

Supervisor's Manual



Fresno Regional WDB

**Workforce
Connection**

Young Adult Services

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SUPERVISOR QUICK REFERENCE GUIDE

Supervisor's Primary Contact Person for questions and concerns about work experience procedures:

Youth Provider staff: _____ **Phone:** _____ **Email:** _____

Alternate: _____ **Phone:** _____ **Email:** _____

Time Sheets Supervisor's Manual page 12

- Due every two (2) weeks; ink only
- Youth must sign the Log in/out sheet on a daily basis.
- Worksite Supervisor to verify time at the end of each week.

Evaluations Supervisor's Manual page 7

- Provider staff will contact when they are due.
- Mid-point evaluation due date to be set the first day of work; final due on last day of work.

Work Schedule Supervisor's Manual pages 9-10

- The youth's work schedule will be developed by the Worksite Supervisor and the youth's assigned Provider staff. Any changes from the originally agreed upon schedule must be pre-approved by the Provider staff.
- An onsite Supervisor must be available during all scheduled work hours; the Provider must also have staff available on-call to respond to any emergencies or concerns.
- Work on Saturdays or Sundays is permitted **only if** a youth's direct supervisor is also working **and** Provider staff is available on-call.
- Youth may not work more than the total hours per week set in the Training Plan; if he/she goes over, the length of the work experience will be reduced so as not to exceed the total hours allocated.
- Overtime is prohibited. Youth may not work more than eight (8) hours a day or 40 hours a week. WORKSITE is responsible for paying all overtime wages due for any overtime hours Youth work.
- Worksite is responsible for paying **any** hours worked over the maximum hours allowed or after the last day of work outlined in the Training Plan, unless an extended end date is requested and approved by the Provider.

Youth Job Duties Supervisor's Manual page 9

- To change or add job duties after the Youth is placed, the Training Plan must be revised with the new/additional job duties and approved by the Provider staff.

Discipline Supervisor's Manual page 8

- Youth are expected to be responsible for worksite attendance, conduct, performance.
- Supervisor's Manual outlines disciplinary guidelines.

Work Permits Supervisor's Manual page 10

- All Youth under the age of 18 must have a work permit in his/her file folder at the worksite.
- Provider staff will ensure work permits are available at each worksite.

Breaks and Lunches Supervisor's Manual page 10

- 3-5 hrs per day = one (1) 15 minute break (paid)
- 6-7 hrs per day = lunch of not less than 30 minutes (unpaid) plus one (1) 15 minute break (paid)
- 8 hrs per day = lunch of not less than 30 minutes (unpaid) plus two (2) 15 minute breaks (paid)
- Lunch break must start no later than one (1) minute after the start of the fifth hour of work.

OVERVIEW OF THE ALL YOUTH ONE SYSTEM

The All Youth One System is a federally funded academic and career based program administered by the Fresno Regional Workforce Development Board (FRWDB). The FRWDB contracts with various agencies to recruit youth, operate our program, and host employers.

The Contracted Provider, NOT the worksite, is the Employer of Record and pays all wages, payroll and workers compensation expenses. Youth will be paid the minimum wage per the agreement.

The specific objective of a work experience is to:

- Provide a safe and well supervised work environment where youth learn the importance of a strong work ethic and start down the path towards productive future employment.
- Introduce youth to careers in industries that will spark their interest, and
- Provide low income youth an opportunity to earn money,
- Encourage youth to complete school and/or enroll in post secondary or vocational programs.

For many youth, this work experience is their first chance to develop responsible work habits, basic job skills, an awareness of workplace expectations, and to explore vocational preferences. Many do not have role models for good workplace behavior in their lives.

