



WORKSITE REQUEST FORM 2010

PROGRAM OPERATION DATES

JUNE 21 ~ JULY 30, 2010

TABLE OF CONTENTS

Introduction	3
General Information	4
Summer Jobs Worksite Form	5
Project Information	6-7
Worksite Information	8
Enhancement of Career Opportunities	9
Supervision	10
Memorandum of Understanding	11
Maintenance of Effort	12
Program Regulations	13
Skills for Success	14
Registration Locations	15
Labor Laws	16-18

INTRODUCTION

The Mayor's Office of Employment Development (MOED) is launching **YouthWorks 2010**. For over thirty years, Baltimore City has provided jobs for several thousand teens and young adults. YouthWorks gives them opportunities to work in structured environments - such as community camps, senior centers, schools, libraries, recreational facilities, and with private sector employers representing high growth industries. These experiences have promoted the youth's understanding of work ethics and employer expectations.

YouthWorks 2010 provides a vehicle to develop strategies for post-secondary opportunities, linkages between academic and occupational learning, and connections to the local job market for youth. The ideal summer work experience will help youth make the connection between middle and high school classes and tangible workplace skills. Therefore, this year the **YouthWorks** summer jobs program is seeking proposals that offer youth quality work-based learning activities that can lead to continued academic and employment readiness, as well as incorporate sound youth development strategies.

Youth development focuses on a young person's assets; communicates high expectations; provides opportunities for leadership; encourages a sense of personal identity; broadens a young person's perspective; provides safe surroundings; and connects with caring adults.

YouthWorks 2010 worksites will be selected based upon the criteria listed below:

- Ability to expose participants to careers in high growth industries
- Willingness and capacity of the worksite to integrate workplace learning (Skills for Success) into the tasks each trainee carries out as part of his/her job
- Variety of tasks, duties, and skills to be performed
- Close supervision of the youth at the worksite providing consistent support and helpful feedback on their performance and growth
- Willingness to complete a customer satisfaction survey
- Willingness to complete an employer satisfaction survey
- Willingness to complete all required program documents.

GENERAL INFORMATION

Enclosed is the request for worksite proposal for **YouthWorks 2010**. A proposal must be completed for each program that your agency or organization plans to operate. Upon receiving the proposal you will also be given summer job request forms for youth that you intend to refer to the program. Remember we generally select youth on a **first come, first served basis**. **Registration will begin on Monday, January 11, 2010 at new locations (enclosed) and will end on Friday, March 12, 2010.**

ASSISTANCE IN PREPARING FORMS

If you have any questions or if you require assistance in preparing your proposal, contact SHARON WHALEN, Summer Youth Coordinator, at (410) 396-6514.

WHEN AND WHERE TO SUBMIT COMPLETED FORMS

Send completed forms to:

**SHARON WHALEN
The Mayor's Office of Employment Development
101 West 24th Street, Room 403
Baltimore, Maryland 21218**

ALL WORKSITE REQUEST FORMS ARE SUBJECT TO APPROVAL. YOU WILL BE NOTIFIED IN WRITING PRIOR TO THE START OF THE PROGRAM. FORMS MUST BE RECEIVED BY THE CLOSE OF THE BUSINESS DAY (4:30 P.M.) ON FRIDAY, FEBRUARY 05, 2010.

All participant request lists should be attached to the form. This does not guarantee that the requested youth will be assigned to your worksite. Please indicate if this form is contingent upon receiving funding for your project and indicate anticipated funding date.

ALL SECTIONS OF THE FORM MUST BE FILLED OUT COMPLETELY.

INCOMPLETE FORMS WILL NOT BE CONSIDERED.

YOUTHWORKS SUMMER JOBS PROGRAM

Worksite Form

JUNE 21, 2010 to July 30, 2010

* Print or type only

* Use attachments if necessary

* **Deadline for submission is: February 05, 2010**

(Participant request list must also be submitted by February 05, 2010)

1. Name of Agency/Organization: _____
Mailing Address: _____ Zip: _____
Operation of Organization: Year Round _____ Summer Only _____

(If youth will be placed at alternate locations, please list each location along with the name of the supervisor and contact information on a separate sheet and include it with your proposal.)

