



LEXINGTON

2024 Summer Youth Job Training Program



Employer Handbook



PARTNERS FOR YOUTH

Summer Youth Job Training Program 2024



LEXINGTON

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Summer Youth Job Training Program 2024



Dear Community Partners,

We are so excited to have your collaboration for the Summer Youth Job Training Program; the youth workers, more so! They are extremely interested in the career field in which your business specializes and are ready to learn. This training opportunity is giving them the hands-on and professional experience they can carry with them for years to come. The youth workers do not know what to expect, but we are confident that under your tutelage and mentorship they will excel.

This opportunity to gain knowledge of different skill sets from as small as correctly filling out a timesheet, to as big as understanding the education it takes to secure jobs within their career choice, is priceless. Our youth face unique challenges we ourselves did not encounter growing up, so every grain of knowledge we can pour into these youth workers is extremely valuable. As we enter into this journey together, we cannot wait to see the fruits of your labor and guidance grow the youth workers into confident, knowledgeable, and workforce ready young adults!

Thank you, again for your partnership, and for being a partner for youth!

Sincerely,

Shanreka Shackelford
Executive Director
Partners for Youth

PARTNERS FOR YOUTH FOUNDATION, INC.

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162 East Main Street, Suite 210
Lexington, KY 40507

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200 East Main Street
Lexington, KY 40507

Partner4youth.org

IDENTIFYING OPPORTUNITIES
DEVELOPING RELATIONSHIPS
ORGANIZING PARTNERSHIPS

Summer Youth Job Training Program 2024

The Summer Youth Job Training Program (SYJTP) is a LFUCG funded program within the Department of Social Services. This program provides paid workforce training opportunities for local youth, who are rising high school sophomores, juniors, and seniors, by teaming them with Lexington's private businesses, community-based partners and local government.

The purpose of the Summer Youth Job Training Program is to offer Lexington youth a well-structured work experience; to develop interpersonal skills; to learn and explore their career and educational interests, all while earning income during the summer.

The SYJTP places emphasis on helping youth develop good work habits, attitudes, and appropriate behavior on the job. The youth will obtain an understanding of their responsibilities as employees, and begin to acquire skills such as: punctuality, initiative, responsibility, team work, professionalism, active listening, and work ethic. The encouragement, support, and guidance that you provide will have a tremendous influence on the attitude, self-esteem, and career development of your young employee.

General Information

- Youth will work 20 hours a week for 6 weeks from June 10 – July 19, 2024.
- Timesheets are to be completed by the supervisor and the youth worker. Fillable digital timesheets are located at: lexingtonky.gov/summer-youth-job-training-program
- Timesheets are to be emailed to SYJTPtime@lexingtonky.gov by 5:00 pm on Thursdays, but no later than 10:00 am on Fridays.
- Youth will be paid \$15.00 an hour.
- Wages and benefits are paid in full by the Lexington Fayette Urban County Government.

SYJTP Skills Sessions

Beginning January 20, 2024, LFUCG and its community partners, JP Morgan Chase Bank, Junior Achievement, LexTran, and Lexington Urban League, provided soft skill training, financial literacy, etiquette training, and navigation of the bus system to help enhance youth worker's employment experiences.

Matching Youth to a Worksite

Partners for Youth will do our best to match the youth workers to the partnering businesses based on their career interests identified at the SYJTP Career Fair on March 2024. Matching notifications to worksites and youth workers will be completed prior to May 31, 2024. Notifications will be completed via email.

Summer Youth Job Training Program 2024

Expectation of Worksite Supervisors

- Be a role model and mentor for youth.
- Be engaged and open to questions from your youth worker.
- Review, approve, and submit timesheets weekly, email to SYJTPtime@lexingtonky.gov on Thursdays.
- Attend SYJTP Recognition Ceremony and Luncheon to mark the end of the program and connect worksites and youth workers one last time.
- Notify Shantae Bruce immediately at (859) 280-8005, or at youthwork@lexingtonky.gov when issues arise such as injuries, repeated absences, or major concerns.

Role of a Worksite Supervisor:

- To introduce youth to the workplace, conduct an orientation of youth to workplace rules and expectations. This can include helping the youth understand both the formal and informal organizational structure, and culture.
- To encourage positive dialogue and interaction with co-workers.
- To advise youth on career opportunities within the company and level of education needed to qualify.
- To allow an on-site visit from a SYJTP staff member at the time that youth are at work.
**Prior scheduling will be done with the worksite.*
- To provide appropriate training and guidance to youth workers placed at your site.
- To review student job outline and duties.
- To treat the student worker as a regular employee.

Transportation Clause

If the worksite or its employees transports participating youth during the work day, the worksite agrees to hold automobile insurance in commercially-reasonable amounts and to hold harmless and indemnify LFUCG and its officers and employees for any and all claims resulting from or otherwise relating to automobile accidents occurring while the participating youth is being transported by the worksite or its employees.

