



Employer Toolkit

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about/.

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PROGRAM PURPOSE

West Michigan Works! (WMW) Youth Solutions is intended to serve youth who may be involved in obtaining a GED certificate or diploma and exploring occupational trainings and career pathways. Work experiences are paid learning opportunities in the local workforce for a limited period of time. This program may be the start of a youth's work history and will teach them job skills and create a future employment reference. West Michigan Works! provides support to the youth as they navigate these paid work experience opportunities to ensure a successful experience for both the youth and the employer.

INTRODUCTION

Congratulations! Your organization is selected as a Worksite Employer, and you are identified as the primary Worksite Supervisor for the Youth Work Experience program. Thank you for joining with West Michigan Works! in this partnership to build the skills of our area's future workforce. We believe you will find this to be a rewarding and beneficial experience for your organization. As the employer, you can view the Work Experience as an internship situation. This is one way that you can be directly involved in closing the gap between workers' skills and employer expectations for our youth.

The program provides employment and training opportunities for enrolled youth. All of the positions are in public or private organizations. These jobs may not be substitutes for jobs performed by regular employees. The participating organizations provide Worksites and supervised work performance, as well as general employment guidance to the youth. During the paid work experience, the youth should learn all aspects involved in maintaining employment – showing up on time, working well with others, following directions, dealing with conflict, money management, as well as the specific job skills they will learn within your organization.

No matter what the task, a Supervisor can make a difference in a young person's employment experience, and orientation toward future employment. The goal is to provide each youth a meaningful work experience, career awareness, educational activities and support for any issues they may encounter while working. This handbook was prepared as a general guide to help you understand the working relationships between your organization, the youth, West Michigan Works! and Manpower.

WORK EXPERIENCE ROLES

The Work Experience is a partnership between WMW!, youth participants, Manpower and you. By working together, we all succeed.

WMW responsibilities:

- Funding the youth's wages
- Dedicating a Career Coach to support and assist the youth

- Ensuring safe and appropriate working conditions
- Providing expectations and instruction on attendance, behavior and standard work practices to youth
- Bringing potential issues to the attention of each Worksite Supervisor
- Overseeing youth and the payroll process – ensuring accurate timesheets

Youth responsibilities:

- Performing work responsibilities as directed by the worksite
- Ensure his or her own success by taking responsibility
- Applying the instructional information to the worksite regarding attendance, behavior and standard work practices
- Notifying worksite supervisors and Career Coach if they are unable to come to work or will be late
- Notifying worksite supervisors and Career Coach of any work-related issues arise

Worksite and Worksite Supervisor responsibilities:

- Ensuring safe and appropriate working conditions
- Supervisors that will provide leadership and training for each youth
- Fair and consistent treatment of youth in all matters
- Ensuring that the youth’s work is performed in a careful, efficient manner
- Contacting your WMW! representative with questions, problems or complaints you may have regarding the youth in a timely fashion.
- Verifying correct calculations on youth’s timesheets and completing a weekly evaluation on each youth’s performance

Manpower responsibilities:

- Payroll services for the youth including timesheets, payments and taxes
- Worker’s compensation coverage
- Injury reporting procedures and responses
- Drug testing, when appropriate or requested
- Youth onboarding (including documentation collection) for payroll purposes

WORK EXPERIENCE EXPECTATIONS

Here is a list outlining what you can expect as a Work Experience Worksite:

1. **Timesheet and Evaluation Form** – You will sign weekly timesheets. It’s critical the timesheets are accurate so compensation is correct. You will also complete a weekly Evaluation Form. Accurate and timely evaluations are critical to the youth’s success in completing the work experience and prepare them for the world of work. Weekly evaluations assist in promptly identifying minor concerns to prevent ongoing or more serious issues. Weekly evaluations help guide the youth towards expectations, relate workshop instructions to the work setting and provide the Career Coach with necessary

feedback regarding the youth's progress. The youth are paid only for the time they work. Part of the work experience is teaching the youth to maintain accurate records and complete timecards. While the youth is primarily responsible for this (with guidance from their Career Coach), the worksite supervisor must also be aware of time worked and be able to verify the individual's timecard is correct. **Do not sign in colored ink.**

2. **Participant Onboarding** – the youth working for you may not have prior work experience, or may lack knowledge of what is expected of them on a job. Onboarding tips are included in the Best Practices Suggestions.
3. **Communication** – When there is an issue, please contact West Michigan Works! Business Solutions Representative. We would like to intervene in any potential problems early to ensure the best possible outcome for both you and the youth. You will find an Issues Form in the Attachments of this toolkit. If an issue occurs, please complete the form and send to you WMW! representative.
4. **Discipline** – Should discipline be necessary, the Worksite Supervisor should notify their WMW! representative immediately to ensure coordination of the corrective action to be taken. If the severity of the issues dictates, the youth may be removed.
5. **Meaningful Work** – Please remember the main goal is to teach meaningful work skills and explore career path options. We keep high expectations for the youth, while using opportunities to teach skills they may be lacking.
6. **100% Supervision** – The supervisor must be present in the area where the youth is working at all times. The supervisor should be readily available to assist the youth or WMW staff. The ratio of youth workers to supervisors shall not exceed 12 to 1. A backup supervisor needs to be appointed in case a situation arises where the designated supervisor is unavailable.
7. **Youth** – All youth receive training regarding workplace expectations, as well as the rules for their Work Experience, including, but not limited to:
 - a. The use of drugs, smoking marijuana or drinking alcoholic beverages is prohibited. Use of substances will result in dismissal.
 - b. Any youth caught stealing may be subject to federal law and penalties
 - c. Youth will be expected to comply with all rules set forth by West Michigan Works! as well as the worksite.
 - d. Youth are expected to report to work on time for all scheduled work.
8. **Monitoring** – Onsite monitoring will take place. West Michigan Works! will monitor to review for workplace safety and compliance of supervisory coverage.

