



YES Procedures Checklist Summer 2019



To participate in the program:

- Review the Supervisor's Memo, Supervisor's Guidebook, Worksite Agreement, and the City of Ithaca Organizational Policies.
- Sign and return a copy of the YES Worksite Agreement to the YES office as soon as possible but no later than March 4th, 2019. We will not place teens with your worksite without it.
- Return the completed Job Description to the YES office by March 4th. Remember, if you are requesting teens for more than one kind of job to fill out separate job description. You will be notified who has been matched to your site by early June.

Once you have a teen assigned to your worksite:

- Talk to the teen(s) assigned to your worksite before the job starts. If they don't call, check with the YES office and we will give you their names and contact info. They are expected to accept their job by June 15th and contact you that same week.
- Set up a first meeting so they can get a tour, learn the rules, arrange their work schedule and ask any questions they might have.
- Set up a regular time each week for you and the teen(s) to meet with your YES Rep. Even if things are going well, this is *required* for this program. It is important for our staff to have a clear idea of how things are going with the teen and the worksite.
- Collect a Start Slip from the teen on their first day of work. If they don't have a start slip they are not on payroll and are not authorized to work. Teens who begin work without a start slip will not be paid for those hours. If they tell you they got one and lost it, call the YES Office and we can verify if they are ready to start work.

Things to do once the teen is working for you:

- Arrange for the teen(s) to do their timesheets every day. Make a plan to turn in the timesheets to the YES Office every week by the end of the day Wednesday. Keep copies on file in case there is a question about hours.
- Do the first evaluation during the first two weeks of work. Go over it with the teen and set some goals for the remaining time. Turn the completed form in to the YES Rep.
- Notify the YES Rep if you or the teen(s) are having any problems. Even if they are small or have been addressed, let your YES Rep know ASAP.
- Keep the teen(s) emergency consent form and work permit copy on location with the teen during their work hours. Notify parents and the YES Office immediately if a teen is injured on the job. We must file a report within 24 hours. Work related injuries are covered by the City of Ithaca Worker's Compensation.
- Final evaluations should be completed the last week of work. Go over it with the teen and turn it in to your YES Rep.
- Complete an exit questionnaire during the last week of the program. Return it to the YES Rep on their final visit.