

Worksite Handbook 2024



NYC
Department of
Youth & Community
Development


**WORKFORCE
CONNECT**
DYCD Youth Employment Programs

A large teal geometric shape, resembling a stylized triangle or a corner, is positioned in the top right and bottom left corners of the page. The main content area is white. The title 'MISSION & VISION STATEMENT' is centered at the top in a large, bold, white sans-serif font, overlaid on a dark teal rectangular background that features a faint, stylized grid pattern.

MISSION & VISION STATEMENT

OUR MISSION

The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

VISION STATEMENT

DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow, and thrive.

DYCD WORKFORCE CONNECT PROGRAMS

The Department of Youth and Community Development (DYCD) provides New York City youth and adults with paid work experiences, work readiness and occupational training, academic support, job placement services, and financial empowerment through a variety of Workforce Connect programs.

- The **Summer Youth Employment Program (SYEP)** is the nation's largest summer work program for young people, providing six weeks of paid work experience for youth ages 14-24 at no cost to participating employers.
- **Ladders for Leaders**, the capstone experience for an SYEP participant, connects high-achieving high school and college students with employer-paid professional internships in competitive industries.
- Through **Advance & Earn** and **Train & Earn**, young adults who are out-of-school and out-of-work receive academic support to gain their High School Equivalency, occupational skills training and industry-recognized credentials, City-subsidized internships with employer partners, and job placements.
- School-year programs for high school students, such as **Work, Learn & Grow** and **Learn & Earn**, provide college readiness and workforce development training along with access to CUNY classes and afterschool internships.
- New York City's **Crisis Management System (CMS)** deploys teams of credible messengers who connect individuals to services that can reduce the long-term risk of violence. By including summer internships as part of these services, DYCD and our CMS partners provide access to early career opportunities and paid summer experiences.

Hiring young people through DYCD's Workforce Connect programs offers employers the opportunity to tap into emerging talent and build a workforce that better reflects local communities, while reducing recruitment/onboarding costs and directly contributing to New York City's economic development.

TABLE OF CONTENTS

TABLE OF CONTENTS

WORKSITE APPLICATION & ASSURANCES AND CERTIFICATIONS.....	5
A. Job Descriptions.....	5
B. Supervision.....	7
C.Special Tools.....	7
D.Evaluation of Participants.....	8
E. Recordkeeping.....	8
F. Timekeeping.....	8
BASICS FOR A SAFE WORKPLACE.....	10
A. Worksite Requirements.....	10
B. Child Labor Laws.....	11
C.Childcare Worksite Placements.....	11
D.Facilities Maintenance.....	13
E. Drug-Free Workplace.....	13
F. Sexual Harassment Prevention.....	14
G.Public Health Emergency Regulations and Directives.....	14
SUPERVISORY GROUND RULES.....	15
INCIDENT REPORTING.....	17
A.Injury at Worksite.....	18
B. Dismissal of Participants.....	18
PROHIBITED ACTIVITIES.....	19
FORMS AND DOCUMENTS.....	21
PROVIDER INFORMATION.....	22

PART I

WORKSITE APPLICATION & ASSURANCES AND CERTIFICATIONS

The worksite application is designed to determine an employer's ability to provide an engaging work-based learning experience to DYCD Workforce Connect participants according to the rules and regulations set forth by DYCD. The application asks the worksite representative to give specific details of the job(s) to be offered to participants, including typical tasks for each job title and, if applicable, special experience requirements. This must be completed and approved before participants can be assigned to the site for work.

Worksite applications will be reviewed by the program provider (a DYCD-funded community-based organization) and DYCD to ensure that:

- Constructive, appropriate, structured work experiences are offered.
- Work experiences do not include prohibited activities.
- Appropriate time/attendance verification procedures are in place and will be followed.
- Adequate arrangements have been made regarding the supervision of participants.



Any special experience requirements will be scrutinized closely to ensure that qualifications are non-discriminatory and that they relate specifically to the tasks to be performed.

A. Job Descriptions

Worksites are responsible for providing participants with meaningful work experience in a structured environment. Therefore, jobs should encourage participants to acquire skills and habits that will lead to greater employability.

When providing each job description, the worksite must be detailed and provide a clear picture of what the participants will be doing. The following sample tasks, while not all inclusive, can provide a guide to the types of allowable work experiences:

- Participants may be assigned as a computer or technical aide assisting in data entry, program development, and/or network support.
- Participants may hold various office positions and perform duties such as typing, filing, answering telephones, and/or photocopying.