2. Worksite Name: _____
Worksite Address: _____ Zip: _____
Worksite Phone #: _____
{Telephone number must be in operation during the summer}

3. Worksite Census Tract: _____

4. Project Coordinator: _____
Address: _____ Zip: _____
Phone #: (Home) _____ (Work) _____

5. Alternate Contact/Coordinator: _____
Address: _____ Zip: _____
Phone #: (Home) _____ (Work) _____

6. Please provide the address and time that enrollees are to report on the first day of the program.

Address: _____ Zip: _____ Time: _____

7. Number of Slots Requested: _____

8. Number of Supervisors to be provided by your organization: _____

9. Worksite is contingent upon anticipated funding for 2010: Yes _____ No _____
If yes, indicate anticipated approval date: _____

10. Are participants charged a fee for your program: Yes _____ No _____

PROJECT INFORMATION

1. Describe the type of program or project you plan to operate.

2. Based on your summer project (listed above); please check the type of job training you plan to provide. It is understood that the worksite supervisor will expose the summer participants to the job specifics of the plan chosen. If you choose more than one job plan; you must supply a description of the skills youth will acquire for each job training checked off.

A. Maintenance _____

- * learn appropriate use of cleaning solutions
- * learn to strip floors
- * learn to clean building
- * learn to strip graffiti

D. Child Care/Day Care _____

- * teach basic everyday skills (i.e. bathroom procedures)
- * teach safe group activities
- * teach early educational skills
- * maintain a journal

B. Beautification _____

- * develop a plan for beautifying the community
- * learn how to use appropriate tools
- * learn how to inventory equipment
- * learn tree/plant maintenance

E. Library Aide _____

- * shelve books using the library system
- * deal effectively with people
- * sort reserved books
- * file current event materials

C. Clerical/Office Skills _____

- * learn to cooperate with people
- * learn receptionist skills
- * operate office machines
- * maintain message logs
- * MS Office Suite

F. Health Aide _____

- * learn clinical operation procedures
- * assist in caring for patients
- * learn distribution of supplies
- * maintain a journal

G. Tutorial _____

- * develop human relations skills
- * develop reading motivational activities
- * select appropriate reading materials
- * maintain a daily journal

J. Recreation Aide _____

- * learn various child behaviors and attitudes
- * oversee small groups and activities
- * maintain recreational areas and equipment
- * plan/organize activities

H. Senior Citizen Aide _____

- * understand elderly behavior
- * observe/react to emergencies
- * organize appropriate activities
- * maintain a journal

K. _____ (Project)

- * _____
- * _____
- * _____
- * _____

(List job specifics)

I. Recycle Aide _____

- * learn about conservation
- * learn procedures for recycling
- * develop community recycling plan
- * learn handling and use of recyclable materials

L. _____ (Project)

- * _____
- * _____
- * _____
- * _____

(List job specifics)

WORKSITE INFORMATION

1. Number of persons and area (boundaries) to be served by your project.

2. How will this project benefit your community or agency?

3. If outdoor work is involved, describe your inclement weather (very hot-heat index prohibits outdoor activity) plans?

4. List career development activities that you are planning for your summer workers (i.e. speakers, resource people, workshops, etc.). How often will these activities occur during the summer?

**5. How many individuals with disabilities can your worksite accommodate? _____
Detail the type of disability situation your worksite can accommodate.**

6. Identify the in-kind contributions your organization will make to support the proposed project.

ENHANCEMENT OF CAREER OPPORTUNITIES

The YouthWorks summer jobs program's main thrust is the development of career learning activities at your worksite that are beneficial to the entire community in the following ways:

YOUTH

- Opportunities to explore different career and continuing education paths.
- Valuable knowledge of career choices and their skill/educational requirements.
- Opportunities to learn and apply academics in the workplace.

EMPLOYERS

- Access to prescreened, well prepared employees with good academic skills and work experience.
- Involvement in the development of a viable workforce.
- Opportunities to raise the quality of life for the community.

COMMUNITY

- Learning made more exciting and relevant for the youth.
- More motivated youth are more likely to stay in school and achieve economic independence.
- Assurance that youth will have a better sense of purpose and direction.

Exploration of career learning experiences can encompass a variety of activities. For example, worksites could arrange:

GUEST SPEAKERS (Community Leaders, Business or Government)

WORKSHOPS exploring potential future job opportunities and community resources

BUSINESSES TOURS

TRIPS TO CULTURAL INSTITUTIONS

COLLEGE TOURS

Please list the types of career, youth development and encouragement activities that your summer job enrollees will be involved in at your worksite.