REGULATIONS

Work Permits – All youth under 18* years of age must have a work permit before starting the job. Career Coaches will provide you with a copy of the work permit for you to keep at the worksite.

*Unless exemption met (see Teenager Employment in Michigan information sheet).

Child Labor Laws:

This is not to be considered a comprehensive list of all child labor laws. It is the responsibility of the Employer to become familiar with labor law information. Your Business Solutions Representative for Youth Programs is available to answer any questions you may have.

14-17 year olds may NOT:

- Work without a work permit on file at both their school and with you, the employer;
- Start work before 6 am or work after 10:30 pm;
- Be up on a ladder over 20 feet off the ground;
- Be paid without approval;
- Drive a vehicle as part of their job;
- Work with hazardous materials labeled as combustible and/or dangerous

18-24 year olds:

- Can work any job. The laws affecting the employment of minors do not apply to this age group.

Prohibited Activities – Participants must NOT engage in:

- **Donations of Wages** – The Worksite Supervisor may not require youth to make any financial contributions to their organization.
- **Working Under Hazardous or Dangerous Conditions** – This includes working in or receiving services in buildings or surroundings that are unsafe or unhealthy.
- **Work at a Site with Evidence of Discrimination** – No discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.
- **Political Activities** – No political activities during work hours – this includes voter registration, handing out materials for politicians and making speeches.
- **Religious Activities** – No religious activities during working hours – this includes attending religious classes, soliciting donations for religious organizations and doing clerical or maintenance work relating to the religious activities of any organization, using religious materials or working in classrooms or facilities that have a religious appearance.

- **Worker Replacement** – Where there is an individual on layoff from the same or equivalent job. No currently employed worker can be displaced by any youth and no currently employed worker's hours can be reduced by any youth work experience.
- **Union Concurrence** – where there is a union, union concurrence must be obtained.



Manpower Injury Information

Call Priority Care – 24/7 Nurse Triage Line:
1-855-690-7299

At Manpower, we are keenly focused on the performance and wellbeing of the associates we place with our clients. That's why we have partnered with Coventry (Priority Care 365 or PC365), an independent organization, to provide **immediate** medical evaluation by phone – 24 hours a day, 8 days a week. PC365 is staffed by qualified, licensed registered nurses who are ready to assist any Manpower associate who is injured on the job. PC365 staff assistance is also available in many different languages.

If an associate receives a life or limb threatening injury, call 911.

For all other injuries, please follow the three-step process below:

1. When an associate is injured, we ask that the supervisor call **855-690-7299** to speak with a nurse. However, if this is not an option, please direct the associate to a private area to call PC365 directly.
2. The associate will answer questions posed by a registered nurse from PC365. Following the call, PC365 will notify a line supervisor or other contact with the results of the call. The nurse will send a report as well.
 - Depending on the situation, the associate may be guided in first aid or “self-care,” allowed back to work, be referred to a medical facility off-site for further evaluation or treatment.
 - PC365 is not authorized to send associates home and they are not authorized to return the associate back to modified duty.
3. If first aid alone is needed, we ask that you provide the associate access to your first aid kit so he/she can return to work as quickly and safely as possible. Or, if the associate is referred out for treatment, we ask that you notify your local contact at Manpower.

The registered nurses at PC365 offer expert insight, removing the burden from the on-site supervisor. Utilizing PC365 also provides Manpower clients the additional benefits of:

- Potentially fewer OSHA recordable injuries if the injuries are minor.
- Reduced impact on overall client productivity if the associate is able to self-treat and remain at work rather than leaving work to seek medical intervention.
- Potentially less restricted duty and lost time day counts with the use of preferred medical clinics, and soft channeling of associates to designated clinics in employee choice states.

Manpower is always looking for new ways to help our clients win in the changing world of work. We hope you will find this service value added. If you have any questions regarding this program, please feel free to contact Manpower for more information.



Reasonable Suspicion

Reasonable suspicion is a belief based on observed, specific, objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. An unexplained workplace accident may be considered to provide reasonable suspicion.

Physical signs or behaviors which would constitute grounds for reasonable suspicion include, but are not limited to:

- slurred speech
- odor of alcohol on breath or person
- glazed eyes, inability to walk a straight line
- staggering, drowsiness
- incoherent speech
- physical or verbal altercation
- unexplained performance deterioration
- excessive or pattern absenteeism
- inability to perform job functions
- unusual or erratic behavior
- any behavior inconsistent with professional conduct on the job or which suggests any use of drugs or alcohol, which negatively impacts job performance.

Someone reporting an associate has used an illegal substance does not rise to the level of reasonable suspicion. We would need two symptoms, which are witnessed ideally by at least two supervisory parties. If it is witnessed by only one supervisory person (or someone who is a highly reliable source), their observation of two symptoms is acceptable; but two symptoms need to be witnessed. In this case where it was an anonymous tip, it could lead us to observe the associate a bit more closely for signs of illegal substances, but in and of itself it is not grounds for testing. If we were not able to witness two signs, we could confront the associate and ask about illegal usage, but unless the associate were to admit to using, it would not be something we would be able to act on.