**Worksites are not to pick up and drop off Youth Workers for their work shifts.*

Summer Youth Job Training Program 2024

KENTUCKY CHILD LABOR LAWS



HOURS OF WORK PERMITTED FOR MINORS 14 TO 18 YEARS OF AGE

AGE	MAY NOT WORK BEFORE	MAY NOT WORK AFTER	MAXIMUM HOURS WHEN SCHOOL IS IN SESSION ¹	MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION
14 & 15 years	7:00 A.M.	7:00 P.M. (9:00 P.M. June 1 through Labor Day)	Three (3) hours per day on school day Eight (8) hours per day on non-school day Eighteen (18) hours per week	Eight (8) hours per day Forty (40) hours per week
16 & 17 years	6:00 A.M.	10:30 P.M. preceding school day/1:00 A.M. preceding non-school day	Six (6) hours per day on school day Eight (8) hours per day on non-school day Thirty (30) hours per week	NO RESTRICTIONS
16 & 17 years with Parental Permission ²	6:00 A.M.	11:00 P.M. preceding school day/1:00 A.M. preceding non-school day	Six and one-half (6.5) hours per day on school day Eight (8) hours per day on non-school day Thirty-two and one-half (32.5) or forty (40) hours per week ³	NO RESTRICTIONS

¹ "School in session" means the time established by local school district authorities, pursuant to KRS 160.290.

² Parental or guardian permission must be in writing and shall remain at the employer's place of business.

³ A minor may work up to thirty-two and one-half (32.5) hours in any one (1) workweek if a parent or legal guardian gives permission in writing. A minor may work up to forty (40) hours in any one (1) work week if a parent or legal guardian gives permission in writing and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one (1) year unless revoked sooner by the school authority. The parental permission and school certification shall remain at the employer's place of business.

Lunch Break: Minors under 18 years of age shall not be permitted to work more than five (5) hours continuously without an interval of at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be documented by the employer.

OCCUPATIONS PROHIBITED FOR MINORS UNDER 18 YEARS OF AGE⁴

- Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components.
- Motor-vehicle Driver and outside helper on a motor vehicle.
- Coal Mine Occupations.
- Logging or Sawmill Operations.
- Operation of Power-Driven Woodworking machines.
- Exposure to Radioactive Substances.
- Power-driven hoisting apparatus, including forklifts.
- Operation of Power-Driven Metal Forming, punching, and shearing machines.
- Mining, other than coal mining.
- Operating power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments (such as grocery stores, restaurants, kitchens and Delis), wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering.
- Operation of Power-driven bakery machines including vertical dough or batter mixers.
- Power-driven paper products machines including scrap paper baler and cardboard box compactors.
- Manufacturing bricks, tile, and kindred products.
- Power-driven circular saws, band saws, and Guillotine shears.
- Wrecking, demolition, and shipbreaking operations.
- Roofing operations and all work on or about a roof.
- Excavating Operations.
- In, about or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption or dispensed unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted).
- Pool or Billiard Room.

Limited exemptions for 16 and 17 year old apprentices and student-learners may apply. For questions, please call (502) 564-3534.

⁴ Minors fourteen (14) but not yet sixteen (16) years of age may NOT be employed in: manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed; occupations which involve the operation or tending of hoisting apparatus or any power-driven machinery other than office machines; operation of motor vehicles or service as helpers on such vehicles; public messenger service; occupations in connection with: (1) transportation of persons or property by rail, highway, air, water, pipeline, or other means, (2) warehousing and storage, (3) communications and public utilities, or (4) construction (including demolition and repair).

PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE

Driver's License, Birth Certificate, Government Document with Date of Birth

Kentucky Labor Cabinet
Division of Wages and Hours
657 Chamberlin Avenue
Frankfort, Kentucky 40601-4381
Phone (502) 564-3534
www.labor.ky.gov



"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Kentucky Labor Cabinet."

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ


PAID FOR WITH STATE FUNDS


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Lunch and Breaks *Refer to KY Child Labor Laws; pg. 6

- By law, youth are to be provided a **paid 10 minute break** for **every 4 hours of work**.
- Any youth worker working **5 hours or more must have a 30 minute (unpaid) lunch break**.
- Break times have been added to the timesheets this year!

 **PARTNERS FOR YOUTH**

 **LEXINGTON**

SUMMER YOUTH JOB TRAINING PROGRAM
WEEKLY TIMESHEET
For questions or concerns please contact: Sandy Goree at 859-246-4371
Email **COMPLETED** Timesheet to: SYJTPTIME@lexingtonky.gov

Please remember: Youth workers may only work **20 hours** a week.
*If working 5 hours = 10 minute paid break
*If working 4 hours = 10 minute paid break

EMPLOYEE MUST FILL OUT THIS TIMESHEET WEEKLY

Date	Day	Time In	Break Start	Break End	Time Out	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Hours Worked: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____
SUPERVISOR'S SIGNATURE: _____ DATE: _____

TIME CONVERSION CHART
Converting from Minutes to Decimals

MINUTES	HOUR DECIMAL	MINUTES	HOUR DECIMAL	MINUTES	HOUR DECIMAL	MINUTES	HOUR DECIMAL
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00

Tips on Working with Summer Youth Job Training Program Youth

- Remember, for many of the youth workers this is their first job, and the work environment may be unfamiliar. They may be intimidated at first, so please be patient. The encouragement, support and guidance that you provide will have a tremendous influence on their attitude, self-esteem, and career development.
- Please be clear about the expectations of the workplace including: specific job duties, good work habits, attitude and appropriate attire. You may need to go into greater detail than usual, for example, they won't necessarily know what "business casual" means.
- When assigning a new task it may be a good idea to check back frequently as they may not feel comfortable enough to let you know they do not understand.
- Praising for small steps is very effective and goes a long way in building the youth's confidence.

