/program participant

• Verbally abusing a co-worker/client/program participant

• Sleeping during work hours

• Smoking at work

• Use or possession of alcohol and/or illegal drugs during work hours

• Carrying any weapon during work hours

• Sexual harassment

• Falsifying time sheets or other financial documents

• Jeopardizing WHS’s ability to create a positive and productive working environment for all staff

• Unexcused absences from your worksite

• Demonstrating or engaging in behavior unbecoming of a WHS employee- during work or non-work hours

**Actions which may result in DISCIPLINARY ACTION or TERMINATION:**

• Failure to treat co-worker/clients/program participants with dignity and respect

• Displaying a negative or disrespectful attitude

• Failure to show interest or enthusiasm while at work

• Being tardy to work

• Inviting visitors to accompany you during work hours

• Any sexual activity in any WHS space (worksite, office, school, etc.)

• Disrespecting others

* Voicing crude comments about other people’s bodies/appearance
* Voicing negative comments or using derogatory terms about anyone’s race, gender, religious or ethnic group, or sexual orientation
* Cursing or making obscene gestures
* Openly arguing with, undermining, or berating other WHS staff, children, parents or community members

• Failure to respect the rules and space of WHS work sites

• Representing gang affiliations (i.e. The G, Tre’, Ville, Hill, etc.) via clothing, hand signs,   language, etc.

• Littering or engaging in acts of vandalism

• Violating dress code policies as outlined in the employee hire letter

• Inappropriate displays of affection

• Taking unauthorized breaks during work hours

• Unauthorized use of cell phone during work hours

**DISCIPLINARY PROCEDURE**

1. Problem or conflict will be identified by worksite supervisor or third party.

2. The worksite supervisor will determine whether the problem or conflict directly violates Westbrook Public School guidelines. If so, the worksite supervisor will address the infraction in writing outlining the disciplinary action that will be taken — probation, suspension, termination, or dismissal of charge. If not, the issue will not be pursued further.

3. Records of all disciplinary action will be placed in the youth employee personnel file.

4. **Youth employees who wish to appeal a disciplinary decision should refer to the “Appeal Process” outlined below.**

**Probation**

A youth employee will be placed on probation if they fail to adhere to the WHS Policies and Guidelines and as a result perform below workplace standards.

Youth employees will be notified in writing of the terms and length of the probation.

**Suspension**

A youth employee will be suspended if they do not adhere to the terms of their probation.

Youth employee will be notified in writing of the terms and length of the suspension. The worksite supervisor and youth employee will complete a suspension notice and agree to the terms of the suspension. If no agreement is reached, the worksite supervisor, WHS Program Manager and youth employee must meet to resolve the conflict.

**Termination**

A youth employee will be terminated if they directly violate any WHS Policies and/or Guidelines.

Youth employees will be notified in writing of the reasons for termination and the last date of employment with WHS.

**Appeal Process**

1. Youth employee must write a summary of the conflict or behavior that brought about disciplinary action.

2. The summary must be submitted to the Program Manager within one week of the time the initial disciplinary action was taken. In the summary, the youth employee must address why he/she is appealing the disciplinary decision that was made.

3. Copies of the summary will be forwarded to the youth employee’s worksite supervisor and WHS Program Coordinator within one week after the appeal is received.

4. The Program Manager must arrange a meeting with all vested parties to review the disciplinary action within one week of receiving the appeal.

5. The Program Manager and Program Coordinator will review the appeal case and make a final decision.

6. If the youth employee is still not satisfied with the decision, he/she may appeal the decision by presenting the concerns in writing to the Deputy Chief of Staff who will review all materials and arrange a meeting within two weeks. The Deputy Chief of Staff’s decision is final for all issues concerning day-to-day operations.

**Westbrook Public School’s Student Employee**

**CODE OF CONDUCT**

**As a WHS Student Employee**, I understand and agree to adhere to the rules outlined in this handbook and the rules at my employer work site.

**While at my worksite, I agree to:**

**1.)** Respect myself, those I work with and those that supervise me at all times.

**2.)** Treat my job seriously, learn all that I can and perform my assigned duties to the best of my ability each day.

**3.)** Report to work on time each day.

**4.)** Refrain from the use of profanity or foul language.

**5.)** Refrain from any aggressive or violent behavior, threats of violence, weapon possession or inappropriate behavior towards co-workers and clients (i.e., sexual harassment).

**6.)** Wear appropriate clothing—no excessive jewelry, revealing clothing, do-rags/ bandanas and/or any other clothing or accessory deemed unacceptable by my worksite supervisor.

**7.)** Refrain from the use of, purchase or possession of any drugs or alcohol.

**8.)** Refrain from theft or; possession of any stolen property.

**9.)** Refrain from any discriminatory behavior towards another individual based on race or ethnicity, economic status, mental or physical disability, religion or sexual preference.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**