- Summer Youth Employment Program (SYEP) and Work, Learn and Grow (WLG) participants may be assigned to administrative tasks and non-medical services roles in hospitals, community clinics, doctor's offices, and mental health facilities. They may also act as receptionists or dietary aides. They may not work directly with patients, nor can their assignment place them in direct contact with patients without direct supervision by permanent staff. Permitted tasks may include retrieving pillows and blankets, distributing amenities, and companionship roles. Advance & Earn and Train & Earn participants may only be assigned to clinical tasks if they have completed prior training and certifications required by the worksite and their oversight bodies for those duties.
- Participants may be assigned as community and social service aides and perform functions such as surveying the existing services within a community and distributing this information to community residents.
- Participants may assist in the performance of recreational and tutorial services for children, older adults, or people with disabilities. Job duties in this area may consist of escorting youth on trips, assisting in the supervision of younger children in day care settings, or assisting program staff with recreational activities in senior centers or adult care facilities. Participants assigned to these duties must be in compliance with required background screenings and state and local health laws applicable to individuals working in these types of facilities, and worksites are responsible for any fees incurred during this process.
- Participants may take part in neighborhood beautification, such as assisting in landscaping, gardening, and the maintenance of parks. They may also assist in indoor maintenance activities, such as a custodial aide.
- Participants may assist in the preservation of cultural activities. Jobs in this area may include museum aide, photographer assistant, or performing arts support.

The experience level requested for each job should be in line with the duties to be performed by a program participant, including their age, education, and for out-of-school, out-of-work young adults, past training, and certifications. The requirements must comply with all applicable laws prohibiting discrimination. For example, in no case should requirements be based on race, gender, religion, national origin, or political affiliation. Nevertheless, the prohibition against discrimination shall not be interpreted to prohibit bona fide selection criteria that are based on statutory age restrictions or reasonable safety considerations.

The worksite must also determine whether the participant is required to complete any background screening, fingerprinting, or other requirements based on the job description and worksite regulations. These requirements should be included with the job descriptions in the worksite application and worksites are responsible for any fees incurred during this process.

The worksite is solely responsible to screen each participant to ensure compliance with any licensure, certification, or background check required in conjunction with their assigned duties. The worksite is also responsible for covering any costs associated with any background checks, including fingerprinting and other services.

Program providers will assess each participant to determine their work-related interest and skills. Afterwards, the provider will make every reasonable effort to match participants with a role that will complement these interests and skills.

B. Supervision

The Worksite must have enough supervisors to provide direction, training, and counseling to participants at a minimum of one supervisor for up to 12 participants for in-person work and one supervisor for up to 20 participants for remote work. Participants must be supervised at all times and may not be left unsupervised at a worksite at any time. *[Ratio may vary in the case of childcare-related worksites and be determined by the age of attending youth.]*



The worksite must perform background screening for all staff members, including permanent, seasonal, and volunteer staff, who will be working with participants. Such background screening must include criminal history and employment history, while complying with applicable law, including the New York City Fair Chance Act and Article 23-A of the New York Correction Law. Based on the background screening, the worksite must decide whether staff may properly and safely supervise or work with youth. The worksite must further certify that none of the officers, directors, or managing personnel of the worksite has been convicted of defrauding the City/State/Federal government, or of obstructing an investigation with respect to such fraud, during the past three years.

C. Special Tools

The prospective worksite must indicate its ability to provide any tools-of-the-trade and safety equipment that will be necessary for participants to carry out their jobs. For example, if the job involves photography, a camera should be available. If the job involves data entry, computers should be available. Worksites must understand that it is their responsibility to provide the equipment and materials required, and in the quantities necessary, for participants to perform the work activities proposed. This includes any special uniforms (e.g., t-shirts, caps) for participants required to be worn to perform daily duties. Worksites may not ask participants or providers to cover the cost of any tools, materials, or equipment.

Worksites must follow state and [federal child labor provisions](#) regarding workplace equipment and operations. SYEP and WLG participants may not operate motor vehicles and should not be tasked with lifting more than 50 lbs. Advance & Earn and Train & Earn participants may only be assigned to these tasks if they have completed prior training and licensing required by the worksite and their oversight bodies for those duties.