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- You may want to check with your youth regarding transportation; many may utilize public transportation. Adjusting work hours to coincide with the bus schedule will decrease the likelihood of the youth worker being late or trying to leave early. It is helpful to discuss means of transportation on the first day.



Thank you for providing opportunities to the youth in Lexington.



LEXINGTON

Workplace
Policies and
Procedures

Summer Youth Job Training Program 2024

All youth employees participating in the Summer Youth Program are expected to adhere to the applicable Lexington-Fayette Urban County Government General Employee Handbook's Policy and Procedures. Failure to do so could result in termination.

EQUAL EMPLOYMENT OPPORTUNITY

The city is an Equal Employment Opportunity (EEO) employer and as such is committed to not discriminating against people because of their race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity in hiring, promotion, discharge, pay, and other aspects of employment.

HARASSMENT

It continues to be the policy of the Lexington-Fayette Urban County Government that harassment of its employees in any form is prohibited. The urban county government is committed to providing and maintaining a work environment that is free of harassment in compliance with local, state, and federal regulatory requirements.

Workplace harassment prohibited by this policy is defined as,

Unwelcomed verbal or physical conduct that (a) slanders or shows hostility toward an individual or group of individuals because of race, color, religion, national origin, age, disability, gender, gender identify, sexual orientation, or any other factor that is protected by applicable law, (b) has the purpose or effect of creating a hostile or intimidating environment, or (c) interferes with an individual's work performance or employment opportunities.

Workplace harassment also occurs when an employee is forced to choose between submitting to harassment and some unfavorable job consequence such as not being hired, being discharged, or losing a promotion. Verbal threats that are not carried out may also constitute harassment. Such behavior is prohibited whether between supervisors and employees, among coworkers, or directed at urban county government employees by non-employees.

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HOSTILE ENVIRONMENT HARASSMENT

Generally involves unwelcome comments or actions that relate to an employee's race, color, gender, religion, national origin, age, disability, or other protected classification, which affects the employee's psychological well-being at work and/or which creates an offensive or hostile work environment.

Examples of prohibited behavior include, but are not limited to the following:

1. Racial or ethnic slurs.
2. Written or graphic material that shows hostility or ridicule toward an individual or group.
3. Jokes that are demeaning to a racial or religious group or to a particular nationality, gender, or other protected group(s) of persons.
4. Hazing, which can include humiliation, practical jokes, and horseplay.
5. Other behavior that creates a hostile, intimidating work environment.

SEXUAL HARASSMENT

Generally involves unwelcome verbal or physical conduct of a sexual nature and occurs when (a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The city is committed to providing a healthy and safe environment for its employees. The influence of alcohol, use of illegal drugs, and misuse of legal drugs create an impairment that subjects fellow employees, property, and the public to risks of injury or damages that would not exist in an alcohol- and drug-free workplace.

Under city ordinances, policies, and procedures, employees who violate these standards of conduct are subject to disciplinary action in accordance with the uniform disciplinary code. For the purposes of detecting alcohol and illegal drug use/abuse, a drug and/or breath alcohol test (BAT) will be requested. Refusal to submit to a drug test or BAT shall be immediate grounds for dismissal.

In meeting its responsibilities to employees, the city has an Employee Assistance Program (EAP) that assists employees seeking help for abuse of alcohol or drugs. Once identified, these problems shall be addressed. In addition, a list of providers for counseling, treatment, and rehabilitation services will be provided to employees upon request.

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HEALTH & SAFETY POLICIES

The health and safety of employees and others on city property are of critical concern to the city. The city intends to comply with all health and safety laws applicable to our government-business. To this end, we shall rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards.

Any workplace injury, accident, or illness shall be reported to the employee's supervisor immediately or as soon as possible, regardless of the severity of the injury or accident.

Any unsafe conditions or potential hazards shall be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the city's premises or in a facility, piece of equipment, process, or practice for which the city is responsible shall be brought to the attention of management immediately. However, if there is imminent danger, contact the Lexington Police Department.

EMPLOYEE DRESS AND PERSONAL APPEARANCE

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Supervisors will provide specific information regarding acceptable attire for their employees' positions. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

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PARTNERS FOR YOUTH

Please direct questions to:

Shantae Bruce
Community Engagement Coordinator
Partners for Youth Foundation, Inc.

Phone: (859) 280-8005

Email: youthwork@lexingtonky.gov

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162 East Main Street, Suite 210
Lexington, KY 40507

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200 East Main Street
Lexington, KY 40507