In light of this, **the work experience should be designed as a training activity** and structured to teach basic job skills, workplace expectations, communication, and decision-making skills. **Participants should not be considered the equivalent of regular employees.**

ROLE OF WORKSITE SUPERVISOR

As a Worksite Supervisor, you agree to:

- **Conduct an orientation** on the Youth's first day on the job to welcome and introduce the Youth to staff, tour the building—and go over the following information:
 - Name and phone number of who to notify when Youth will be late or absent.
 - Safety procedures and who accidents or injuries are to be reported.
 - Clear explanation of the rules and “unwritten rules”:
 - Working conditions, i.e. work hours, breaks, personal phone calls, parking.
 - What is expected, i.e. performance, attendance, punctuality, general appearance, and handling of confidential information.
 - Criteria by which work attitude and habits will be evaluated.
- **Provide productive work assignments that create learning opportunities.**
- **Provide training and timely, constructive feedback** on how to improve performance in these areas:
 - Work attitude and behavior
 - Professional conduct
 - Completion of work tasks
 - Attendance and punctuality
 - Appearance and grooming
 - Communication skills
 - Interpersonal skills when dealing with supervisors and co-workers,

- **Provide a well supervised, professional, and structured work environment.**
 - **All supervisors and worksite staff must maintain a professional environment free of sexual misconduct, unacceptable behavior, and negative attitudes.**
 - **Worksites are expected to maintain adult supervision by a paid staff member (non-volunteer), with a maximum ratio of one (1) adult Worksite Supervisor to two (2) Youth participants at all times.**
 - An alternate Worksite Supervisor may be identified when the regular Worksite Supervisor is unavailable.
 - **Regularly communicate with the Provider staff** about *any* concerns so he/she can counsel the Youth and reinforce acceptable workplace behaviors
- **Provide positive adult role models to mentor Youth participants.**
- **Provide two (2) performance evaluations:**
 - Conduct mid-point evaluation at the half-way point; the Provider staff and Worksite Supervisor set appointment to discuss mid-point evaluation prior to Youth's first day of work
 - Conduct Post Evaluation prior to the youth's last day of work
- **Ensure that time records are accurate**
 - Verify youth records hours worked every day
 - Verify and sign time sheet at the end of every pay period
- **Follow all labor laws and display all mandated legal postings.**
- **Maintain Youth folder with all documents at worksite.**
 - Training Plan
 - Copy of Work Permit (if under age 18)
 - Verification of Safety Training
 - Emergency Card
 - Worker's Comp form and medical provider list, blank Injury report,
 - Copies of completed and signed time sheets and completed and signed log in/out forms
 - Copies of Evaluations, mid-point and post

WORKING WITH YOUTH

THE IDEAL SUPERVISOR:

- Has an understanding of, and tolerance for, youth behavior and an expectation of mutual respect.
- Leads by example. Youth respond better to positive role modeling than to directives and commands.
- Establishes a comfortable working relationship where Youth feel free to ask questions and discuss problems *as they arise*, no matter how small the problem may seem, as youth often hesitate to ask questions about things they don't understand.
- Clearly defines expectations and consistently holds the Youth to those standards.
- Is able to organize and assign appropriate duties and projects to the Youth. This work experience will be more rewarding if Youth are assigned work that not only keeps them occupied while at work, but allows them to grow personally and professionally, as well.

A FEW HELPFUL HINTS:

- Make very effort to keep Youth engaged and learning about your industry and the various careers available within your industry.
- **Provide clear instructions. Explain and then show Youth** how various tasks are to be performed. Never assume the Youth automatically knows as that sets both parties up for frustration and disappointment.
- **Break complex jobs into small tasks.**
- **Help Youth recognize the importance of routine tasks.**
- **Assign tasks that are challenging** to help Youth develop skills and gain confidence in their abilities.
- **Help Youth organize and prioritize their work** and identify daily and/or weekly work objectives.
- **Keep Youth busy.** Assign an adequate number of projects to fill the hours of the workday. Make every effort to keep Youth occupied.
- **Provide adequate one-on-one supervision** of activities. Younger participants may need more instruction. Initially, Youth need to have frequent contact with the Supervisor because there is so much to learn. Once the Youth settles in, he/she can work more independently.
- **Vary the experience.** The Youth should be given sufficient time to develop proficiency in each task. However, don't keep Youth at the same task throughout the entire work experience, merely because he/she is capable and productive in that area. Supervisors should provide a variety of learning experiences and, if possible, some choice in tasks not yet attempted.
- **Provide Youth frequent follow-up and feedback** to assure that tasks are completed correctly. The key to success is *open communication*.
- **Please contact the Provider staff at the first sign of a problem concerning work habits or job skills, before** it develops into an irreversible situation. The Provider staff is responsible for providing guidance and one-on-one counseling support to address any developing problems or needs.
- **Develop professionalism.** Youth are impressionable and eager to learn. Encourage Youth to use their initiative, to be creative, to be enthusiastic and diligent and to improve the overall quality of their work performance.

