



Summer Youth Employment Program Worksite Guidelines & Expectations

1. Worksites are required to interview all approved applicants.
2. Youth participants will not be supervised by immediate relatives. A relative is defined as someone related to the applicant by blood or marriage.
3. Worksites must be physically located within the MCN jurisdictional boundaries.
4. Casinos or businesses that sell alcohol or tobacco may be a worksite for participants over the age of 18.
5. Worksites must provide sufficient work for 8 weeks with 32-40 hours worked per week.
6. Worksites may allow participants to take one week of leave for extra-curricular activities. Participants must get pre-approval from his/her supervisor and Summer Youth Counselor for this request. A request for leave form must be submitted. Participants **will not be paid** for this time off.
7. Participants will be excused to attend mandatory summer school classes. Participants are required to seek pre-approval. Participants will be compensated for this time off only if this has been approved by the Employment and Training Administration.
8. Participants will be excused to attend GED classes and life skills classes.
9. Participants may be allowed to attend College or technical school classes. Participants will be compensated up to a maximum of 6 hours per week. Participants are required to seek pre-approval for this request; however, the participant will be responsible for submitting a Student Time Sheet directly to the MCN-Youth Works program.
10. Worksites are responsible for providing direct supervision of the participant that include(s):
 - Regular and ongoing feedback to youth participant
 - Demonstrate/Train the participant on job duties and additional work tasks
 - Disciplinary action including a Performance Improvement Plan (PIP)
 - Documentation of accident or injuries
 - Performance Evaluations
11. Worksites will provide a safe and supportive work environment.



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12. Worksites will comply with applicable Child Labor Laws (must be reviewed)

http://www.ok.gov/odol/Workforce_Protection/Child_Labor/index.html.

13. Participants are allowed (1) 15 minute break in the morning and (1) 15 minute break in the afternoon with a 30 min-1hr lunch break. The lunch break length will be determined by the worksite and/or supervisor.

14. Worksites will report only actual hours worked (or approved holidays) on Worksite Time Sheets on the designated days.

- Participants will **only be paid for actual work hours and worksite approved holidays.**
- Approved holidays are those days observed by the worksite. (Worksites are not required to observe Muscogee Nation holidays.)
- A participant **must work the day before and the day after the holiday to receive holiday pay.**
- Participants **are not paid** for illness, personal appointments or attending camps, ballgames, or other extra-curricular activities.
- Participants are allowed one day with compensation for religious leave. Participants are required to notify the worksite and SY Counselor; also submit a religious leave request form before the pay period ends.

Worksites will not be allowed to transfer regular, full time employees to the SYEP program for the summer months. Participants, who are working part time for a worksite, may work on the SYEP part time.

Worksites may employ participants who have negative background checks and/or who have positive alcohol/drug screens if the worksite policies allow. These worksites will be asked to work in a team approach to help the participant overcome with these challenges.

**I acknowledge I reviewed the Child Labor Laws and understand this worksite agreement.
I understand failure to comply will terminate eligibility to participate as a host worksite.**

Worksite Representative Signature

Date Signed