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ABSTRACT

This manual for youth in the Summer Youth Employment Program (SYEP) provides an overview of the program, information about program rules and pay procedures, and tips on behavior and handling money. It consists of eleven sections. Section 1 provides a brief overview of the manual. The purpose and format of SYEP is outlined in sections 2 and 3. Work rules (covering attendance and suspension or termination from work assignment) are explained in section 4, while participant rights and grievance procedures are covered in section 5. Supportive services are discussed in section 6. Section 7 contains eight tips on staying with one's job, and the relationship between program participants and supervisors is the subject of section 8. Pay rates and procedures and income tax refund policy are outlined in section 9. Five tips on budgeting money and a sample budget form are provided in section 10. The final section is a place for students to record such work-related data as worksite address, pay rate, and work schedule. (A guide to establishing and evaluating SYEP worksites, and manuals for supervisors in SYEP and training supervisors in SYEP are available separately through ERIC--see note.) (MN)

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A Manual for Youth in SYEP



April 1980

U.S. Department of Labor
Ray Marshall, Secretary
Employment and Training
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for Employment and Training
Office of Youth Programs

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2

TABLE OF CONTENTS

	Page
I. Introduction	1
II. What Is SYEP?	2
III. Work and Jobs	2
IV. Work Rules	4
V. Your Rights	5
VI. Supportive Services	6
VII. Tips on Staying with Your Job.	6
VIII. Your Supervisor and You	10
IX. Your Pay	12
X. Tips on Budgeting Your Money	16
XI. Important Things To Know	21

I. INTRODUCTION

Welcome to the Summer Youth Employment Program (SYEP). As a worker in this program you will have the opportunity to help your community, learn some work skills, try out some jobs, learn about the kind of behavior expected on a job, make new friends, and earn some money.

But most of all you can gain work experience and learn about occupations and work in the adult world. Make the most of these opportunities.

Your supervisor and the rest of us involved in SYEP are working to help you.

This manual will tell you something about the program, its rules and pay procedures, and give you some tips on behavior and handling your money.

Keep this manual for reference and write down the names, addresses and telephone numbers of

people and agencies that are important. The last page of this manual is a form you can use for this information.

II. WHAT IS SYEP?

SYEP is the Summer Youth Employment Program funded by the federal government to give young people ages 14-21 the chance to work and get useful skills. It is a chance for you to earn while you learn about work.

III. WORK AND JOBS

There are many different jobs in SYEP and many different organizations which provide work.

These organizations are called work sponsors and include social service agencies, community organizations, cultural institutions, government departments, and some private employers. Jobs include custodial, health, housing, clerical, child care, public safety, mechanical mainten-

public works, and research assistance

Some work sponsors provide vocational exploration which gives you the opportunity to observe and try out several different jobs.

We will try to take your interests and abilities into account in assigning you to a job.

However, don't expect a perfect fit. Every job is useful. Your willingness to do the job assigned and to accept supervision is an important part of the program.

Your supervisor will tell you about working hours, job requirements, and how to behave on the job, and will answer any questions you may have.

Under SYEP you are allowed to work a maximum of _____ hours per week. The work schedule and total hours may be different in different work sites. Lunch time is not counted as a working hour.

IV. WORK RULES.

Attendance: Your supervisor will keep your time and attendance records. These are turned in every two weeks. They are the basis for paying you. You must sign in and out on a timesheet when you arrive at your work location and when you leave. You will be paid only for your time on the job. You are expected to report for work on time. In case of lateness or absence you must call your work supervisor. If you are ill, you must call your supervisor or agency and inform them of your absence before the regular work time or as soon after as possible.

Suspension or Termination from Work Assignment:

You may be suspended or lose your job for:

1. Repeated lateness or absence.
2. Leaving work without good cause -- You will be considered to have left work if you walk off the job without permission of the super-

visor.

3. Breaking the rules such as doing something which violates the work sponsor's rules or standards of behavior, or other rules that you know about.

V. YOUR RIGHTS: GRIEVANCE PROCEDURES

If you feel that you are being treated unfairly, first discuss your grievance with your supervisor or counselor. If the problem is not resolved, you may request a review of your grievance by the Project Director. If the Project Director does not resolve the grievance, you may request in writing an informal hearing with the person designated by the Prime Sponsor. If it is still not resolved, the Prime Sponsor representative will inform you of the next steps you may take.

VI. SUPPORTIVE SERVICES

You may receive counseling in connection with your participation in this program. Ask your work supervisor (or counselor, or monitor/coordinator) whom to see for help with personal problems or matters which relate to your work.

Your supervisor should have a list of agencies and people who can help you with medical, tutoring, and other needs which may affect your work.