Above all, recognize that all people want to reach their potential and that all people need recognition.

EXPECTATIONS OF YOUTH

Remember, this work experience is a **training program**. Close supervision and clear communication is the key to success.

- **KEEP ACCURATE TIME AND ATTENDANCE RECORDS:** Use Log in/out form daily and have Supervisor sign the Log in/out form daily.
- **COMPLY** with all policies and procedures of the workplace where he/she is placed. Youth are expected to conduct themselves in a professional manner at all times.
- **PUNCTUALITY:** Tardiness will not be tolerated. Youth must also return from breaks and lunch periods on time. If a Youth is late, his/her paycheck will be less due to the time he/she missed, unless the Supervisor lets him/her make up the time. Chronic tardiness is grounds for dismissal.

- **ABSENTEEISM:** Regular attendance is required.
 - As soon as a Youth knows he/she will not be able to report to work that day, *regardless of the reason*, he/she must give advance notice to the Worksite Supervisor.
 - Even when an emergency arises, the Youth is expected to call his/her Supervisor *and* Provider staff at least 30 minutes prior to the designated start time.
 - Promptly notify the Provider staff whenever a Youth fails to report an absence or if the Youth is frequently absent, as excessive absenteeism is grounds for dismissal.
- **DRESS CODE:** All Youth must have good grooming habits and appropriate clothing and comply with the dress code policy established by the employer.
- **VISITORS:** Youth are not allowed to have visitors or receive non-emergency personal telephone calls during work hours.
- **WEAPONS:** The possession or use of any dangerous weapon, or any object that can reasonably be considered a weapon, is prohibited on the worksite. Violation will result in immediate termination and offenders will be prosecuted to the fullest extent of the law.
- **FIGHTING:** No Youth shall intentionally do bodily harm or threaten anyone. All confrontations, including verbal confrontations, which disrupt work activities, may result in immediate termination.
- **DRUG FREE POLICY:** Youth shall not be involved in the unlawful use, possession, sale or transfer of drugs or narcotics in any manner. This includes the off-property abuse of alcohol, illegal drugs, controlled substances or prescription drugs that impair the Youth's ability to perform.
- **SEXUAL MISCONDUCT:** Youth are not to engage in sexual contact that makes others uncomfortable. Sexual harassment, defined as unwelcome attention of a sexual nature, is illegal. Sexual touching, grabbing, or intentionally brushing up against someone in a sexual way, even obscene comments can all be considered harassing behavior.
- **UNACCEPTABLE BEHAVIOR:** Stealing, vandalism, insubordination, swearing, lying, lack of motivation and consistent behavior problems are all grounds for dismissal.
- **CELL PHONE USE:** Talking, texting and/or tweeting during work hours are prohibited. Cell phones may be used while on breaks and lunch periods.

ROLE OF PROVIDER STAFF

During the work experience placement, the Provider staff provides intensive guidance and counseling regarding the Youth's conduct, attendance and job performance, constantly reinforcing acceptable workplace behaviors and attitudes. The Provider staff will:

- Regularly check-in with Youth during times that minimize any disruption on the worksite. Conduct in-person visits with assigned Youth and his or her Worksite Supervisor to make sure the Youth are learning new skills and meeting expectations.
- Work closely with the Worksite Supervisor to resolve *any* issues that arise. The Provider staff will make every effort to respond to all employer and Youth concerns by close of business on the same day.
- Hold Youth accountable for meeting workplace standards and immediately remove Youth from a worksite for unacceptable work performance.

PERFORMANCE EVALUATIONS

Mid-point Evaluation: Due at the half-way point; Provider staff and Worksite Supervisor to set appointment to pick-up and/or discuss mid-point evaluation when reviewing the Training Plan.

Post Evaluation: Due no later than last day of work experience.

Evaluation Conference with Youth: Worksite Supervisors are encouraged to participate in this conference with the Youth and Provider staff.

