



THE CAREER ZONE

Youth Work Experience (WEX) Handbook

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WELCOME

Welcome to an exciting work experience opportunity! Your work experience is funded by Franklin County Department of Jobs and Family Services and the Workforce Development Board of Central Ohio. The Career Zone offers a rich selection of youth programming to Franklin County youth with the opportunities, skills, and knowledge they need to make a successful transition to adulthood. Programs and activities are offered throughout the year. One aspect of opportunities we afford is work experiences through relevant hands-on practicums.

A work experience offers the opportunity for a young person to spend time with one or more employees at a business, non-profit organization, or government agency. The objective is to provide a chance to observe and gain hands-on experience in how business and industry work. The primary goal of the Youth Employment Experience is to increase a student's knowledge of workplace skills and receive on-the-job experience. The work experience is selected based on the student's chosen career pathway. Lastly, this experience enables a work supervisor/mentor to communicate to students the skills and knowledge that are necessary to enter certain careers.

Work experiences help you:

- Gain hands-on experience to build upon skills learned in the classroom.
- Establish a clear connection between education and work.
- Develop an understanding of the workplace under the guidance of an adult mentor.
- Explore and research a variety of careers.
- Develop workplace responsibility and learn about workplace realities.
- Establish professional contacts for future employment and mentoring.
- Establish positive work habits and attitudes.
- Learn technical skills that will be invaluable for future jobs.
- Understand what education opportunities are available that will lead to a career in their chosen career pathway.

This manual has been prepared to assist you in understanding the expectations, procedures, rules, and regulations. Your A.M.P. Coach can assist if you have any questions or need additional information. You can also contact the AMP Program Manager, Lex @ 614-842-4993.

Happy learning!!

Sincerely,

Jackie Kemp

Jackie Kemp, MLHR
Founder/Executive Director
Lead The Way Learning Academy

Integrating Into The Work Environment

Do's and Don'ts

Do: - be on time.

- be responsible.
- be dependable.

- be cooperative.

- be honest.

- be pleasant and polite.

- be alert coming and going to work.

- dress for success.

- be a team player

Don't: - use street language.

- eat at your desk.

- eat during video conferencing

- use the Internet for personal business without prior approval.

- check personal e-mails.

- chew gum.

- play personal music devices

- text on the job

Using the Telephone/Cellular Phone

- Ask permission to use the telephone for personal calls.
- If you are permitted to make personal calls, make them short.
- Do not take or make personal calls from your cellular phone.

You and Your Work Experience (WEX) Supervisor

- Make a note of your supervisors' names and telephone number, in case of emergency.
- If you are ill and cannot go to work, call your Supervisor, as soon as possible.
- If you become ill at work, notify your Supervisor and ask permission to leave.
- Listen carefully when instructions are given. If necessary, take notes. Ask questions when you do not understand the instructions.
- Follow instructions; do not improvise. There may be a reason why a task is done in a particular manner.

Getting Along with Others

- If a problem arises, try to solve it with your co-workers. If not, ask for assistance from your Supervisor.
- If you are given an assignment by more than one person, check with your Supervisor as to which task takes priority.
- Pitch in and help when things are busy.
- Observe the individuals with whom you work. What characteristics do they have that will help you to succeed? Work to develop them.

General Site Rules

You must observe all rules at your site. Anyone failing to observe these rules may be terminated from the program.

1. **Attendance** Be present every day unless you are sick. If you are ill, you must call your Supervisor and tell him/her of your absence before your start time. **You will not be paid for any days or time missed from work. Call at least 2 hours prior to the start of your shift.**
2. **Attitude** Be interested and eager to complete any job related duty. Refusing to do assigned tasks may result in your **dismissal**.
3. **Punctuality** Report to your site at the correct time each day. Telephone when emergencies make it necessary to be late and tell your Supervisor your expected arrival time. You will not be paid for the amount of time missed.
4. **Worksite** The **supplies/equipment** used at your worksite should be treated **with respect and care**. Damaging or destroying worksite supplies or equipment may result in your termination.