SUPERVISION

The emphasis of **YouthWorks 2010** is to provide a valuable work and learning experience for youth that will aide them in reaching their long range career goals. **YOUTHWORKS** realizes the challenge this represents for many worksites and stresses the importance of adequate supervision. The amount of supervision required should allow for at least one supervisor per 8-10 students. If the worksite cannot assure that youth will receive proper supervision, the worksite will not be approved or could be cancelled once program begins operations.

All worksites must have a designated representative who will provide close, supportive supervision and feedback on the performance and growth of the trainees at all times. Youth are not allowed to leave the worksite at any time during their assigned work hours without supervision, this includes lunch. The designated supervisor at the facilities that care for/supervise children must pass a criminal background investigation. This person is also required to participate in all mandatory training sessions.

After submission of this worksite request form any changes or cancellation on the part of the worksite must be immediately reported to the Summer Jobs Office at 410-545-1820.

Please provide a brief job description for all positions and outline the duties of the person who will be supervising the trainees at your worksite.

ON SITE SUPERVISOR INFORMATION

Please provide the names and telephone numbers of the persons responsible for the daily supervision of the trainees during program operations. (6/21/10 - 7/30/10)

NAME: _____

TITLE: _____

PHONE NUMBER: DAY _____ **CELL NUMBER** _____

EMERGENCY PHONE NUMBER: _____

NAME: _____

TITLE: _____

PHONE NUMBER: DAY _____ **CELL NUMBER** _____

EMERGENCY PHONE NUMBER: _____

MEMORANDUM OF UNDERSTANDING

DO NOT WRITE IN THIS SPACE

Name of Worksite: _____ Dept/Loc: _____

Address: _____

Project Coordinator: _____ Phone #: _____

Worksite Supervisor: _____ Phone #: _____

Number of Approved Slots: _____

Type of Approved Project: _____

Approved By: _____ Date: _____

The worksite sponsor agrees to provide an opportunity for meaningful work experience to Baltimore City residents certified as eligible participants. This activity is designed to increase the employability of such participants by providing them with experience in a job, an opportunity to develop occupational skills, and exposure to SKILLS FOR SUCCESS.

In order to administer an effective Summer Jobs Program, it is important to specify the number of enrollees per site and the number of hours per day and per week the youth will work.

Youth should be scheduled to work a maximum of 30 hours per week. Lunch is not included in the work hours and youth are not paid for lunch or holidays. Youth may not leave the site for lunch.

Please indicate the weekly hours (day and time) for the youth assigned to your worksite.

NOTE: All worksites must work a five day work week (6 hours/day).

Day	Starting Time	Lunch	Ending Time	Total Work Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Example	9:00 am	12:00-12:30	3:30 pm	6

MAINTENANCE OF EFFORT

1. It is understood and agreed that the project will not result in the displacement of currently employed workers.
2. It is understood and agreed that each worksite, operating under funded activity, will not discriminate with respect to any program participant or any applicant for participating in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. Further, that they will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and all other applicable Federal, State and Local Laws and Regulations applicable to non-discriminatory practices. Further, it is understood and agreed that participants in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.
3. It is understood and agreed that this worksite will operate the Summer Jobs Program, tentatively scheduled from June 21, 2010 to July 30, 2010 and comply with the number of approved enrollees with the worksite scheduled hours and with the rules and regulations of the project coordinator and worksite sponsor herein.
4. It is understood and agreed that the worksite supervisor will expose all summer participants to the job specifics checked on pages 6-7.
5. It is understood that the agency/organization is responsible for providing daily supervision for all enrollees at all times during the worksite's scheduled hours.
6. It is understood that failure to comply with any Summer Jobs regulations will result in immediate termination of the worksite.
7. It is understood that the Mayor's Office of Employment Development has permission to use the worksite/staff image and/or voice in any and all forms of electronic or print for purposes that promote MOED, YouthWorks and/or the City of Baltimore.
8. It is understood that the worksite is responsible for the payment of all wages to youth allowed to work who were not assigned by YouthWorks to their location.

Name of Organization or Agency Sponsoring Worksite

Signature of Organization President or Host Agency Representative

Signature and title for facility approval _____ Date _____

2010 PROGRAM REGULATIONS

The following regulations have been established to provide equity in the distribution of available summer jobs and to provide a clear understanding to worksite sponsors of their responsibilities in developing projects.