Worksite Supervisor – Youth Evaluation Forms: Blank forms are included in the Youth Folder onsite and are available online at www.frwdb.net. You will be asked to rate the performance of each youth, as a trainee with minimal prior work experience, using the following scale:

- Unacceptable – Do NOT recommend Youth complete work experience;
- Needs significant improvement;
- Improving, but still needs work;
- Satisfactory, or
- Exceeds expectations.

The Worksite Supervisor Evaluation form asks you to assess the following work readiness skills:

- Consistently shows up to work; good attendance;
- Shows up to work **on time**; returns from breaks on time;
- Dresses appropriately; neat and clean appearance;
- Willing to work; follows through on assignments;
- Welcomes feedback; changes behavior in light of feedback;
- Completes work accurately;
- Allocates time efficiently; able to handle multiple demands;
- Relates to people in an open, friendly manner;
- Works cooperatively with others as part of a team;
- Handles day-to-day work challenges with flexibility; adapts to change;
- Demonstrates honest and ethical work behavior; acts with integrity;
- Demonstrates self control; keeps emotions under control even when frustrated; able to resolve disagreements;
- Values diversity; treats others with respect; does not degrade or insult others;
- Customer service skills; makes an effort to meet customer needs and develop good customer relations;
- Oral communication skills; speaks clearly and concisely; avoids slang;
- Good listener who understands comments of others and asks appropriate questions;
- Written communication skills; conveys information clearly and effectively;
- Reads and understands written information;
- Basic computer usage skills.

For youth to successfully complete the work experience, the Post Evaluation must show a rating of “Satisfactory” or better on each work readiness skill, as observed by the Worksite Supervisor.

PERSONNEL / DISCIPLINARY ACTIONS

UNSATISFACTORY JOB PERFORMANCE

For many of these Youth, this will be their first work experience. Lifelong attitudes toward work are often formed from our first work experience. The Worksite Supervisor and Provider staff are to work together as a team to teach Youth good work habits. Many learn new skills quickly, and adjust to the demands of the job. Others, however, may have a harder time learning what is expected of them.

If a participant is having difficulty, the Worksite Supervisor should first discuss any concerns with the Youth and his or her assigned Provider staff directly and candidly. The Provider staff will counsel the Youth. With patience, constant supervision, and counseling the Youth may adjust. Some Youth, however, may not respond and may have to be terminated.

GROUND FOR DISMISSAL

Youth who are disruptive, unproductive or do not follow worksite rules will be terminated.

- **Grounds for immediate termination:**

- Stealing
- Vandalism
- Insubordination
- Drug or alcohol use
- Fighting
- Lying
- Not calling in absences

- **The following recurring problems are also grounds for dismissal:**

- Unprofessional conduct and bad language;
- Negative work attitude and behavior;
- Lack of motivation – unwilling to work;
- Problems with supervisor and/or co-workers;
- Poor attendance record or excessive tardiness;
- Inappropriate appearance / grooming.

If a Youth demonstrates unsatisfactory behavior or performance, it is the Supervisor's responsibility to report it to the Provider staff as soon as possible. The Provider staff will visit the worksite, talk with the Youth and Supervisor, and take immediate action to address the situation.

When a Youth's behavior is destructive to the day-to-day operation of the worksite, the Worksite Supervisor may send the Youth home if he is unable to reach the Provider staff. **The Worksite Supervisor may refuse to allow the Youth back on the worksite if the Supervisor deems the situation warrants.**

WORK EXPERIENCE EXPECTATIONS

Job Duties

The job duties and work schedule are outlined in the Training Plan. To **change or add job duties** after the Youth is placed, the Training Plan must be revised with the new/additional job duties and approved by the Provider staff.

Work Schedule

The Youth's work schedule, which is determined by the Worksite Supervisor based on your staffing needs and the Youth's age and availability, must be approved by the Provider staff. This schedule is recorded on the Training Plan.

An onsite Supervisor must be available during all scheduled work hours; Provider staff must also be available on-call to respond to any emergencies or concerns. Work on Saturdays or Sundays is permitted **only if** your direct supervisor is also working **and** Provider staff is available on-call.