Participants over the age of 18 must receive proper training before handling hazardous equipment such as knives or tools and must be supervised at all times. Participants under the age of 18 may not utilize equipment declared hazardous and often used by cooks and bakers, such as power-driven meat processing machines, commercial mixers, and certain power-driven bakery machines, nor are they permitted to operate, feed, set up, adjust, repair, or clean any of these machines. Participants under the age of 18 are also prohibited from utilizing power-driven saws and woodworking machines, manufacturing equipment, and/or hazardous chemicals.

D. Evaluation of Participants

Worksite supervisor(s) must formally evaluate every participant assigned to their Worksite twice during the program: once at the mid-point and again at the end of the program. The provider will provide standard DYCD forms. For the benefit of the participant, the worksite supervisor should review the evaluation with the participant and provide appropriate feedback. Each completed evaluation must be submitted to the provider to be placed in the participant's file.

E. Recordkeeping

The worksite must maintain a file for each participant containing supervision summaries, voluntary work agreement form (if applicable), evaluations, copies of weekly timesheets, and other program documents provided to the participant. The worksite will be provided with and must maintain an up-to-date roster of all participants assigned to the worksite with the participant's name and DYCD Workforce Connect ID number to ensure complete participant accountability. The provider will explain the preceding responsibilities in greater detail during your program orientation.



The worksite must maintain the confidentiality of participants' Personal and Identifying Information (PII). Participant files, whether digital or physical, must be kept secured and the worksite must restrict access to participants' PII to persons who have a legitimate work-related purpose to access such information. The worksite must instruct staff to maintain the confidentiality of participant's PII. Should there be a breach of security of any data that contains social security numbers or other personal identifying or sensitive information of participants, the worksite must notify the provider. Upon the discovery of such security breach, the worksite must take reasonable steps to remediate the cause(s) of the breach and provide written notice to the provider of such steps.

F. Timekeeping

All worksites must provide participants with the opportunity to complete the weekly work hours as assigned. This includes all work and Professional and Technical Development training. After five hours worked, participants must take at least a 30-minute unpaid lunch break, and after seven hours worked, participants must take at least a one-hour unpaid lunch break. Be sure to manage your participants' work scheduled accordingly.

Hours worked are subject to the New York State Department of Labor laws for minors. Please refer to the PERMITTED WORKING HOURS FOR MINORS UNDER 18 YEARS OF AGE document or www.labor.state.ny.us for more information.

- Note: WLG participants may not work more than eight hours per day or 12 hours per week when school is in session and 20 hours per week during school breaks.

Participants are expected to work either in person or remotely according to their assigned work schedules. DYCD will not be responsible for compensating youth whose hours exceed the program limits. If worksites choose to compensate participants for hours worked beyond program limits or if participants take part in events or activities outside of scheduled work hours, then an acknowledgement be initialed by the participant (and their parent/guardian if participant is a minor) and available for review. If participants are at worksites for more than 40 hours a week, the worksite is responsible for securing in advance:

- Compensation for the additional hours worked (if agreed upon).
- Appropriate meals and living accommodations.
- Transportation for participants to travel between work and home.

Program Hour Compensation Limits:

- SYEP participants will not be compensated by DYCD for more than eight hours per day or 25 hours per week, up to 150 hours total.
- Advance & Earn will not be compensated by DYCD for more than 29 hours per week or 250 hours per cohort.
- Train & Earn participants will not be compensated by DYCD for more than 40 hours per week or 150 hours total.
- WLG participants are not permitted to work beyond the hours listed above, regardless of compensation.
- All hours worked are subject to local labor laws.

A major responsibility of the worksite supervisor is the accurate daily monitoring of participants' time and attendance. Worksite supervisors or designated staff must ensure that their participants accurately record their hours, which will be verified and collected on a weekly or biweekly basis for payroll processing.

Weekly timesheets can be completed and approved electronically through the participant and worksite portals. Alternatively, paper timesheets can be completed and signed and will be collected by the provider. It is important to remind your participants to enter their hours in a timely manner (by Saturday at 11:59 PM each week).

Worksites must verify timesheets by Monday at noon. Providers will then submit the hours for payroll processing on Tuesdays and participants will be paid on Fridays. Remote monitoring will be conducted by providers to ensure proper supervision/skills building for participants and must be documented according to the assessment policy of DYCD. Worksite supervisors must be available to host check-ins with providers and DYCD staff to verify hours.

Worksite supervisors are responsible for managing the submission of all timesheets to the provider. Participants are not allowed to transport timesheets.

