

TEXOMA YOUTH WORKS

YOUTH EMPLOYEE POLICIES & PROCEDURES

Dress Code

It is important that you dress appropriately for your worksite. Each worksite will have different guidelines on appropriate dress. Discuss this with your supervisor—impress them by asking for a copy of their Dress Code.



Timeliness and Attendance

It is important that you are punctual when reporting for work. If you expect to be late or absent from work you should report to your supervisor immediately (prior to the regular time

of work) and follow the guidelines of the worksite.

Gifts and Gratuities

It is inappropriate for you to give or accept any gift that might tend to influence your job.

Timesheets

It is your responsibility to complete your timesheet and present it to your supervisor for review and signature. Make sure the information is complete and accurate—as you know falsifying information is considered stealing. More information on pay days and pay checks can be found on the timesheet instructions given to your supervisor.

Off-Site Assignments

Each employee is assigned to a specific approved worksite. It is the policy of Workforce

Solutions Texoma that you perform your duties at your approved worksite. From time to time, you may be asked to perform work assignments at locations other than the approved worksite. This is not allowable for 16 & 17 year olds under any circumstances. It is Workforce Solutions Texoma's policy to **not permit off location work or remote work locations for 16 and 17 year olds.** 18 and older may perform duties off-site as long as you are transported by your supervisor. This is to protect you from injury or other liabilities as well as your worksite and Workforce Solutions Texoma. Violation of this is grounds for immediate termination.



- Make sure your Medical Emergency Contact is called.
- Contact your Youth Career Specialist at Workforce Solutions Texoma.

Your Career Specialist will follow-up with your supervisor to complete the necessary forms for the injury.

Workforce Solutions Texoma uses E-verify ! E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, to determine the eligibility of that employee to work in the United States.

Things to Remember

- > Dress for your job based on your Worksite needs
- > Be on time and be prepared to work
- > Limit cell and company phone usage to emergency calls only during company time. This includes texting!
- > Off-Site Assignments are not allowed for 16 and 17 year olds.
- > 18 and older are permitted to work off-site as long as they are transported by their supervisor.
- > Take this work opportunity serious! In the end, you may be offered a job.
- > Notify your Supervisor immediately if you are injured on the job.



What Employers Want!

Top 10 Skills...

1. Ability to communicate effectively
2. Commit to the job
3. Learn new tasks willingly
4. Accept responsibility
5. Keep a positive attitude
6. Make decisions
7. Show flexibility
8. Leadership potential
9. Grow in the job
10. Ability to handle personal problems

INJURY ON THE JOB

All youth are covered by Workers' Compensation through your employer of record—Workforce Solutions Texoma.



If you are under the age of 18, it is important that you follow the Child Labor Laws outlined on the back of this document and posted at your worksite in greater detail.

If your worksite is asking you to perform duties that

violate the Child Labor Laws, please report that to your Career Specialist immediately.

The following are the proper steps if you are injured on the job:

- Notify Your Supervisor Immediately.
- SEEK MEDICAL ATTENTION. If it is an emergency your supervisor will call 911.

**Child Labor Laws – 16-17 Year Old
At a glance...**

- Do not drive a vehicle**
- Do not operate equipment**
- Do not operate machinery**
- Do not climb ladders**
- Do not work on roofs**
- Do not work in excavation**

For more information about the Child Labor Laws, see your worksite supervisor for complete details.

EMPLOYEE TERMINATION

Can you be fired from your job? Yes, you can!

You're a trainee and can be fired from your worksite and removed from work experience service with just cause. Examples of "just cause" include, but are not limited to the following:

- **Poor attendance or punctuality;**
- **Exhibiting undisciplined behavior;**
- **Dishonesty and/or stealing;**
- **Breaking worksite or program rules or policies.**

If a situation warrants, the worksite supervisor may remove you from the worksite and/or have the Career Specialist meet with you for counseling. The Career Specialist will investigate the situation prior to taking any action. The supervisor has the authority to fire you from the worksite, but only your Career Specialist has the authority to terminate you from the Youth Program.

This policy is necessary in order to provide you with a realistic work situation and maintain

compliance with policies and procedures.

You must understand that there are consequences for unacceptable behavior as well as the rewards of having a job and doing it well. If termination of the work experience occurs, your progress will be evaluated and a determination will be made as to what additional services, if any, may be needed to meet your employment goals.

UNLAWFUL HARASSMENT AND BEHAVIOR IN THE WORKPLACE

Harassment

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, or sex, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Harassment is against the law. Examples of harassment that may violate the law and will violate this policy include: Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, or sex.; Nonverbal conduct, such as staring, leering and giving inappropriate gifts; Physical conduct, such as assault or unwanted touching;

Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment

Sexual harassment is a form of harassment that is based on a person's sex or that is sex-based behavior. It is also sexual harassment for anyone in a position of authority to tie hiring, promotion, termination or any other condition of employment to a request or demand for sexual favors.

Inappropriate behavior

Our goal is to have work environments where all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if not illegal, that interferes with that goal will not be tolerated. Workforce Solutions Texoma reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Every Workforce Solutions Texoma intern has a role to play in achieving a respectful workplace:

- Workforce Solutions Texoma expects respectful and professional behavior at all times, no matter the situation. Remember that your actions reflect upon you and Workforce Solutions Texoma. Be sensitive to how others may perceive your actions. Just because someone does not complain to you does not mean that they don't object to your behavior.
- There is no reason to ever engage in unwelcome behavior that has the purpose or effect of harassing others. Report any unwelcome behavior.
- Be open to constructive feedback regarding performance deficiencies. Recognize that respectful supervisory actions regarding workplace issues are a necessary and appropriate step in performance feedback.
- If someone offends you, let that

person know so that it won't happen again. If you have offended someone, understand his or her perspective, apologize and don't let it happen again.

- If you are aware of any behavior that might violate this policy, report it to your supervisor or career specialist.

What to avoid

- Any behavior that is unprofessional or disrespectful, or that has the purpose or effect of harassing anyone.
- Any retaliation against someone who raises a concern or potential violation under this policy.
- Missed opportunities to respectfully communicate to someone that you found his or her behavior offensive.



GRIEVANCE PROCEDURE

Workforce Solutions Texoma strives to ensure fair and honest treatment of all employees and customers. Supervisors, managers, and employees are expected to treat each other with mutual respect.

Positive and constructive feedback is encouraged.

If you disagree with any existing policy or procedure you can express your concerns through the approved grievance procedure. You will not be terminated from your employment for voicing a complaint in a reasonable, businesslike manner or for utilizing the grievance procedure.

If a situation arises where you believe that a condition of employment or a decision affecting your employment is unjust or inequitable, you are encouraged to follow the Grievance Process outlined in the Orientation to Complaint document that you signed at enrollment into the Youth Program.