Dress Code

The following items will serve as a minimum guide to acceptable dress:

- Any clothing that inappropriately highlights body parts is prohibited.
- Pants, shorts and skirts must be worn at the waist and fit properly.
- Pants worn too low, too long, too large, too loose or have holes are not permitted. No pajama pants or yoga pants are permitted.
- Skirts, shorts and dresses must be mid-thigh or longer in the front and the back. No slits or leg openings may be above mid-thigh.
- No obscene language and/or illegal substance advertisements (to include alcohol and tobacco) may be worn on clothing or accessories.
- No halters, backless dresses, midriff shirts or cut-off shirts are allowed. This includes low-cut tops that reveal cleavage.
- No see-through garments.
- No hats, caps, head coverings, hair curlers, picks/combs or sun glasses will be worn during program. Unless required for religious reasons.
- You are prohibited from wearing any sign, symbol, logo or garment which has become synonymous with any gang, any cult, Satanism or any unauthorized club or organizational activity.

Time Commitments

It is important that you do not take any unnecessary time off during this opportunity. This opportunity should be treated as an “interview” for a permanent job, a great letter of recommendation, and great experience in a career pathway you desire! Do your best work!

Only **two (2) excused absence** are allowed during this experience. This absence must be excused by your immediate supervisor. Excused absences include death in the immediate family; an illness with a telephone call from yourself or a parent/guardian the day of the illness at least **two** hours before your scheduled time to being your shift. If you have a sickness that requires you to be off for more than one day, you must have a doctor's note.

If you are going to be late or absent, you must call your Supervisor. Failure to report on site or call in will lead to disciplinary measures up to and including dismissal from programming. If there is no answer, make sure to leave a clear message. The message should not only be clear but it should include your full name, the time, the date, and the issue. In this instance, it is your responsibility to make sure you have your supervisor's number.

Payroll Information

Below you will find general information regarding payroll.

1. **Sign-in/out** Supervisors will provide guidance on procedures. Sign-in/out sheets will serve as proof of your attendance to programming.
2. **Payments** You will receive all payments via direct deposit. You must ensure that Required Documentation is submitted during Orientation.
3. **Pay Dates** Pay period/Pay dates follow dates:

<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Pay Date</u>
6/5/2022	6/18/2022	6/24/2022
6/19/2022	7/02/2022	7/08/2022
7/03/2022	7/16/2022	7/24/2022
7/17/2022	7/30/2022	8/05/2022
7/31/2022	8/13/2022	8/19/2022

Tips to Retain 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 either co-workers or your supervisor. By concentrating on your own performance and developing good work habits, you can avoid all of these problems and gain personal satisfaction from your work. You will gain work-based experience and should take this seriously.

Some Tips For You To Consider:

- **Show up every day.** Your job needs you—just as much as you need it. If you do not 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 – DO NOT WAIT UNTIL THE LAST MINUTE. Contact Supervisor to inform her/him of the call off.

- **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 at least ten minutes early. This gives you time to talk to friends or do something else to get in the attitude for 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. Contact your Supervisor to inform her/him of the call.
- **Find out how you are doing.** If your supervisor does not meet with you regularly to evaluate your progress, you should ask him/her how you are doing at least once a week. Find out what tasks your supervisor thinks you do well, what things need to be done better, and what areas need improvement. Do not be afraid of criticism. Constructive criticism is not meant as an attack to put you down. It is meant to help you improve your work skills. (*You will establish a minimum of three work goals, and you will receive a mid-point evaluation that will formally inform you of your progress.)
- **Listen and ask.** Be sure that you know what your duties are and how to do them correctly. 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 what you want." Be sure you know what you are doing before you start a task. Repeat back to your supervisor what you think they are asking you to do. Taking written notes are always a plus!
- **Keep busy.** If you find you have run out of work to do, DO NOT SIT AROUND waiting for somebody to tell you what to do next; look around to see what still needs to be done. If you do not see anything, go to your supervisor and ask for more work or suggest things you might be able to help with or complete.
- **Do your best.** Always do your best. Everyone is different. If you can work really fast and still get the job done right, that is great. If you are slower, but steady and dependable, that is 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 do not like, or your supervisor may ask you to do something that you really do not want to do. Some tasks simply 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.
- **Take care of your personal appearance.** Be neat and clean. Wear clothes that are appropriate for the job.
- **Be friendly.** Make a real effort to get along well with other workers and your supervisor.