PART II

BASICS FOR A SAFE WORKPLACE

A. Worksite Requirements

DYCD Workforce Connect providers are required to make at least one visit or scheduled check in per week to conduct program/worksite monitoring activities, as well as to communicate with participants. Worksites may also be monitored by DYCD, the State Department of Labor, and any other City, State, or Federal agencies through unannounced visits, and Worksites must provide to the provider and each monitoring agency information pertinent to the operation of the program.

Worksites operating virtually will receive virtual site visits, which can be scheduled to ensure optimal availability of supervisors and participants.

The worksite must provide the activity described in the worksite application and must provide supervision in accordance with required supervisor-to-participant ratios. The worksite must account for and certify participants' time and attendance to ensure that the hours reported reflect the actual hours worked. (See details in Part III: Supervisory Ground Rules.)

The buildings, surroundings, and conditions at the worksite location must be compliant with all applicable Federal, State, and local laws, codes of conduct, and standards set forth by DYCD in this Worksite Handbook.

The worksite must comply and continue to comply with all regulations concerning Workforce Protections and prohibited activities of the State Department of Labor ("DOL") Rules and Regulations as published by the DOL. See: dol.ny.gov/workforce-protections

Anyone supervising participants must attend training offered by the provider. Failure to attend will result in removal of SYEP participants and/or termination of the worksite's participation in the program.



If a worksite is found in violation of any City, State, or Federal Government requirements or DYCD policies and procedures, DYCD reserves the right to unilaterally terminate participation as a worksite.

B. Child Labor Laws

All worksites are subject to laws promulgated by the New York State Department of Labor (“DOL”), including those regarding the employment of minors. Worksite supervisors must familiarize themselves with DOL laws governing the employment of minors, which may be found on the New York State Department of Labor website: dol.ny.gov/workforce-protections

Worksites are also required to post any rules, policies, and notices provided by the provider on behalf of DYCD to inform participants of their rights as participants of the Workforce Connect program.

C. Childcare Worksite Placements

Participants in Summer Camps Operating under SACC Licenses

Programs operating under School-Age Child Care Licenses/Registration are subject to New York State Office of Children and Family Services (OCFS) School-Age Childcare (SACC) regulations. Therefore, all operators must review and evaluate the backgrounds of all applicants for staff and volunteer positions. Comprehensive background clearances must be conducted as per OCFS Regulation 414 for School-Age Child Care, including but not limited to:

- Fingerprinting
- SEL
- Qualifications
- SCR
- Criminal Conviction Statement
- References
- Medical

Participants that are 18 years of age or older must follow the required clearances for any staff working in a SACC-licensed program and can only be left alone with children once they are fully cleared, provided that their supervisor is onsite (but not necessarily in the same room).

Participants under the age of 18 may not be left unsupervised with children even if cleared. They will also not need to complete comprehensive background check clearances (OCFS-6000 packet) and should sign in as visitors. Programs must keep a list of all participants working at the site.

Worksites are responsible for any fees incurred during this process and must ensure that all participants receive clearance as required by the NYC Department of Health and Mental Hygiene (DOHMH). Staff-to-program participant supervisory requirements must be met when assigning participants to ensure the safety of program participants.

Participants in Summer Programs Operating under Summer Camp Permits

All participants must obtain the required clearances for any staff working in a summer program operating under a summer camp permit, including but not limited to:

- One medical required for all staff (TB not required for staff).
- Updated medicals and immunization record (TB not required for campers).
- Camp Director must ascertain whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to employment.
- A copy of prospective employee's or volunteer's information must be submitted to DCJS and a letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response, and DCJS screener ID number.
 - For more information regarding the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit: criminaljustice.ny.gov

Participants in Childcare Programs Operating under SACC Registration

All participants will be required to follow the required clearances for any staff working in a registered DOHMH OCFS SACC licensed program. Participants will be considered volunteers who work regularly and substantially with children in the program. As such:

- 18+ year old participants can count towards the staff-to-participant ratio. They must obtain the required clearances for any staff working in a SACC-licensed program and could be left alone with children once they are fully cleared.
- Under supervision of cleared staff, participants may remain with children while awaiting background check clearances.
- Participants under the age of 18 may not be counted in the supervision ratio or left unsupervised with children in care, even if cleared. They do not need comprehensive background check clearances (OCFS-6000 packet) and should sign in as visitors.
- As these staff are considered volunteers, the \$25 Statewide Central Register (SCR) fee will be waived. Input "Z" (Prospective Volunteer) in the appropriate category to have the fee waived.
- Programs must keep a list of all participants working onsite.