If you have questions or concerns please contact Manpower:

Kelly Krispin- Market Manager kelly.krispin@manpower.com cell: #231-343-5044



Anyone ~ Anytime ~ Anywhere
USA Mobile Drug Testing of Grand Rapids South
3697 Haymeadow Ave
Ravenna MI 49451
Phone-(231)853-8682
Fax-(231)853-8684
Website-www.usamdt.com/GrandRapidsSouth
Email-grandrapidsouth@usamdt.com

Manpower partners with USA Mobile Drug Testing for our 24 Hour Accident or Reasonable Suspicion Testing Procedure

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1. Secure the donor to be tested and make sure the donor is not able to go to their car, locker, or alone with another individual other than supervisor. We want to avoid any potential for a donor to either substitute or tamper with the test. The donor is allowed to drink water before we arrive, but please do not allow a donor to drink too much i.e. over approximately 40oz.
2. Call **231-853-8682**- This number is the on-call number and will be forwarded to the on-call collector. If you do not get an answer, please leave a message and make note of the additional contact numbers. After you leave your message please call the additional numbers. Our goal is to get to the collection site ASAP, and this will help us.
3. Be prepared to let the collector know who you are, where you are calling from and a contact number you can be reached at, as well as the type of testing you need, i.e. drug test, alcohol test, or both. The collector will call you when they arrive, so you can help us into the location.
4. Once on location the collector will handle the rest of the collection process, please be familiar with your company procedure if a result needs to be sent to a lab for confirmation, i.e. let them work, send them home, or arrange for a ride (call friends or family, or Manpower will pay for a cab)
5. Make sure you let USAMOBILE know that the associate is a Manpower associate, so we are notified of the results, and billing information.

If you have questions or concerns please contact Manpower,

- Kelly Krispin- Market Manager - kelly.krispin@manpower.com - cell: 231-343-5044

We have an account set up with the following cab companies,

- | | | |
|------------------|---------------|--------------|
| • Port City Cab | Muskegon, MI | 231-739-7161 |
| • Ludington Taxi | Ludington, MI | 231-845-9693 |



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Informational Sheet
Youth Employment Standards Act 90 of 1978, as amended

POSTING REQUIREMENT

MCL 409.110 Minor under 16 years; days and hours of employment.

Sec. 10. A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session.

MCL 409.111 Minor 16 years and over; days and hours of employment; employment in agricultural processing.

Sec. 11. (1) Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods:

- (a) Six days in 1 week.
- (b) An average of 8 hours per day in 1 week.
- (c) Ten hours in 1 day.
- (d) Subject to subdivision (e), 48 hours in 1 week.
- (e) If the minor is a student in school and school is in session, 24 hours in 1 week.

(2) Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older between 10:30 p.m. and 6 a.m. However, except as provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days:

- (a) On Fridays and Saturdays.
- (b) During school vacation periods.
- (c) During periods when the minor is not regularly enrolled in school.

(3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met:

If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not in session.

- (a) The minor is employed for not more than 11 hours in 1 day.
- (b) The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to work more than 48 hours during any week without the consent of the minor.
- (c) The minor is not employed between 2 a.m. and 5:30 a.m.
- (d) The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consenting to the period of employment authorized under this subsection.

(4) As used in this section:

- (a) "Agricultural processing" means the cleaning, sorting or packaging of fruits or vegetables.
- (b) "Farming operations involved in the production of seed" means farming activities and research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for commercial seed production.

HISTORY: AM. 1978, ACT 90, EFF. JUNE 1, 1978 -- AM. 1995, ACT 251, EFF. MAR. 28, 1996 -- AM. 1996, ACT 499, IMD. EFF. JAN. 9, 1997 -- AM. 2000, ACT 418, IMD. EFF. JAN. 8, 2001 -- AM. 2011, ACT 197, IMD. EFF. OCT. 18, 2011

MCL 409.112 Meal and rest period.

Sec. 12. A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.

MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed location.

Sec. 12a. A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not be employed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours.

HISTORY: ADD. 1980, ACT 436, EFF. MAR. 31, 1981.

IMPORTANT: ADMINISTRATIVE RULE, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER

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Informational Sheet

Youth Employment Standards Act 90 of 1978, as amended

TEENAGER'S EMPLOYMENT IN MICHIGAN

(Refer to Youth Employment Standards Act, Public Act 90 of 1978)

14 Minimum Age of Employment

Work Permit

- Must be current, age and color appropriate on file at fixed location/work site place of employment **prior to** beginning work
- **Section I** completed by minor and parent/guardian (in its entirety); and,
- **Section II** completed by employer or representative proposing to employ minor (in its entirety); and
- **Section III** completed by school issuing officer only upon application **in person** by minor desiring employment and after having examined, approved and copy work permit placing in minor's permanent school file

Work Permit Exemptions

Work permit **do not** apply if:

- 16/17 year old has successfully passed G.E.D. test **and** provided proof of successful completion **prior to** employment
- 16/17 year old has completed high school graduation requirements **and** provided proof of diploma **prior to** employment
- 16/17 year old emancipated has provided proof to employer **prior to** employment (i.e., marriage certificate, etc.)
- Signed and dated written agreement/contract entered into between employer and governing body of the school district, etc.
- Employment in a business owned (sole, partner or stockholder) **and** operated by minor's parent/guardian if parent/guardian devotes substantially all of his/her working hours to the operation of the business

Adult Supervision

Minors under the age of 18 **may not** work

- Unless the employer or employee of the employer 18 years or older provides supervision;
- In an occupation that involves a cash transaction after sunset or 8 pm, whichever is earlier, at a fixed location unless employer or employee of the employer 18 years or older is present at the fixed location during those hours

Hours

Minors required by law to attend school, may only perform work outside school hours (i.e., after 3:00 pm)