- You can change the Youth's work schedule or placement length only if **both** the Youth and Provider staff agree to the change. **Any changes to the originally agreed upon schedule or length of placement must be pre-approved by the Provider staff.**
- Youth are expected to get prior approval from their Supervisor **and** his or her assigned Provider staff before taking time off or leaving early.
- Breaks or lunch cannot be saved to get off work early. The Provider staff will work closely with each Youth and worksite to accommodate family vacations and summer school.
- Youth may not work more than the total hours per week set in the Training Plan; if he/she goes over, the length of the work experience will be reduced so as not to exceed the total hours allocated.
- **Overtime is prohibited.** Youth may not work more than 8 hours a day or 40 hours a week. WORKSITE is responsible for paying all overtime wages due for any overtime hours Youth work.
- Worksite is responsible for paying **any** hours worked over the maximum hours allowed or after the last day of work outlined in the Training Plan, unless an extended end date is requested and approved by the Provider.
- **Youth will only be paid for hours actually worked. Youth will not be paid for:**
 - Lunch breaks;
 - Overtime - so make sure Youth do **not** work more than 8 hours a day or 40 hours a week;
 - Sick leave or time off to attend medical or dental appointments;
 - Days the Youth is absent from school.
- **Youth will not be paid for any absences, regardless of the reason.** If the Supervisor believes the absence is justified, additional hours may be scheduled to make up for lost time. In no case may the hours exceed the maximum hours permitted per week.

Breaks and Lunches

Breaks are paid time. However, lunch time is not paid work time.

- **3-5 hrs per day** = one (1) 15 minute break (paid)
- **6-7 hrs per day** = lunch of not less than 30 minutes (unpaid) plus one (1) 15 minute break (paid)
- **8 hrs per day** = lunch of not less than 30 minutes (unpaid) plus two (2) 15 minute breaks (paid)
- Lunch break must start no later than one (1) minute after the start of the fifth hour of work.
- Lunch times must be entered on the Log in/out Form and is not included in total hours worked.

Work Permits

California Law requires all youth under eighteen (18) years of age to obtain a work permit **before** starting work **unless** the minor has graduated from high school or obtained a GED. The Provider staff, as the Employer of Record, will apply to the appropriate School District to have a Work Permit issued.

- **Make sure that NO minor starts work without a valid work permit.**
- **Keep a copy of the Work Permit onsite in the Youth's folder.**

Emergency Card

Each participant will fill out an Emergency Card, regardless of age, which should be kept in the Youth folder at the worksite.

Transportation of Youth

No Youth may operate a motor vehicle during a Work Experience assignment. Nor may youth be transported offsite to attend meetings or work at different sites, without the express written approval of the Provider staff.

Worksite Monitoring

Federal Regulations require that all worksites be monitored during the program. The monitoring process is designed to ensure compliance with the Worksite Agreement and the training objectives, not to evaluate the Worksite Supervisor.

The Supervisor shall make all Worksite records and personnel staff and information pertaining to worksite operation available for monitoring by Federal, State, Provider Agency and FRWDB monitors and cooperate fully as shall be necessary.

Federal law requires that the Provider Agency and FRWDB occasionally monitor worksites. While we attempt to schedule such visits at a mutually convenient time, we may need to make unscheduled visits.

TIME SHEETS, PAYROLL AND PAYCHECKS

Payday and Payroll Deductions

All payroll processing is managed by the Provider staff. Many Youth will have questions about deductions withheld from their paycheck, such as FICA (Social Security), Medicare, State Disability, and, if applicable, federal taxes, as well as the timing or whereabouts of paychecks.

Youth will be paid by check by the Provider. Prior to starting work, each Youth will receive a payroll schedule with the dates paychecks will be issued.

**For questions or problems with time sheets or paychecks,
direct Youth to contact his or her assigned Provider staff.**

Time Sheet Responsibilities of Worksite Supervisor

Time sheets are important to ensure that Youth develop good work habits and learn responsibility. Worksite Supervisors are to track Youth participants' time accurately, as the youth will only be paid for the time they actually work.

- A Youth's time sheet is the basis for calculating wages so it has to be completed accurately. **PAYMENT CANNOT BE MADE ON AN INCORRECT TIME SHEET!** If a time sheet is NOT completed correctly, the Youth will not be paid on time.
- It is the Youth's responsibility to accurately record their work attendance. **Any corrections to the time sheet must be initialed by both the Youth and the Worksite Supervisor.**
- **The Worksite Supervisor is responsible for reviewing each time sheet to ensure that the Youth accurately signs in and out daily and approving the hours recorded on the time sheet.** The supervisor must:
 - Verify each youth records his/her hours worked on his/her time sheet every day.
 - Review the youth's time records every Friday. This will prevent Worksite Supervisors from spending unnecessary time and effort at the end of a pay period to finalize and approve time.
 - Verify and sign the time sheet at the end of every pay period.