Additional Requirements for School-based Programs

No one that is required to be processed in the NYC Department of Education's PETS system can provide services at an NYC DOE school site without full clearance and a status of "eligible."

NYC public school students placed in school-based programs do not need to be fingerprinted, regardless of setting. They should not be added to a PETS roster. Those who are not school, post-secondary students, as well as participants who attend charter or private schools, need to be fingerprinted.

Exceptions include:

- If an NYCPS student graduates/drops out of school, they will need to be added to the PETS roster immediately.
- If their role carries over into another job in a different DOE program (e.g., they stay on working for the program or school in a different capacity and are no longer an NYC DOE student), they will to be added to that PETS roster and fingerprinted as part of a security clearance check.

See additional details on the NYC Department of Health website

- Information for Child Care Operators: ocfs.ny.gov/programs/childcare/regulations/

Child Abuse Prevention

DYCD has instituted specific procedures to protect *both* the participants and the young children who attend programs at childcare-related worksites. Worksites must:

- Attend the training/orientation session offered by your provider.
- Ensure that Counselors are not allowed to touch children under their watch at any time.
- Participate in the screening and selection of participants to be assigned to their site(s). This process includes interviewing each potential assignee.
- Adhere to reporting and notification requirements relating to incidents of alleged child abuse, specifically:
 1. Immediate notification of the OCFS Child Abuse Hotline at (800) 342-3720; and
 2. Simultaneous notification of your provider.



Summer Rising – DOE Authorized Summer Program

The New York City Department of Education (DOE), in partnership with DYCD, operates the Summer Rising initiative each summer. All Summer Rising programs will operate under DOE authorization. DOE has sent a letter to OCFS authorizing the program.

- Participants that are current DOE Students do not need PETS clearance. Youth that have dropped out of school or graduated, and all non-DOE participants (e.g., charter, private school students) will need to be fingerprinted. Programs must keep a list of all participants working at the site.
- 18+ year old participants can count towards the staff/participant ratio and will be required to follow the required PETS clearances if they are a non-DOE student. Participants who are 18+ can be left alone with children once they are fully cleared, provided that their supervisor is onsite (but not necessarily in the same room). Participants under the age of 18 do not count towards the staff/participant ratio.



D. Facilities Maintenance

Worksites must maintain facilities that are appropriately accessible and adequate for participants. Worksites must provide ample equipment and supplies and a safe, hazard-free work environment. This requirement also applies to virtual work environments and safe and appropriate use of social media between staff and participants.

Neither the provider nor DYCD shall be liable or responsible to the worksite for any unintentional damage to property or fixtures at the worksite that occurs during the program.

E. Drug-Free Workplace

Each worksite must comply with the City's drug-free workplace requirements at their sites, in accordance with instructions from providers and the following:

1. Conspicuously post the statement given by providers notifying staff and participants that the manufacture, distribution, dispensing, unauthorized possession, and unauthorized use of controlled substances are prohibited and specifying the actions that will be taken against employees for violation of such prohibition.

2. Attend any drug-free awareness programs that may be offered by providers informing all staff at the worksite about:
 - a. The dangers of drug abuse in the workplace.
 - b. The provider's policy of enforcing a Drug-Free Workplace Policy.
 - c. Availability of drug counseling, rehabilitation, and employee assistance programs.
 - d. Penalties that may be imposed upon the employee/participant for violating policy.
3. Ensure that if any staff member is arrested or convicted for violation of a criminal drug statute occurring in the workplace, the provider must be notified as soon as possible and within five calendar days of the incident in writing.

F. Sexual Harassment Prevention

Each worksite must comply with local and state laws regulating prevention of sexual harassment in the workplace, as applicable, including posting required information in a conspicuous location at the worksite and ensuring that staff receives required sexual harassment prevention training. Providers will give all participants sexual harassment prevention training issued by the New York City Commission on Human Rights prior to placement at the worksite.

If a participant reports an incident of sexual harassment at a worksite to a worksite representative, the worksite must immediately notify the provider and cooperate with any investigation conducted by the provider and DYCD. The worksite must also allow participants the option to avail themselves of the worksite's internal sexual harassment prevention policy and must investigate in good faith in accordance with that policy.

G. Public Health Emergency Regulations and Directives

Worksites shall comply with any applicable DYCD, City, State, or Federal public health emergency regulations that may be in effect. Any requirements regarding public health vaccinations and/or screenings for participants assigned to the worksite must be communicated in the worksite application.