Minors under the age of 18 **may not** work

- More than 6 days in one (1) week;
- More than an average of 8 hours per day in one (1) week;
- More than 5 hours continuously without 30 minutes or more documented and uninterrupted meal/rest period;

Minors 16/17 years

- May be employed no earlier than 6:00 am and no later than 10:30 pm (Sunday-Thursday);
- May be employed no earlier than 6:00 am and no later than 11:30 pm (Friday-Saturday) and (During Summer, Winter, Christmas school vacation at least 7 calendar days Sunday – Saturday)
- May work no more than 24 hours per week when school is in session (whether home/cyber/virtual/on-line school, etc.)
- May work no more than 48 hours per week when school is not in session (Spring, Summer, Winter/Christmas vacation - at least 7 calendar days Sunday – Saturday)

Minors 14/15 years

- May be employed no earlier than 7:00 am and no later than 7:00 pm (September Labor day – June 1st)
- May be employed no earlier than 7:00 am and no later than 9:00 pm (June 1st – September Labor day)
- May be employed no more than 18 hours a week during a school week
- May be employed no more than 3 hours a day, outside school hours, on school day (Monday – Friday)

Alcohol

Minors under the age of 18 cannot sell, serve or furnish alcoholic beverages

Minors under the age of 16 may not be employed in establishments

where alcoholic beverages are sold or consumed for consumption on the premises

**Minors shall not be employed in, about, or in connection with
an occupation that is hazardous or injurious to the minor's health or well-being
including but not limited to
(Youth Peddling, Door-to-Door sales, and Street sales for profit making companies)
(Use of Chef, Boning, Butcher, Meat Cleaver, Filet, Skinning, or Machete knives)
(Hot Grease or Oil when the temperature exceeds 100 degrees Fahrenheit)**

Hazardous Occupations (Under the age of 18)

The term "operation" as used in HO's 5, 8, 10, 11, 12 and 14 includes the tasks of setting up, adjusting, repairing, oiling, and cleaning the equipment

- HO 1 Manufacturing or storing explosives
- HO 2 Driving a motor vehicle or work as an outside helper on motor vehicles
- HO 3 Coal mining
- HO 4 Logging and sawmilling
- HO 5 Power-driven woodworking machines
- HO 6 Exposure to radioactive substances and ionizing radiation
- HO 7 Power-driven hoisting apparatus
- HO 8 Power-driven metal-forming, punching and shearing machines
- HO 9 Mining, other than coal
- HO 10 Power-driven meat-processing machines, slaughtering and meat packing plants
- HO 11 Power-driven bakery machines
- HO 12 Power-driven paper-products machines, scrap paper balers, and paper box compactors
- HO 13 Manufacturing of brick, tiles and related products
- HO 14 Power-driven circular saws, band saws and guillotine shears
- HO 15 Wrecking, demolition, and shipbreaking operations
- HO 16 Roofing occupations and work on or about a roof
- HO 17 Trenching and excavation operations

Minors 14/15 years **may not** do

- Manufacturing and Mining
- Meat slaughtering, processing, and packaging
- Meat slicers, saws and meat choppers (including restaurants and delicatessens) occupations
- Operating power-driven equipment
- Transportation and Communications
- Warehousing and storage
- Construction
- Work in or about boiler or engine rooms
- Maintenance or repair of a building or equipment
- Work in freezers and meat coolers
- Outside window washing
- Baking such as vertical dough mixers, batter mixers (including most countertop models) dough rollers and dough sheeters
- Work involving power-driven food slicers and grinders, choppers or cutters and bakery mixers
- Loading and unloading goods to and from trucks, railcars or conveyors
- Work in areas where meats are prepared for sale

EMPLOYER'S RECORDKEEPING REQUIREMENTS

- Work permit or Work Based Learning agreement or contract signed and dated between employer and school
- Copy of certification - successfully passing G.E.D. test or high school requirements - diploma
- "State Approved" Application for General Hours and Individual Application for Hours Deviation for 16 and 17 year old minors
- Starting and Ending documented and uninterrupted meal/rest period of 30 minute or more
- Posting Requirement – at the work site
- Required Michigan Minimum Wage Law Poster – posted at the work site
- Employee name, address, birth date – occupation/classification – rate of pay – total hours worked **AND** total hours paid each pay
- Total daily hours worked – starting/ending time worked each day and starting/ending meal/rest period
- Itemization of fringe benefits (1 listing for 10 or more employees)
- Separate earning statement of itemization of deductions made each pay period
- Furnish each employee at the time of payment of wages a retainable and detachable earning statement indicating
 1. Hours worked by the employee
 2. Gross wages paid
 3. Identification of the pay period for which payment is being made
 4. Itemization of deductions

TIPPED EMPLOYEES

Signed and dated tip statement received each pay period **AND** Itemization of credits taken for tips each pay period

Wage and Hour Program

Workforce Opportunity Wage Act – Minimum Wage

www.michigan.gov/wagehour • 517-322-1825 • Toll Free 855-4MI-WAGE (855-464-9243)

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Youth Employment Standards Act, 1978 Public Act 90