1. Youth **must not** be employed for the construction, operation or maintenance of any facility used or planned for sectarian activities or as a place for Religious Worship.
2. Worksites **will not** be approved for participation if their project activities require youth to work outside of the Baltimore Metropolitan area.
3. Projects must meet the State of Maryland Child Labor Law requirements.
4. Worksites **shall not** charge a fee for any services provided by MOED.
5. Worksites are responsible for distributing written rules and regulations outlining daily requirements and site expectations on the first day to all trainees.
6. Worksites sponsoring other MOED activities are required to adhere to appropriate rules and regulations regarding those programs.
7. Trainees will receive the current minimum wage allowed by state law.
8. Worksites must operate on a 6 hours/day basis, totaling 30 hours a week, **excluding lunch**.
9. Worksites must submit a statement of medical release for enrollees with physical limitations (i.e. pregnancy, allergies, etc...).
10. All worksites must report any incidents of misconduct involving YouthWorks participants. These include altercations among youth and/or youth and staff and harassment of any kind.
11. Worksites planning to operate maintenance or beautification projects are required to plan a second work activity in event of inclement weather or a heat index which prohibits outside work activity.
12. Upon request, worksites must schedule a time for Youth Services staff to present workshops or other information.
13. Worksites must provide **written permission** with the worksite request for use of the facility where they will be housed. For example; if using a church, the pastor's signature is required; if using a school, the principal's signature is required.
14. Worksites must adhere to all reporting requirements published by the YouthWorks program and will receive written approval to operate from the YouthWorks office.

SKILLS FOR SUCCESS

The Secretary's Commission on Achieving Necessary Skills (SCANS) was established in 1990 by the Secretary of Labor, to examine the demands of the workplace and to determine whether the current and future workforce is capable of meeting those demands. Similarly, the Maryland State Department of Education has determined that the basis for being successful in the working world is to demonstrate, in a variety of ways, competency in the *Skills for Success*. These skills include (1) learning; (2) critical thinking; (3) communicating effectively; (4) grasping constantly-changing technologies; and, (5) working effectively with others. Competencies are the skills necessary to succeed in the workplace. Foundations are the skills and qualities that underline the competencies. Both sets of skills are generic and are required in most jobs. Organizations are encouraged to develop their projects around these competencies.

COMPETENCIES

Resources

- * Allocating Time
- * Allocating Money
- * Allocating Materials & Facility Resources
- * Allocating Human Resources

Information

- * Acquire and Evaluate Information
- * Organize and Evaluate Information
- * Interpret and Evaluate Information
- * Use Computer to Process Information

Interpersonal

- * Become a Team Member
- * Teach Others
- * Serve Clients/Customers
- * Exercise Leadership
- * Negotiation Skills
- * Work with Cultural Diversity

Systems

- * Understand Structure
- * Monitor and Correct Performance
- * Improve Design Structures Skills

Technology

- * Understand Various Skills
- * Apply Various Skills to the Task
- * Maintain, Troubleshoot

FOUNDATIONS

Basic Skills

- * Reading
- * Mathematics
- * Listening
- * Speaking

Thinking Skills

- * Creative Thinking
- * Problem Solving
- * Reasoning
- * Learning

Personal Qualities

- * Responsibility
- * Self-Esteem
- * Appearance
- * Social Skills
- * Self-Management
- * Honesty/Integrity

Registration Locations

Walter P. Carter Recreation Center
820 E 43rd Street
Baltimore, MD 21218
410.396.6217

Patterson Park Recreation Center
2601 E. Baltimore Street
Baltimore, MD 21224
410.396.9156

Robert C. Marshall Recreation Center
1201 Pennsylvania Avenue
Baltimore, MD 21217
410.728.3271

Cahill Recreation Center
4001 Clifton Avenue
Baltimore, MD 21216
410.396.0259

South Baltimore Recreation Center
1045 Light Street
Baltimore, MD 21230
410.727.4526

Roosevelt Recreation Center
1221 W 36th Street
Baltimore, MD 21211
410.396.6050

TIMES FOR ALL SITES:

Monday-Wednesday-Thursday-Friday 2:00 p.m. - 6:30 p.m.
Tuesday 2:00 p.m. - 5:30 p.m.