Notification Requirements for All Worksites

All worksites that receive notification of a participant's COVID-19 exposure or positive COVID-19 test must notify the provider immediately and work with the provider to determine remote tasks the participant can complete from home.



If a worksite experiences a closure, providers must be notified immediately to ensure participants can be tested and reassigned accordingly. If remote/virtual opportunities are not feasible, providers will assist in locating an alternate site assignment for participants eligible for another in-person site.

PART III

SUPERVISORY GROUND RULES

Prior to the start of the program, the DYCD Workforce Connect provider, a worksite representative, and each participant must complete the PARTICIPANT WORKSITE REFERRAL. This is a one-page document that informs the participant where they will be placed and outlines the terms and conditions of their placement. The provider will maintain the original form in the participant's individual file, and all worksites must also keep a copy for the participant file kept at the worksite. It is also recommended that a description of the job and the participant's role at the site be kept on file at the worksite.

There must always be adequate supervision on site, in accordance with required ratios, to guide and direct participants in completing their work assignments. Participants may not be left at the worksite unsupervised at any time. Participants must receive job training prior to beginning a new task.

Worksite supervisors are responsible for ensuring that participants adhere to the following ground rules:



1. Participants are to report to and leave from work at the time agreed to in the Participant Worksite Referral.
2. Participants' weekly assignments must not exceed the assigned maximum hours per week of the program without prior notice and approval by the provider and DYCD. Participants who do exceed this limit will not be compensated through DYCD. Worksite supervisors must ensure the participant (and the parent/guardian, if participant is a minor) have initialed the Maximum Hours & Orientation Acknowledgment section of the PARTICIPANT ENROLLMENT SURVEY (PES). A copy must be kept on file at the worksite if hours will surpass the assigned program hours.

Additionally, worksites may require participants to complete additional onboarding or worksite training as it pertains to their onsite assignments; this will be considered a part of their daily tasks and will contribute to their weekly paid hours.

Participant hours should be tracked as outlined below:

In-person Worksites

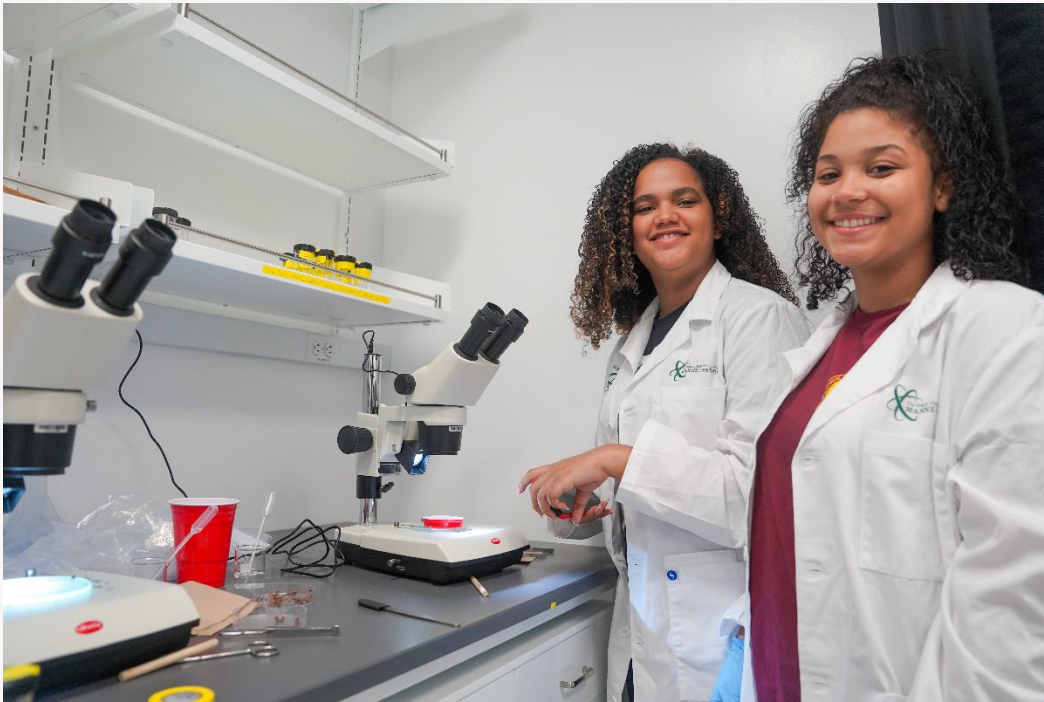
- Participants sign in and out daily on their timesheets for the exact time they arrive and leave work. (Lunch hours must be accurately recorded.)
- Supervisors must observe the sign in/out process and not allow participants to sign in or out in advance of time worked or for time not worked.