Work Activities Prohibited or Restricted by Law or Administrative Rule

Work Activity	Age 14/15	Age 16/17	MCL or Rule Cite
1. Alcoholic Beverages:			
Employed in Establishments Where Alcohol Sales are 50% or More of Total Sales	Prohibited	Prohibited	MCL 409.115
Employed Where Alcohol is Consumed in Establishments Where Alcohol Sales are Less than 50% of Total Sales	Prohibited	Permitted	MCL 409.115
Minors Cannot Sell, Serve, or Furnish Alcoholic Beverages; Liquor Control Commission Regulations, 1-866-893-2121	Prohibited	Prohibited	Liquor Control Commission
2. Clay Construction Products / Silica Refractory Products	Prohibited	Prohibited	R 408.6209(1)
3. Child Commercial Abusive Activities	Prohibited	Prohibited	MCL 409.114a
4. Confined Spaces	Prohibited	Permitted	R 408.6208(8)
5. Construction Operations:			
Involving Additions, Improvements, Excavation, Highway, Bridge, or Street Construction, Roofing, Wrecking, Demolition, and Ship Breaking Operations	Prohibited	Prohibited	R 408.6208(2)
Involving Cleanup (Not in Above Operations)	Prohibited	Permitted	R 408.6208 (1)
Non-Hazardous Construction Work for Charitable Housing Organization	Exempt	Exempt	MCL 409.119
6. Explosives	Prohibited	Prohibited	R 408.6208(3)
7. Extinguishment of Fires	Prohibited	Restricted	R 408.6209(11)
8. Hazardous Substances (see R 408.6204(a) for definition)	Prohibited	Prohibited	R 408.6208(5)
9. Hoisting Apparatus:			
Operation of	Prohibited	Prohibited	R 408.6208(11)(a)
Riding on	Prohibited	Prohibited	R 408.6208(11)(b)
Assisting in the Operation of	Prohibited	Prohibited	R 408.6208(11)(c)
Working Under	Prohibited	Permitted	R 408.6208(12)
10. Ladders and Scaffolding	Prohibited	Permitted	R 408.6209(10)
11. Logging and Sawmills	Prohibited	Prohibited	R 408.6209(5)
12. Mines and Quarries	Prohibited	Prohibited	R 408.6209(6)
13. Motor Vehicles	Prohibited	Prohibited	R 408.6208(13)
Outside Helpers	Prohibited	Prohibited	R 408.6208(14)
14. Ore Reduction, Casting Metals	Prohibited	Permitted	R 408.6209(7)
15. Power Driven:			
Bakery Machines	Prohibited	Prohibited	R 408.6208(9)(c)
Meat Processing Machines	Prohibited	Prohibited	R 408.6208(9)(f)
Paper Product Machines	Prohibited	Prohibited	R 408.6208(9)(d)
Metal Forming Machines	Prohibited	Prohibited	R 408.6208(9)(b)
Saws	Prohibited	Prohibited	R 408.6208(9)(e)
Woodworking Machines	Prohibited	Prohibited	R 408.6208(9)(a)
Tractors (Non-Agricultural)	Prohibited	Restricted	R 408.6208(10)(b)
Lawn Mowers and Cutters	Prohibited	Permitted	R 408.6209(8)
Earth Moving Equipment and Trenchers	Prohibited	Prohibited	R 408.6208(10)(a)
16. Radioactive Substances including Self-Luminous Compounds	Prohibited	Prohibited	R 408.6208(6)
17. Respiratory Equipment	Prohibited	Prohibited	R 408.6208(7)
18. Slaughtering, Meat Packing, and Rendering	Prohibited	Prohibited	R 408.6209(9)
19. Tanning (Animal Hides)	Prohibited	Prohibited	R 408.6209(4)
20. Welding	Prohibited	Permitted	R 408.6209(2)
Heat Treating, Brazing, and Soldering	Prohibited	Permitted	R 408.6209(3)

This document contains general information only and does not carry the effect of law. Act 90 contains other limitations on employment of minors and all requirements must be met. Please contact the Office of Career and Technical Education for additional information at 517-335-6041 or visit their website at http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html

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GRETCHEN WHITMER
GOVERNOR

Office of Career and Technical Education
P. O. Box 30712 • Lansing, Michigan 48909 • 517-335-6041



Youth Employment Standards Act, 1978 Public Act 90

Work Activities Prohibited or Restricted by Department Review under MCL 409.103

"A minor shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to the minor's health or personal well-being or that is contrary to standards established under this act. . ."

This document contains general information and does not carry the effect of the Law

Work Activity	Age 14/15	Age 16/17
1. Amusement Park/Recreational Establishment – No Assembly, Disassembly, or Operation of Rides; Age 16/17 may tend, i.e., Take Tickets, Board and Disembark Passengers	Prohibited	Restricted
2. Bloodborne Pathogens Exposure	Prohibited	Prohibited
3. Boats and Other Watercraft	Prohibited	Prohibited
4. Conveyors (Belt), Work On or Near	Prohibited	Restricted
5. Firearms (Loaded), Any Gauge or Caliber including Air Powered	Prohibited	Prohibited
6. Garbage Cart – Easy Tipper	Prohibited	Prohibited
7. Gator Type Utility Vehicles (Not on a Public Road)	Prohibited	Permitted
8. Go-Cart Spotters	Prohibited	Permitted
9. Golf Carts (Not on a Public Road)	Prohibited	Permitted
10. Hot Grease or Oil (Exceeding 100 degrees Fahrenheit)	Prohibited	Prohibited
11. Kansmacker, Un-jamming, Servicing, or Repairing	Prohibited	Prohibited
12. Knives: Chef, Boning, Butcher, Meat Cleaver, Filet, Skinning, and Machete	Prohibited	Prohibited
13. Laminators, Used to Form a Multiple-Ply Product	Prohibited	Prohibited
14. Lawn Care Equipment (Power-Driven) – Mowers, Edgers, Weed Eaters, Hedger Clippers, Tillers, Wheelbarrows, Thatchers, and Aerators	Prohibited	Permitted
15. Life Guard (Certified)		
Swimming Pools and Water Amusement Parks	Permitted (15 only)	Permitted
Natural Bodies of Waters, Such as Lakes and Rivers	Prohibited	Permitted
16. Pharmacies and Prescription Drug Delivery	Prohibited	Prohibited
17. Power Drills (Over 3/8" Chuck)	Prohibited	Prohibited
18. Propane (LP) Gas, Dispensing	Prohibited	Prohibited
19. Sewing Machines Used in a Manufacturing Process	Prohibited	Permitted
20. Snow Blower	Prohibited	Permitted
21. Tire Changer	Prohibited	Prohibited
22. Youth Peddling, Door-to-Door and Street Sales for Profit Making Companies including Mobile Sales Crews	Prohibited	Permitted