Grounds for Termination

Termination will occur when you are consistently:

- Late
- Absent
- Failing to do your work or follow instructions

- Dishonest
- Disrespectful

You may be discharged immediately for any of the following reasons:

- Falsify information on sign-in sheet or other forms
- Endanger the lives of your co-workers
- Steal or receive stolen property while on site
- Use, sell, or receive any form of narcotics, drugs, or alcoholic beverage while on site
- Threaten your Supervisor, Instructor or fellow employees
- Sign another person's sign in/out sheet and timesheet
- Leaving your site or other activities without permission
- Threatening, intimidating and/or coercing any site staff
- Possessions of weapons or explosives

Violations of any of the following inappropriate behaviors may lead to termination:

- Abuse of cell phone use
- Wasting time or loafing during work hours
- Sleeping or the appearance of sleeping during work hours
- Horseplay
- Using abusive or profane language
- Reporting to the site while under the influence of alcohol and/or illegal drugs
- Violations of work or safety rules
- Not following instructions of the worksite supervisor

General Worksite Safety Guidelines

The Summer Career Zone is sincere in its desire to conduct all of its operations in the safest manner possible. Your compliance with the rules listed below will assist in accomplishing this objective. These rules are the minimum guidelines and it is your duty to comply with these accepted safety standards:

1. **Do not become involved in horseplay.** Horseplay and Practical Jokes frequently cause serious injury and they are not permitted on the job.
2. **Do not distract or startle** fellow workers while they are working.
3. **Avoid unnecessary talking,** shouting, or other loud noises that may take the attention of other employees away from their work and create a safety hazard to you and others.
4. Do not run in the worksite's building or across the worksite's outside property.
5. Do not stand on chairs, tables, or desks to obtain articles that may be out of reach.
6. Keep desk and file cabinet drawers closed when not in use to avoid tripping or striking.

The Summer Career Zone safety tips are for your benefit. They are provided to help you work safely at assignments. Please make sure you keep your medical release form up to date. Please make sure you inform your Supervisor or any changes that may take place during the experience.

REMEMBER, SAFETY IS EVERYBODY’S BUSINESS—MAKE IT YOURS!!!

Grievance Procedures

Grievance concerns a violation of your rights and privileges. If you feel you have a grievance, try to work it out with your Supervisor. If you and your Supervisor cannot resolve the problem, please contact Anthony Murphy, Director of Operations, Lead The Way Learning Academy, at (614) 842-4993.

OUR EXPECTATIONS OF YOU

Commitment – Respect – Engagement

Summer Career Zone participants are held to a high standard. They understand that participation in this experience is an OPPORTUNITY, not a requirement – a PRIVILEGE, not a handout.

Summer Career Zone participants are committed to:

- Arriving on time and prepared to successfully complete all daily tasks;
- Maintaining a positive and respectful attitude toward the staff and their coworkers;
- Learning and being fully engaged in the experience;
- Going above and beyond and reaching their full potential.

Commitment – Respect – Engagement

Participant Manual Receipt

I certify that I have received the Career Zone Participant Manual which contains Safety Guidelines for participants. These have been reviewed with me and I understand and will be guided by them throughout my experience.

I understand that violating these rules could endanger others or myself.

In case I am injured while in the course of my work, I will report the injury to my Supervisor at once.

I further understand that the selling or use of drugs and/or intoxicating beverages while participating in the work experience is strictly prohibited. I understand that I may be checked for drugs and/or alcohol if I am injured and go to a medical facility for treatment.

My signature certifies that I have received and understand these guidelines and agree to abide by them.

Participant's Name (Print)

Date

Participant's Signature

Date

Witness or Parent's Name (if under 18)

Date

Witness or Parent's Signature (if under 18)

Date

THIS FORM NEEDS TO BE RETAINED IN THE PARTICIPANT'S FILE