



SUMMER JOBS PROGRAM

TEEN WORKER TRIVIA

DIRECTIONS: Complete the following questions during your YES Summer Jobs Program orientation session. You may use your Teen Worker Handbook and any information that you learn during the presentation to complete your responses. We will review the answers together at the end of your orientation session.

1. What is the one big difference between working as a YES teen and working on your own?

2. How can you make the most of your working relationship with your YES Rep? (Check all that apply)

- My YES Rep will help me deal with situations at work that I'm unsure about, like how to ask my supervisor for a weekend off or how to make the most of my time at work
- My YES Rep will let my supervisor know if I can't get a ride to work
- My YES Rep can help me create a résumé
- My YES Rep can help me get a raise at my summer job
- My YES Rep can help me get signed up for paid trainings to improve my work-readiness this summer
- My YES Rep can help me fill out my timesheet and understand my paycheck
- My YES Rep can be a reference for future jobs
- Even after my summer job ends, my YES rep will help me with anything I need to help me succeed in the world of work

3. What is a start slip? What do I do with it once I get it?

4. **MISSING WORK AND ABSENCES:** In the boxes below, give 2-3 examples of valid reasons to be absent from work, and give 2-3 examples of invalid reasons to be absent from work.



VALID



INVALID

5. What is a "No Call, No Show?" Why should these be avoided?

6. When are YES timesheets due?

- Friday night at midnight
- Monday mornings
- Every Wednesday by 5pm

7. What would happen if you submit your timesheet on time, but it is missing a signature?

BONUS: Your timesheet requires 3 signatures. Who needs to sign your timesheet to make it valid?

8. By law, an **unpaid lunch break** is required if a YES teen works more than hours in a single workday.

9. YES teens should not work more than hours **per day**.

10. YES teens should not work more than hours **per week**.

11. YES WAGES AND PAYCHECKS:

I will be getting paid \$ per hour

YES Teens can receive their paychecks in one of the following ways. Mark which one YOU PERSONALLY chose.

- Pick-up at the Youth Bureau every week **between 11am on Thursday and noon on Friday**
- Direct Deposit (into a checking or savings account)
- By Mail

*Some Supervisors will pick up their YES teen workers' checks for them and bring them to the worksite.

What taxes will come out of your YES paycheck? and

12. BEST PRACTICES: Indicate whether each statement is true or false.

If I'm bored at work and there's nothing to do, I can be on my phone until my boss assigns me a task. True False

It's important to keep my personal belongings in a secure, safe location at work.

True False

I **MUST** follow the City of Ithaca's current mask policy regardless of my worksite.

True False

It's unprofessional to use my cell phone while I'm on the clock. True False

Being under the influence of any substance at work could get me fired. True False

I need to be mindful about what I'm wearing to work every day, and make sure it is in line with my worksite's dress code. True False