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TIMESHEET INFORMATION

2021

A TIMESHEET WEEK RUNS FROM SATURDAY TO FRIDAY

A timesheet week begins on Saturday and runs through Friday of the next week.

Example: The timesheet example is below highlighted in yellow. The week always includes the Saturday from the previous week. This example shows the week of 7/16 – 7/22.

Sun 10	Mon 11	Tues 12	Wed 13	Thurs 14	Fri 15	Sat 16
Sun 17	Mon 18	Tues 19	Wed 20	Thurs 21	Fri 22	Sat 23

ALL WEEKS ARE PAID THE FOLLOWING FRIDAY

If you work one week, turn in a timesheet on Thursday, the pay for that week will show up the FOLLOWING Friday.

Example: You work the days of Monday July 18 through Thursday July 21. **You turn in the timesheet on Thursday July 21** (if you worked Friday too you will add the time expected to work on Friday). Pay for that week is the following Friday July 29. See below – it shows payday in red.

Sun 17	Mon 18	Tues 19	Wed 20	(Turn in) Thurs 21	Fri 22	Sat 23
Sun 24	Mon 25	Tues 26	Wed 27	Thurs 28	Fri 29	Sat 30

BREAKS ARE REQUIRED FOR EVERYONE

If you work more than 5 hours you must take a 30 minute break.

Note: You cannot take the break after working more than 5 hours.

Example: You are scheduled to work from 8:00 am - 2:30 pm. This equals 6.5 hours. At the 5th hour you must take a break. Once you deduct 30 minutes for the break, your total time worked equals 6. Hours. The time sheet shows IN and OUT times for start time, break time and end time. See below:

IN 8:00 am OUT 1:00 pm IN 1:30 pm OUT 2:30 pm TOTAL 6

TIMESHEET STEPS

1. All timesheets are required to be filled out completely and signed by a supervisor and the student.
2. **You must enter any time scheduled to work on Friday of that week since timesheets are due on Thursdays.**
3. Once signed, they are then pre-approved by West Michigan Works staff.
4. Only pre-approved timesheets will be submitted to Manpower for payment.

WHY AM I NOT GETTING PAID?

- You did not turn in a timesheet on time. (If not received by Thursday at 5 pm, it is considered LATE)
- You did not fill out your timesheet correctly.
- You did not include your break time.
- You did not sign your timesheet.
- Your supervisor did not sign your timesheet.
- You did not set up your Manpower account prior to your start date (see staff if you have this issue)

Any of these issues can cause a delay in getting paid. Please double check your timesheets. Thank You!

Youth Name _____ Worksite _____

Job Title _____ Worksite Supervisor _____

Pay Period Dates: (from) _____ (to) _____

	Date	Time In	Time Out	Time In	Time Out	Total Hours
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
WEEK TOTAL						

Supervisors: Please circle a response for each row below. Total the points using the value at the top of each column.

	4 Points	3 Points	2 Points	1 Point
Quality of Work	Excellent	Very Good	Adequate	Poor
Work Knowledge	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent uninterested
Attendance	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/ truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance	Often needs help with decisions	Cannot make decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude	Positive; takes active friendly interest in others	Pleasant; polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Total Points: _____ Additional Supervisor Comments: _____

ATTENTION SUPERVISORS! A FULL EVALUATION AND SIGNATURES ARE REQUIRED.

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____



A proud partner of the American Job Center network

Employer Issue Form

If an issue arises with the youth participating in a Work Experience at your Worksite, please complete this form and email it to your Business Solutions Representative:

Samantha Salter - ssalter@westmiworks.org

EMPLOYER WORKSITE NAME		EMPLOYER WORKSITE ADDRESS	
SUPERVISOR NAME		SUPERVISOR PHONE	SUPERVISOR EMAIL
DATE OF ISSUE			
DESCRIPTION OF ISSUE			
DESIRED ACTION			

Supervisor Signature: _____

Date: _____

ACTION TAKEN

Career Coach Signature: _____

Date: _____

BEST PRACTICES SUGGESTIONS

The following pages provide some suggestions such as:

1. Onboarding Checklist
2. First Meeting
3. Goal Setting
4. Giving Feedback
5. Helpful Hints
6. Suggested Activities



Onboarding Checklist

This checklist will help employers acclimate a youth to the work environment.

