

# Youth Work Experience Program

## Program Orientation



# Program Overview

- **Program Goal:**

- To provide a work experience that is a planned, structured learning experience at a worksite for a limited amount of time.
- Primarily functions as a workplace-values activity and is designed to promote the development of good work habits and basic work skills.

- **Your Role:**

- Be an integral part in the future of the youth participants.
- Help them gain understanding of a real-time work environment, which will provide them with an enriched work experience.
- Provide youth participants the ability to not only look for and obtain future employment, but to develop skills for a meaningful career future.

# General Information

- Every effort will be made to place compatible participants in projects aligned with the duties and skills sought by worksites.
- On the first day, as the Worksite Mentor, it is **your responsibility** to explain to your assigned participant's what is expected of him/her at your worksite and the required work duties. Once you have explained these duties, it is the participant's responsibility to know the work schedule and to complete their daily assignments.
- You will be expected to evaluate your assigned participant and discuss your evaluation with him/her.
- Participants will receive an hourly wage of \$8 per hour.

# General Information

- As part of the Youth Paid Work Experience Program, Youth are provided supportive services which help facilitate an enriched, paid work experience. Samples of supportive services include, but are not limited to:
  - Transportation
  - Safety Equipment
  - Clothing/Uniforms
- Under **no circumstances** should a Worksite Mentor initiate a purchase of any of these support services or any other services. Expenses not approved by a youth participant's case manager prior to purchase **will not** be reimbursed.

# General Information

- **Timesheets**

- All Youth Work Experience Program participants are required to keep track of the hours worked on two time sheets, ***The Youth Work Experience Program Timesheet & Evaluation*** and the ***County's Timesheet***.
- The youth participant is responsible for the accuracy of these timesheets; **however**, as Worksite Mentor, you might want to participate on the completion of these documents. ***Your signature is required on both forms.***
- The Timesheet and Evaluation form will also ask you to provide us with a quick evaluation of the participant's performance.

# Program Rules and Guidelines

- **Equal Opportunity**

It is against the law for the recipient of federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, national origin, age, disability, political affiliation or belief
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity.

# Equal Opportunity

The recipient must not discriminate in any of the following areas:

- Providing opportunities in, or treating any person with regard to, such a program or activity
- Making employment decisions in the administration of, or in connection with, such a program or activity

# Program Rules and Guidelines

- **Federal Labor Laws for Young Workers**

Both Federal and State laws regulate the employment of minors in California. These regulations limit:

- the number of hours worked in a day and/or a week
- the time of the day when work can be done
- the type of work allowed.

\*The limitations vary according to the age of the minor, industry involved, and several other factors



# Federal Labor Laws for Young Workers

- **16 AND 17-YEAR-OLDS**

May work in any occupation except those declared hazardous occupations involving:

- Power-driven hoisting apparatus
- Driving a motor vehicle and being an outside helper
- Power-driven circular saws, band saws, and guillotine shears
- Power-driven wood working machines
- Roofing Operations

# Federal Labor Laws for Young Workers

## Work Hours

- **Ages 16-17: School in Session**
  - 4 hours max. per day Mon – Thurs
  - 8 hours max. per day Fri – Sun
  - 28 total hours per week
  - 5:00AM to 10:00PM
  - 5:00AM to 12:30AM if no school the next day
- **Ages 16-17: Summer Vacation**
  - 8 hours max. per day Mon – Sun
  - 48 total hours per week
  - 5:00AM to 12:30AM any day of the week

**\*Workforce Investment Board Paid Work Experience Program allows for participants to work a maximum of 30 hours per week.**



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# Federal Labor Laws for Young Workers

- **HAZARDOUS ORDER OCCUPATIONS IN WHICH APPROVED 16-17 YEAR OLD MAY WORK:**
  - **Power-driven woodworking machines**
  - **Power-driven metal forming, punching, and shearing machines**
  - **Meat processing, slaughter, packing, rendering (includes meat slicing and grinding machines)**
  - **Power-driven paper product machines (includes paper balers)**
  - **Power-driven circular saws, and guillotine shears**
  - **Roofing operations**
  - **Excavation operations**

# What to expect from the WIB Staff

- Regular worksite visits to help ensure the quality of the work experience for both the Worksite Mentors and the youth participants.
- A single-point of contact for the youth participants and the Worksite Mentors, respectively, to ensure uniformity and quality of information and services provided.
- A well-thought out response to any inquiries within 24 hours.
- Supportive services (safety equipment, work-appropriate attire, bus passes, etc.) for the youth participants that will facilitate a safer and more enriching work experience.
- Regular communication between staff, Worksite Mentors and youth participants in order to keep all parties updated on any changes in the program

# Program Contact List

Region	Name	Title	Phone Number	Email
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