OR

- Participants enter the exact hours worked in the participant portal site.
- Worksite supervisors will be responsible for reviewing and then verifying the hours entered to ensure providers may process hours on time for payroll commit.

Remote Internships

- Participants must enter the hours worked in the participant portal site for the exact time they began and ended work. (Lunch hours must be accurately recorded.)
- Worksite supervisors will be responsible for reviewing and then verifying the hours entered to ensure providers may process hours on time for payroll commit.



At the end of each payroll period, paper timesheets must be signed by both the participants and worksite supervisor before they are picked up by the provider for input into the payroll system. It is strongly recommended that a copy of each timesheet also be kept at the worksite. For electronic timesheets, worksites are responsible for timely verification to ensure participants are paid on time.



PART IV

INCIDENT REPORTING

DYCD Workforce Connect providers are obligated to report the following incidents to DYCD and, as such, the following incidents must be immediately reported to your provider:

- Bodily injury (e.g., a broken ankle, torn ACL, or serious laceration), threats to an individual's well-being, self-abusive behavior, property damage, shootings, and fires.
- Child abuse (actual and suspected), including incidents that may be sexual in nature, and occurrences involving inappropriate personal boundaries, communications, touching, and photos.
- Incidents for which Emergency Medical Services or Police are called, and incidents which may be of media interest.
- Lapses in the supervision of school-aged children.
- If a worksite believes a participant may have been exposed to COVID-19 at work.
- Any other Incident which potentially impacts the health, safety, or well-being of an individual, property, or the operation of a DYCD-funded program and any incident which stems from or is otherwise related to DYCD-funded programming.

Providers will supply an incident report template for the worksite to complete immediately, and this report will be submitted to DYCD for follow up.

Minor occurrences, such as incidents typical of childhood or otherwise minor (e.g., a scraped knee from a fall, an isolated and non-serious verbal altercation) need not be reported to your provider. However, due to the nature of workforce development programs, supervisors and worksites should take into consideration the age, maturity, and experience of the participants and the need for appropriate supervision, training, and disciplinary action.

You may work with your provider regarding any incident that the worksite deems appropriate to report or that the worksite is unable to resolve, including, for example, participants leaving the worksite without permission or prior notice or any inappropriate behavior by the participant towards the worksite supervisors or staff.

A. Injury at Worksite

If a participant is injured while working, the worksite must notify the provider as soon as possible and not more than 24 hours after the incident in question. Participants are covered by a Worker's Compensation insurance policy administered by the Mayor's Office of Operations. All claims are subject to the approval of the insurance company processing the case and it is critical that prompt notice be given to the insurance carrier. Worksite supervisors can obtain guidance for reporting these incidents and providers will supply participants with the required documentation and directions on how to complete.



B. Dismissal of Participants

If the worksite has determined that they no longer wish to have a participant working at their site, the Worksite supervisor must do all of the following:

1. Contact the provider to notify them of the situation and await their instructions.
2. Arrange for the return of the participant to the provider's office upon receiving instructions from the provider.
3. Prepare a written report supporting this determination.

Under no circumstance is the worksite authorized to send the participant home before having completed their workday or terminate the participant from the worksite without notifying and receiving consent of the provider. You must inform the provider of the situation and await further instructions from the provider.



PART V

PROHIBITED ACTIVITIES

To provide a safe, high-quality experience for participants, the following activities are prohibited:

- No currently employed worker shall be displaced by any participant, including partial displacement resulting in a reduction in the hours of overtime work, wages, or employment benefits.
- Participants assigned to a recreational facility may not participate in the recreational activities themselves.
- Participants may not be allowed to handle heavy equipment or machinery, including kitchen equipment, without direct guidance of the supervisor and must follow all rules and regulations as outlined previously with this regard.
- Participants may not serve alcohol. Participants under the age of 21 may not be placed at a worksite whose core business is the production or sale of alcohol.
- Participants may not be engaged in political activities. Neither the program nor the administration of the program shall be, in any way or to any extent, engaged in the conduct of political activities. Participants who are placed in the offices of members of Congress, State, or local Legislators may only perform tasks that are related to the non-political aspects of the office.
- Participants placed at a site which is a component of a sectarian or religious institution may not perform activities involving the construction, maintenance, or operation of facilities that may be used for religious worship or sectarian instruction. They may, however, perform tasks related to the non-religious aspects of the institution, such as the maintenance of the gymnasium, lunchroom, and playground.
- Participants may not be allowed to solicit, or otherwise engage in, any fundraising activities on behalf of a worksite, provider, or organization, group, or consortium thereof.
- No person shall receive or be caused to receive any money, gifts, or services of any kind as a requirement or inducement of participation as a worksite in DYCD Workforce Connect programs.
 - Participants should not be assigned to work in the same office or affiliate where a relative or friend is in charge or has direct influence in supervision, creating possible bias or partiality.
 - Worksites may not charge participants for uniforms, equipment, travel, or trips incurred while participants are performing program-related work for the worksite.