VII. TIPS ON STAYING WITH YOUR JOB

Keeping a job requires more than the ability to do it well. It means dealing with such difficulties as getting to the job, boredom with the work, and problems with other workers or your supervisor. Stay with the job, try to reduce these problems. By improving your own performance and developing good work habits you may solve some of these problems and get more per-

sonal satisfaction.

Some points for you to consider are:

- A. Show up every day. Your job needs you just as much as you need it. If you don't show up, someone else has to do your work. This could affect the entire project. If you are really sick, call your supervisor as soon as you are sure you will be absent--don't wait until the last minute. Give your supervisor enough time to find a replacement for you.
- B. Come to work on time. If you show up late for work, you are holding up everyone else. Your supervisor must make sure that all workers show up on time. Being on time really means being early. You should show up at your job at least ten minutes early. This gives you time to talk with friends, have a cup of coffee, or do anything else you want to get in the mood to work. Being on time means starting to work on time, not

what time you walk in the door. If you know you will be late, let your supervisor know.

- C. Find out how you are doing. If your supervisor doesn't meet with you regularly to evaluate your progress, you should ask him or her how you are doing at least once a week. You should find out what things your supervisor thinks you do well and what things need to be done better. You will know what jobs you need to try harder on. You will catch problems before they get really bad. Don't be afraid of criticism. Most of the time, criticism is not an attack. It is not meant to put you down or make you feel cheap. It is meant to help you to improve yourself and your work. If your supervisor says that you need to do better at something, ask him or her to show you how to do it better.
- D. Listen and ask. Be sure that you know what your duties are and how to do them right.

When you are being trained or given instructions, listen very carefully and ask as many questions as you want. Don't be afraid to say, "I don't understand." Be sure that you know what you are doing before you start a task.

E. Keep busy. If you find that you have run out of work to do, don't sit around waiting for somebody to tell you what to do next: look around you to see what still needs to be done. If you don't see anything, go to your supervisor and ask for more work.

F. Do your best. Always do your best. Everyone is different. If you can work really fast and still get the job done right, that's great! If you are slower, but steady and dependable, that's also very good. Just make sure that you are doing your best even if others are goofing off. You may not enjoy every part of your job. There

may be some duties that you just don't like, or your supervisor may ask you to do something that you really don't want to do.

Some tasks just plain have to be done by somebody, so do them well and get them over with. If a task really turns you off, do it anyway, but tell your supervisor later that you would rather not have to do it often if possible.

- G. Take care of your personal appearance. Be neat and clean. Wear clothing that is right for the job.
- H. Be friendly. Make a real effort to get along well with the other workers and your supervisor.

VIII. YOUR SUPERVISOR AND YOU

Your supervisor has the job of showing you the work that is to be done and how to do it best in a safe way. To do this, your supervisor will

tell you about your job and your agency, and will demonstrate the work to be done and skills necessary to do the work well. If machinery or special equipment is used on your job, your supervisor will show you how to care for it.

You can help in these efforts and make the work experience enjoyable and a good learning experience by reporting to work on time and following instructions. If you need help or more explanation about a task or job, ask questions. Your supervisor is also learning from you and can supervise better if aware of your problems. Don't run away from problems or make believe they aren't there. If you have any problems with your job, let your supervisor know right away so that they can be cleared up easily.

You may be placed in different jobs as part of your work experience to give you wider experi-

ence and to show you new skills. Be ready to take on new tasks.

IX. YOUR PAY

You will be paid every two weeks. Your supervisor will tell you the day of the week and the place to pick up your check, and will explain the pay procedure. Your supervisor is responsible for keeping accurate time and attendance records for you. You can help by properly signing your timesheet. Sign in when you enter, sign out when you leave. Do not sign in and out at the same time. You will receive payment only for the actual amount of time you have worked during the pay period. Deductions in pay will be made for loss of time due to lateness and absences. There are also standard payroll deductions for social security and taxes which are explained below.

You will be required to sign your name to re-

ceive your paycheck. Sign your timesheets and payroll sheets the same way each time. You will be given an identification card. This card will be required for identification to receive your paycheck and it will help you in cashing your check.

You will be paid at the current federal minimum wage rate. Your gross pay (that is, your earnings before deductions) is the number of hours you worked during the pay period times the wage rate. Your check, however, will be for the net amount due to you after all the deductions.

If you earn \$155.00 during a two-week pay period your check may look like this:

FEDERAL BANK OF AMERICA
 220 Main Street
 New York, N.Y. 10078

No

BANK NO.