The Provider staff will carefully review instructions on how to complete time sheets with each Worksite Supervisor and provide the Supervisor with a Sample Time Sheet that:

1. **Highlights the areas that the Supervisor and Youth must complete, and**
2. **Clearly explains all rules that will cause a time sheet to be rejected, (i.e. Use ink – no pencil).**

Timesheets will be given to you by Provider staff.

Instructions for Accurate Completion of Paper Time Sheets

Time sheets are completed (**circle one**): Every week Every two weeks Every month

Time Sheet collection (**circle one**):

- Youth submit the time sheet direct to Provider staff.
- Provider staff will arrange to pick up all time sheets on the last day of the pay period.

Blank time sheets are in the Youth's Worksite Folder or download from www.frwdb.net.

- **Work time must always be recorded after the work is performed, never before.**
- Round off hours worked to the closest quarter hour [15 minutes].
- Time sheets must be completed with an **ink** pen. PENCIL IS NOT ALLOWED!
- Fill the form out **carefully!!** Both the Supervisor and Youth must initial each and every correction on the time sheet to authorize the change. Scratch outs or whiteout correction fluid IS NOT ALLOWED.
- Youth must sign in and out for lunch break. A lunch break of at least 30 minutes is required if Youth work over 5 hours.
- **Ink signatures** confirm "at a glance" that this is an original time sheet, not a copy.
 - Youth must sign each time sheet with an official, full signature in **ink**. (NO INITIALS).
 - Supervisors must then verify the time sheet with an official, full signature in **ink**, certifying that the Youth worked the hours listed. (NO INITIALS).
 - **The date of both signatures must be on or after the last day of work.**
- Youth should ALWAYS receive a copy of their time sheet.

Time Sheet Collection Process:

Provider staff will review each timesheet **at the worksite** to ensure there are no errors and work with the Youth and Worksite Supervisor to correct any errors on the timesheet before leaving the Worksite.

Timesheets should be completed and signed only after the work has been completed. However, if Provider staff must collect a timesheet prior to the end of the pay period in order to have sufficient time to process paychecks,

- The next work day following the end of the pay period, Provider staff will contact the Supervisor to validate the time entered on the time sheet.
- If the reported hours are correct, Provider staff will note "No changes", initial and date the time sheet.
- If the hours reported must be adjusted, Provider staff will cross out the incorrect hours, insert the correct number of hours worked, and initial and date the correction.
- Provider staff will insert a copy of the validated time sheet in the Youth's file and forward the original to the payroll department.
- All adjustments must be completed prior to the Provider Agency issuing a paycheck.

WORKER'S COMPENSATION

The Provider Agency provides Workers' Compensation insurance coverage for Youth injured on the job. If a Youth is injured on the job, and requires medical treatment, Worker's Compensation will cover the medical bills. The name, address and phone number of the Workers Compensation Insurance Company and a list of approved medical providers is in the Youth Folder at the worksite.

The Supervisor *MUST* file a Supervisor's Report of Accident no later than 24 hours after an injury is reported.

If time is lost from the job due to injury, the Supervisor should so indicate on the time sheet.

ACCIDENT PROCEDURES

THE SUPERVISOR MUST IMMEDIATELY REPORT ALL ACCIDENTS OR INJURIES TO Provider staff, who will collect and file an injury report. Accident reports must be filed for all injuries, major or minor! Even the most minor injuries can have serious complications later.

- If a Youth sustains a severe injury, call 911 for an ambulance.
- For minor injuries, such as paper cuts or stubbed fingers, the Supervisor may administer first aid.
- If the injury requires medical treatment, attempt to contact family members and Provider staff and, if the circumstances require, transport the Youth to seek treatment. Provider staff will immediately contact the medical facility to authorize treatment for the Youth and send a Provider staff member to meet family members and/or Worksite staff at the medical facility and stay until the Youth is released and/or family members arrive.