- SYEP and WLG participants may not be allowed to operate any type of motor vehicle as part of their job duties or responsibilities. Advance & Earn and Train & Earn participants may only be assigned to these tasks if they have completed prior training and licensing required by the worksite and their oversight bodies for those duties.
- Worksites may not require or request participants to work on private business or projects of any owner or employee of the worksite.
- Participants may not be assigned to work at unregistered businesses and/or worksites that do not have proper licensing as is required by DOHMH regulations or other Federal, State, and local guidelines based on the nature of the business/organization.
- SYEP and WLG participants may not engage in the practice of medicine, defined as diagnosing, treating, operating, or prescribing for any human disease, pain, injury, deformity, or physical condition. Participants also may not be assigned to provide direct assistance to physicians or other medical staff in the practice of medicine. All SYEP and WLG placements at a healthcare/medical worksite must be limited to an administrative capacity. For example, participants may serve as receptionists answering phones at a healthcare clinic but may not assist with a medical procedure. Advance & Earn and Train & Earn participants may only be assigned to clinical tasks if they have completed prior training and certifications required by the worksite and their oversight bodies for those duties.



Participant assignments must align with the Job Duties/Responsibilities listed in the worksite application. Placements of participants are contingent upon the committal of the worksite application and then the final approval by DYCD staff. All worksites are responsible for complying with the rules and regulations of the worksite handbook and the worksite certification and assurances to ensure the safe employment of all participants. If the worksite is not in compliance, participants may be removed immediately, and the worksite may not be approved to participate in the program in the future.

For a description of prohibited occupations and activities for workers under the age of 18, please visit the New York State Department of Labor's website: dol.ny.gov/state-prohibited-occupations-minors



PART VI

FORMS AND DOCUMENTS

The following forms and documents are available from the provider for all worksites:

- **Worksite Application:** Completed by the prospective worksite and used by the provider and DYCD to determine the eligibility of the worksite's participation in the program. This allows the prospective worksite to provide specific details of the job offered, including typical tasks for each job title, and if applicable, special experience requirements.
- **Participant Worksite Referral Agreement:** Should be completed, signed, and filed in the participant file and worksite file. This form is a tool used to capture the responsibilities of the worksite supervisor, the program participant, and any learning objectives for the work experience. A completed and signed copy of this form should be provided to participants taking part in the program.
- **Worksite Assurances and Certifications Agreement:** Acts as a contract between the provider and the worksite. This form must be signed and placed on file before participants can begin to work at the worksite.
- **Worksite Handbook:** Details the roles and responsibilities of worksites and supervisors.
- **Worksite Monitoring Log:** Used to record visits made to the worksite by provider or DYCD staff. This form must be kept in a place where it is readily available at worksite locations, including online if placements are virtual/remote.
- **Drug-free Workplace Certifications:** Must be displayed at worksite locations or electronically if placements are virtual/remote.
- **Permitted Working Hour for Minors:** Must be displayed at worksite locations or electronically if placements are virtual/remote.
- **Participant Evaluation Form:** Used by the worksite supervisor to formally evaluate participants' work performance.
- **Participant Worksite Assignment Form:** Assigns a participant to a worksite and determines the weekly schedule for that participant.
 - **Participant Timesheets:** Used to keep track of participants' weekly work for payroll purposes. Timesheets must be signed by the participant, authorized worksite representative and the provider representative. Timesheets must be maintained by the worksite supervisor. Timesheets may be completed electronically.

PROVIDER INFORMATION

For additional information or concerns, please contact your DYCD Workforce Connect provider:

Provider Name:

Phone Number:

Contact Name:

Provider Name:

Phone Number:

Contact Name:

Provider Name:

Phone Number:

Contact Name:

Provider Name:

Phone Number:

Contact Name:

NYC.GOV/DYCD
@NYCYOUTH