Onboarding Session

- Provide a welcome to the organization
- Provide an overview and/or organizational chart
- Provide company literature: annual report, brochures, newsletters, etc.
- Provide and discuss position description

Policies and Procedures

- Review policies and procedures
 - Appointments and meetings
 - Attendance and punctuality
 - Dress code
 - Leave times
 - Safety and emergency procedures/security
- Discuss workplace codes of conduct
- Discuss "non-negotiable" policies
 - Drugs/alcohol
 - Theft
 - Vandalism
- ID badges/keys
- Timesheets

Tour and Staff Introductions

- Conduct tour of facility
 - Common areas
 - Department locations
 - Offices/work stations
 - Restrooms
 - Where to eat: cafeteria, staff lounge and other places
 - Where to store food: Refrigerator, pantry and other places
- Introduce youth to staff

Supplies and Workplace Equipment

- Provide youth with work supplies
- Explain use of workplace equipment
 - Computer
 - Fax
 - Photocopier
 - Telephone
 - Passwords/codes

Supervision

- Discuss evaluation of job performance
- Establish a supervision meeting schedule

Adapted from Federation of Protestant Welfare Agencies: Youth Workforce Toolkit: A Standard Employer Guide to Support Youth and Young Adults in the Workplace. Original document available at: https://www.pyninc.org/docs/worksite_toolkit/2Bv_OrientationChecklist.pdf



The First Meeting

A Planning Worksheet for Worksite Supervisors

This worksheet walks you through some steps to plan a first meeting with your youth.

Gather Basic Background Information

The youth's name is _____

Phone Number(s) _____

Email address _____

Think Through the First Meeting

Typically, the first meeting allows you to get to know a little bit about each other, attach a face to a name, and gain a bit of comfort. Plan ahead by thinking about what setting would feel comfortable for both of you and brainstorm some conversation starters.

1. What are some things that I could tell my youth about myself that would help us to get to know each other? What about my life story may be interesting and relevant to this young person? (E.g. Think of someone that opened the door for you and retell the story to the youth).

2. What are some questions I could ask my youth to get to know him/her a little without prying? (Write some possible open ended questions below. Note: these are questions that cannot be answered with a "yes" or "no." Make sure you get a clear answer from the youth.)

Adapted from WorkReady Philadelphia. Original document available at: https://www.pyninc.org/docs/worksite_toolkit/2Ci_FirstMeeting.pdf



3. What do I want out of the mentor/youth relationship and what are my hopes?

4. How can I find out what my youth hopes to get out of the experience and what questions might I ask?

First Meeting Checklist for Worksite Supervisors

- Talk about your company
- Explain how they fit into the big picture
- Review expectations (both yours and theirs)
- Review what steps intern needs to take if they can't make it into work
- Locate the restrooms and lunch room areas
- Ask if there are any questions
- Inform the youth how you would like to be addressed (e.g. using your first name, or calling you Mr./Ms.)

A Few Tips

Do:

- Be open minded and positive
- Have fun and be sincere
- Remain consistent in following program rules
- Remember that good communication includes listening
- Model professional speech and behavior

Don't:

- Jump to conclusions about the young person's abilities
- Be judgmental
- Forget how important you are to your youth
- Try to impose your beliefs or values on a young person
- Allow rudeness or foul language

Adapted from WorkReady Philadelphia. Original document available at: https://www.pyninc.org/docs/worksite_toolkit/2Ci_FirstMeeting.pdf



Goal Setting

Goal setting is an important part of the youth experience. Goals should be set during the first week of the program and revisited throughout the program. Check-in with the young person and ask him/her what steps have been taken to meet their goals and what challenges they have encountered.

Set a SMART goal

S: Specific

M: Measurable

A: Attainable

R: Realistic

T: Timely

Goal:

Is this goal:

Specific: ____ yes ____ no, it's too general.

Measurable: (How?)

Adapted from WorkReady Philadelphia. Original document available at: <http://www.pyninc.org/worksitetoolkit/>

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Action-Oriented: *(What are the action steps?)*

1)

2)

3)

Realistic: *(Why or why not?)*

Time-limited: *(What is the timeframe?)*

Adapted from WorkReady Philadelphia. Original document available at: <http://www.pyninc.org/worksitetoolkit/>

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Giving Feedback

You can use this as a guide to help you give feedback regarding issues such as dress code, punctuality, and other work-related issues. You may also want to encourage the young person to give feedback. You can share this tool with him/her as well.

Step 1: Identify the behavior about which you want to give feedback.

I would like to give feedback on:

Step 2: Describe the focus of your feedback on behavior.

I have observed/noticed that:

Step 3: Describe the effect of the behavior.

When you _____, it:

Step 4: Describe the change in behavior that you are recommending.

Points to remember about giving feedback:

- It is important to share feedback with the youth so they learn from the experience.
- It is always best to lead with positives.
- Remember to listen and to be empathetic.
- Get feedback on your feedback. Ask how he or she feels about the experience (what worked and what you could have done better).
- Above all, the goal of the experience is for the youth to learn and come away with new or improved skills at the end of the program.

Adapted from WorkReady Philadelphia. Original document available at: <http://www.pyninc.org/worksitetoolkit/>

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Helpful Hints for Worksite Supervisors

Before meeting with your intern for the first time, ask yourself these questions:

- Think about yourself when you were the same age as your intern. Was there an adult (other than a parent) whom you especially enjoyed spending time with? What were the qualities of that person that made him or her special to you?
- What are the four qualities you have that are going to help you be a great mentor or supervisor?
- Are there any tendencies you have that could potentially make it more difficult for you to develop a strong relationship with your intern? For example, do you like to talk more than you like to listen? What will you do to overcome those tendencies?
- Think about the moment when you are going to meet your intern for the first time. How do you think s/he will feel? What do you imagine he/she will be thinking?

Questions for Check-Ins

To facilitate the success of your intern, you should consider scheduling regular meetings between supervisor and interns to check-in. These initial meetings will guide you through the process of developing and implementing strategies that support your interns and your organization. In addition, the check-ins could be used to monitor quality, track progress and address any arising issues.