CHECK NUMBER

DATE July 7, 1980

NUMBER 745

PAY TO THE ORDER OF
 James Brown



SPECIMEN

\$ 132.50

PAYROLL CHECK

NATIONAL CHILD LABOR COMMITTEE
 1501 Broadway
 New York, N.Y. 10036

Robert O'Brien
 Controller

TOTAL HOURS	EARNINGS								DEDUCTIONS				NET AMOUNT	PERIOD ENDING
						FICA	Fed.	State	City					
50	155	00				9 50	9 20	2 60	1 20			22 50	132 50	7/7

You will note that your check is for \$132.50, not the \$155.00 that you earned. Look at the check stub and you will see where the difference of \$22.50 went. First, you paid \$9.50 for Social Security. Sometimes this is stated as F.I.C.A. which means Federal Insurance Contribution Act. Next, federal, state and city taxes were deducted for tax deductions amounting to \$13.00. (\$9.50 Social Security + \$13.00 Taxes = \$22.50 Deductions). Not every state or local community requires that you pay taxes. The only certain deduction is for Social Security.

Be sure to save your check stubs. At the end of the year or the beginning of next year, your employer will send you a statement of your total earnings and deductions for income tax purposes. Compare this statement against your own records (stubs). If deductions for taxes were made, you will probably be entitled to get back

most or all of this money, but to do this you must file income tax returns next year. This is why it is important for you to save your check stubs. You could get a refund of as much as \$104.00.

X. TIPS ON BUDGETING YOUR MONEY

Getting paid once every two weeks may be a new experience for you. To get the most use out of your pay and have more than a few cents to last you until you get paid again, make a budget!

A budget is just a list of all the items you want to buy or expenses you must account for before you get paid again.

The main problem with money is not having enough.

No amount of advice or wise budgeting will increase the amount of money you get. However, proper budgeting is a way of planning how you will use the money you do have so that you can pay for the things you have to have and some of

the other things you want. If you budget you will have a good idea of what you have to spend and where it goes.

Your budget can help you decide what expenses you might be able to cut down in order to pay for something else you want (a date, a trip, tickets to a ballgame, etc.).

Making out a budget is easy. You just have to write down how much money you earn and take home, list your expenses, then compare the two. You get paid every two weeks. Remember to figure your expenses on a two-week basis.

The form on the next page is a sample you can use. If a different form works better for you, use it. You should have a small pocket-sized notebook to write down everything you spend, including all the things you usually don't remember--newspapers, stamps, a movie, records, etc.

SAMPLE BUDGET FORM

	<u>Amount</u>
<u>Earnings</u> (every 2 weeks)	_____
Deductions From Pay	
Federal and other Taxes	_____
Social Security Tax	_____
Other	_____
Total Deductions	_____
<u>Take Home Pay</u>	_____

<u>Expenses</u> (for 2 weeks)	
Travel	_____
Food (lunches, snacks)	_____
Clothing (new, cleaning, repairs)	_____
Contribution to family or house	_____
Toiletries (soap, deodorant, hair dressing)	_____
Miscellaneous (odds and ends)	_____
Savings or Checking Account	_____

Total Expenses _____

Money Left Over to Spend on Other Items _____

(subtract Total Expenses from Take Home Pay).

USING YOUR MONEY WISELY

1. Plan Ahead! It is wise to open a savings account and make regular deposits. No matter how small the deposits are it is good to put aside money for later use. The bank will pay you interest while you keep the money there.
2. Be a wise shopper! Check out and compare prices on your desired purchases before you make them. A smart consumer checks the quality as well as the prices before buying. For example, one store may sell a record for \$5.49, while another may sell the same record for \$4.39. You could save \$1.10 just by checking around.
3. Get the facts on layaway items (time payments) before you decide on that kind of purchase, so as not to lose money needlessly. If you decide on buying something on a time payment plan, be sure the amount of

your payments is within your budget. Time payment purchases usually cost more than cash purchases.

4. Read the labels. Know what you are getting before you buy it. Items may look the same, but may not be just as good. Read the warranty, know what parts are covered in case something breaks or doesn't work.
5. Know the store's policy with regard to returning items before you buy. Not all stores have a money-back guarantee or exchange.

When in doubt, ASK!

A FINAL WORD

In the course of your work you will see some things which can be improved. We would appreciate any suggestions you have for improving the program for next year. Tell your supervisor. Good luck! Enjoy your summer work experience. We are looking forward to working with you.

XI. IMPORTANT THINGS TO KNOW

1. Name, address, and telephone number of my worksite _____

2. Name, address and telephone number of my supervisor _____

3. Name, address and telephone number of my counselor _____

4. Dates of employment: Start on _____
End on _____
5. Hours of work: _____ hours a week;
_____ hours a day.
6. Time records: I sign in and out at:
_____ place, _____ time, _____ day of week

7. I am paid \$ _____ an hour for each hour worked.
8. If I lose my paycheck I should notify _____

9. I get my paycheck at _____
(address)
on _____ at _____
(day of week) (hour)
10. My identification number is _____