Worksite Safety Plan

All worksites must comply with Senate Bill 198, which requires safety plans for employees. Worksites with a safety plan must review it with Youth. If a worksite does not have a formal safety plan, the Supervisor must discuss the following topics with the Youth:

- Location and proper use of fire extinguisher and fire exit;
- Location of first aid kits;
- Use of office telephone system to call 911;
- Safe use of equipment and machines;
- Bomb threat procedures;
- Proper techniques for safely lifting and carrying more than 15 pounds, and
- Office policies for handling violent or abusive clients and customers.

Hot or Inclement Weather and Cool, Accessible Drinking Water

The worksite is required to monitor the weather reports. Failure to adhere to the heat and drinking water policy will result in immediate removal of the Youth from the worksite. Please make sure Youth know how to recognize the symptoms of *heat stroke* and *heat exhaustion* and what to do.

Inclement Weather: When completing job duties is contingent on the weather, the Worksite Supervisor will assign alternate job duties indoor during inclement weather.

Any time the outdoor or indoor temperature reaches 95 degrees Fahrenheit or higher,

- Youth must be permitted a ten (10) minute rest period every work hour.
- The rest site must be shaded and adequate, reasonably cool water provided.
- Youth will be paid for this time; it does not need to be noted on the time sheet.

On any days that a qualified weather source reports a temperature over 105 degrees Fahrenheit:

- Youth may not work in an outdoor setting.
- Supervisors will provide adequate indoor work to occupy Youth for the remainder of the work period.

Clean, cool, accessible drinking water

- **When the weather is hot or the Youth is exposed to artificially generated heat (i.e., from machinery),** the worksite is required to furnish clean, safe drinking water, and to provide adequate drinking utensils.
- Youth shall have access to drinking water that is kept reasonably cool and placed close to the work area so that he/she can reach it without abandoning the work area and is stimulated to frequently drink small amounts, i.e. one (1) cup every 15-20 minutes. **Youth shall have access to this water at all times throughout the work day.**
- The availability, temperature and proximity of the water source will be inspected during monitoring visits, and any violation of this policy will result in immediate removal of the Youth from the worksite.

CHILD LABOR LAWS

Worksites must comply with all applicable Child Labor Laws. When federal and state standards are different, the rules that provide the most protection to youth workers apply. Remember, *any* tasks assigned to a minor must be consistent with child labor and safety laws.

Summary Chart of Child Work Hour Laws

Special rules or provisions, which may be important to you, may not be included in these summaries. If in doubt, consult Provider staff for details on Child Labor Laws.

	Ages 16 and 17	Ages 14 and 15
SCHOOL IN SESSION	48 hours per week 4 hours per day on any school day, Mon. thru Thursday 8 hours on any non-school day or on any day preceding a non-school day	18 hours per week 3 hours per school day outside of school hours 8 hours on any non-school
SCHOOL NOT IN SESSION	Maximum of 8 hours per day Up to 48 hours per week	8 hours per day Up to 40 hours per week
WORK HOURS	5 AM to 10 PM Until 12:30 AM on any evening before a non-school day	7 AM to 7 PM Except until 9 PM from June 1 through Labor Day

Source: California Department of Industrial Relations <http://www.dir.ca.gov/dlse/dlse-cl.htm>

Notes for the Summary Chart:

- School attendance is not considered work time.
- "School is in session" means all scheduled school days in the school district where the minor resides.
- A school week is any week during which school is in session for at least one (1) day.
- A "school day" is any day that the minor is required to attend school for 240 minutes or more.

Youth over the age of 18 who are employed in an occupation using any potentially hazardous tools, equipment or materials must be provided with, and instructed in the proper use of appropriate safety equipment. This includes, but is not limited to, hard hats, safety glasses, steel-toed boots/shoes and protective clothing or gloves.

Youth under 18 years of age may not be employed or trained in any occupation using gasoline or electric power tools, large shop tools or equipment such as drill presses, table saws, welding torches or power equipment in any FRWDB sponsored activity.

At **age 16** a Youth can work in any job that has not been declared hazardous by the Secretary of Labor.

Hazardous occupations include:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

Source: Labor Occupational Health Program, UC Berkeley. <http://www.youngworkers.org/teens/index.html>