NOTE: ALL SITES WILL BE CLOSED ON THE FOLLOWING DATES

FRIDAY, JANUARY 15, 2010
MONDAY, JANUARY 18, 2010
MONDAY, FEBRUARY 15, 2010

**STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY
1100 N Eutaw St Baltimore, Maryland 21201-2201**

**EMPLOYMENT OF MINORS FACT SHEET
GENERAL INFORMATION**

A minor under the age of 14 may not be employed or permitted to work.

Minors 14 through 17 years of age may only work with a work permit. This permit must be in the employer's possession before the minor is permitted to work.

Applications for work permits are available in high schools throughout the State. Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations.

The activities include:

- | | |
|---|--|
| 1) Farm work performed on a farm | 7) Manufacturing of evergreen wreaths in or about a home. |
| 2) Domestic work performed in or about a home. | 8) Delivery of newspapers to the consumer. |
| 3) Work performed in a business owned or operated by a parent or one standing in the place of a parent. | 9) Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. |
| 4) Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. | 10) Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to fire fighting or rescue and who are 16 years of age or older. |
| 5) Caddying on a golf course. | |
| 6) Employment as an instructor on an instructional sailboat. | |

The following may be used as proof of age for purposes of issuing a work permit:

- (1) Birth Certificate
- (2) Baptismal Certificate
- (3) School Record
- (4) Valid Maryland Driver's License
- (5) Any official government document attesting to the age of the minor.

Special permits may be issued to minors of any age to be employed as a model, performer or entertainer. These applications and permits are available only in the Baltimore office of the Division of Labor and Industry.

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information as to Federal Standards is available at the Baltimore office (962-2265) and the Hyattsville office (436-6767) of the U.S. Department of Labor, Wage and Hour Division.

PERMISSIBLE HOURS OF EMPLOYMENT

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- (1) 4 hours on any day when school is in session.
- (2) 8 hours on any day when school is not in session.
- (3) 23 hours in any week when school is in session for five days.
- (4) 40 hours in any week when school is not in session.

A minor 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m., or after 8:00 p.m.
A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day.

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors 16 and 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must also be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period.

Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least 1/2 hour.

OCCUPATIONS FORBIDDEN FOR MINORS UNDER 18 YEARS OF AGE

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years of age are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions.

- | | |
|--|--|
| (1) Occupations in or about plant or establishments manufacturing or storing explosives or articles containing explosive components. | (9) Occupations in connection with mining, other than coal. |
| (2) Occupations of motor-vehicle driver and outside helper. | (10) Occupations involving slaughtering, meat-packing or processing, or rendering. |
| (3) Coal-Mine occupations. | (11) Occupations involved in the operation of certain power-driven bakery machines. |
| (4) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill. | (12) Occupations involved in the operation of certain power-driven paper products machines. |
| (5) Occupations involved in the operation of power-driven woodworking machines. | (13) Occupations involved in the manufacture of brick, tile, and kindred products. |
| (6) Occupations involving exposure to radioactive substances and to ionizing radiations. | (14) Occupations involved in the operation of circular saws, band saws, and guillotine shears. |
| (7) Occupations involved in the operation of elevators and other power-driven hoisting apparatus. | (15) Occupations involved in wrecking, demolition and ship-breaking operations. |
| (8) Occupations involved in the operation of power-driven metal forming, punching, and shearing machines. | (16) Occupations involved in roofing operations. |
| | (17) Occupations in excavation operations. |

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden minors under 18 years of age:

Occupations in, about, or in connection with:

- 1) Blast furnaces.
- 2) Docks or wharves, other than marinas where pleasure boats are sold or served.
- 3) Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- 4) Railroads.
- 5) Erection and repair of electrical wires.
- 6) Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- 7) The manufacturing of dangerous or toxic chemicals or compounds.
- 8) Cleaning, oiling, or wiping of machinery.
- 9) Any occupation forbidden by any local, state or federal law.
- 10) Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

- 1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
- 2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.
- 3) Occupations in, about or in connection with (except office or sales work not performed on site):

- A) Scaffolding
- B) Construction
- C) Brickyard
- D) Lumberyard
- E) Airports
- F) Railroads
- G) Boats engaged in navigation or commerce
- H) Acids
- I) Dyes
- J) Gases
- K) Lye
- L) Occupations causing dust or gases in injurious quantities
- M) Any occupation deemed injurious by the Commissioner after investigation