Ask the intern:

1. How is your internship going thus far? How do you feel about being an intern?
2. Are you getting along with other employees? Do you feel comfortable within the organization?
3. What are your ambitions and what current responsibilities, departments, or type of work interests you?
4. Do you need help with any of the projects we have assigned to you? Are you satisfied with how things are going?
5. Is there a training you think would be helpful or of interest to you?
6. Is there anything else you would like to discuss or bring to my attention?

How to recruit employees & supervisors to work with students:

An internship program could require buy-in from multiple departments and employees in order to make it a success. Below are some ideas as to how you can recruit employees to participate.

- **Build Interest throughout the Company.** Sell the idea of an internship program to people at different levels of the company- from the CEO to board members, union reps and front-line workers. In smaller companies, orient the senior staff and encourage them to support

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employees interested in working with students. Once the employees recognize that the program is valued throughout the organization, they will more likely want to participate.

- **Approach Employees in Ways They Trust.** Building interest in internship programs requires a personal appeal from the people employees trust most: other employees. Employers should seek out volunteers willing to recruit their peers. An information session is a good opportunity to give employees a chance to hear from co-workers who already had positive experiences or who believe in the internship program.
- **Anticipate Key Questions and Concerns.** Employees may give several reasons for not wanting to get involved in hosting an intern. The worksite, school contacts and Business Partnership Specialists should assist in providing the employees with the information and support they need. Employees will be more willing to participate if they are confident that resources are available to answer their questions and address their concerns.
- **Create a System of Support and Reward.** Employees need to know that they'll receive the necessary support to work with students. Provide employees with orientation sessions, materials and possibly training sessions. Because participation will require employees to develop new skills and change their routines, employers should consider incentives such as special company recognition, thank you letters, newsletters, etc.

How Can an Employer Ensure Confidentiality?

Confidentiality should not be a barrier to an internship program. Across the country, organizations and individuals dealing with confidential or client-privileged information have identified meaningful learning activities for students while at the same time protecting client confidentiality.

Employers interested in working with students, but concerned about protecting confidentiality, should consider the following:

- **Train to Build Awareness.** If students are going to be exposed to confidential information, employers should provide the same confidentiality training that regular employees receive.
- **Gauge Maturity Levels.** After observing and talking to the intern, employers should use their best judgment to gauge if he/she is mature enough to understand and apply appropriate behavior regarding confidential information and procedures.
- **Educate Customers.** Employers should explain to customers that the intern is in a learning situation and has received the necessary training to handle confidential matters.
- **Respect the Intern's Confidentiality.** Just as the student has a responsibility to the employer, the employer has a responsibility to the student. Do not share personal information about the intern with other employees or customers.

Adapted from WorkReady Philadelphia. Original document available at: <http://www.pyninc.org/worksitoolkit/>

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Suggested Activities for Youth

Here are our suggested company activities and industry related projects interns may complete independently or with supervision:

COMPANY ACTIVITIES

DESCRIPTION OF WORK

Update Company Information

Youth may update newsletters, staff profiles, website or departmental information bulletin boards. They may post announcements, company achievements and employee recognition awards.

Departmental Project Work

Expose the youth to multiple facets of your organization by having them shadow various colleagues. The youth may get involved with an aspect of a department project.
Have your young person gather feedback from staff relating to company improvements, then report their findings in a meeting.

Company Marketing Campaign

Have your young person create a proposal about how your marketing campaign can be improved using social media. Ask for suggestions relating to reaching your target audience. Have your young person put together presentation folders for customers. The young person may enter feedback/data from customer surveys, statistics or other forms of research.

Social Media

Introduce youth to the organization's social media outlets and discuss the strategy behind the social media usage. Have the interns make updates and posts and ask your intern to develop strategies for the social media websites.

Community Service Project

Have your interns develop an internal community service initiative. Allow the interns to develop and implement the campaign, such as a company food drive.

Adapted from WorkReady Philadelphia. Original document available at: <https://www.pyninc.org/docs/worksiteStoolkit/ILivSŪuqgestedActivitiesQouth.pdf>

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Customer Service

The youth may place customer acknowledgment phone calls or assist with "thank you" mailings. They may greet customers, make introductions and give directions to company visitors.

Portfolio

Have interns keep a record of everything they do during the course of their internship and compile all of it into a portfolio.

Reflect on the Youth Experience

As the program nears completion, have your intern develop a presentation on the experience. Encourage the young person to utilize multimedia and the technological skills learned throughout the experience. Reflect on what they have learned during the summer and think about his or her favorite projects. Arrange for the intern to deliver the presentation to you and other members of your department

Adapted from WorkReady Philadelphia. Original document available at: <https://www.pyninc.org/docs/worksite%20toolkit/ILiv%20uggestedActivitiesQouth.pdf>

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YOUTH WORK EXPERIENCE

EMPLOYER TOOLKIT ACKNOWLEDGEMENT

I have received a copy of the West Michigan Works! (WMW!) Youth Work Experience Employer Toolkit. I have received an overview of this information and the contact names and phone numbers, should I have questions.

The toolkit contains policies or procedures which apply to me. I agree to read the toolkit and follow it during my relationship with West Michigan Works! and Manpower. I further understand it may be amended at any time and that these changes will be communicated to me by a WMW! staff member.

The following was provided:

- Manpower Injury Information Initials: _____
- Youth Employment Standards Initials: _____
- Timesheet & Evaluation Information Initials: _____
- Issues Form Initials: _____
- Best Practices Suggestions Initials: _____
- Grievance & Complaint (in contract) Initials: _____

Company Name: _____

Employer Signature: _____ Date: _____

WMW Signature: _____ Date: _____