F'Ernell Thompson
Enrollee

Centro Atzlan
Worksite

Counselor | School | Date

JOB DESCRIPTION

JOB TITLE: Center Aide

QUALIFICATIONS (Age, skills, physical requirements, character traits, etc.)

Ability to learn and follow instructions and must be able to work

REPORTS TO: Bidal Aguero, Job Supervisor

JOB GOAL: Work experience training

PERFORMANCE RESPONSIBILITIES:

1. Take messages and inform people about services
2. Do research about community services
3. Get information about activities
4. Arranges materials for printing
5. Clean and arranges office equipment
6. Follow and assist in project for printing
7.
8.

TERM OF EMPLOYMENT:

CETA TRAINING PROGRAMS

2200 E. Broadway Lubbock, Texas 79403 (806) 763-8077

WORK EXPERIENCE TRAINING AGREEMENT

This agreement is entered into between Lubbock O.I.C, hereinafter called the Program Operator and Aztlan Centro, hereinafter called the User Agency. The parties hereto agree that the User Agency shall provide work experience and training to Victor Lucero in the position of Center Aide. Supervision will be provided by the User Agency for the period beginning 11-28-79 and ending 4-11-1980, the User Agency will receive the services of the enrollee without direct cost to the User Agency during the above described time period. Provisions (will) (will not) be made for the unsubsidized employment of the enrollee at the end of the training period. As part of the training the User Agency will be allowed a maximum of 30 hours for job interviews, 20 hours for field trips arranged either by LOIC or immediate supervisor, 16 hours for GED testing, and 16 hours for staff development.

ABSENTEE POLICY: All absences will be unexcused throughout the client's training period.

GRIEVANCE PROCEDURE FOR WORKSITE SUPERVISORS: Your grievance should be submitted to the following persons in the order listed:

1. Dianna Henderson, Executive Director
   Lubbock OIC
   Lubbock, TX 79403

2. Employment and Training Consortium Administrator
   Juanita Forbes
   South Plains Association of Governments
   Lubbock, TX 79411

3. U. S. Department of Labor
   Employment and Training Administration
   555 Griffin Square Building
   Dallas, TX 75202

You should allow five (5) working days for action to be taken at each step of the grievance procedure.

[redacted]

Signature of User Agent

Chairman
Title

[redacted]

Counselor's Signature

11-21-79
Date

CETA TRAINING PROGRAMS

1701 Parkway Mall Lubbock, Texas 79403 (806) 763-8077

WORK EXPERIENCE TRAINING AGREEMENT

This agreement is entered into between Lubbock OIC, hereinafter called the Program Operator and Centro Atzlan, hereinafter called the User Agency. The parties hereto agree that the User Agency shall provide work experience and training to Ternell Thompson in the position of Center Aide. Supervision will be provided by the User Agency for the period beginning 2-9-81 and ending 5-29-81, the User agency will receive the services of the enrollee without direct cost to the User Agency during the above described time period. Provisions (will) (will Not) be made for the unsubsidized employment of the enrollee at the end of the training Period. As part of the training the User Agency will be allowed a maxium of 30 hours for job interviews, 20 hours for field trips arranged either by LOIC or immediate supervisor, 16 hours for GED testing, and 16 hours for staff development.

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   Lubbock, TX 79403

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   Juanita Forbes
   South Plains Association of Governments
   Lubbock, TX 79411

3. U.S. Department of Labor
   Employment and Training Administrator
   555 Griffin Square Building
   Dallas, TX 75202

You should allow five (5) working days for action to be taken at each step of the grievance procedure.

[redacted]
Signature of User Agent

Chairman
Title

[redacted]
Counselor's Signature

2-6-81
Date

LUBBOCK OPPORTUNITIES
INDUSTRIALIZATION CENTER, INC.

1701 PARKWAY MALL (806) 763-8077
LUBBOCK, TEXAS 79403

" We Have The Key at the LOIC "

LOIC

MEMORANDUM

TO: All Worksite Supervisors

FROM: Service Coordinator.

DATE: March 24, 1981

Every six (6) months Service Coordinator will conduct a worksite visit to all Work Experience training sites to insure proper client documentation is being kept in client's folder. Client's folder must contain:

1. Weekly sign in and sign out sheets.
2. Pink copies of all signed timesheets.
3. Training Agreement between your agency and LOIC.
4. Client's home phone number and counselor's business number.
5. Copies of any correspondence between your agency and LOIC.
6. Client's job description.

SUMMER YOUTH EMPLOYMENT PROGRAM

WORKSITE AGREEMENT

The following agreement of understanding sets forth the responsibilities of the Lubbock Opportunities Industrialization Center, Inc. (LOIC) as the Summer Youth Employment Program operator; and Centro Austin, the user agency, hereinafter referred to as the worksite. The understanding of rules and objectives will insure a more effective experience for both the worksite agency and the CETA participant.

Activities and Services

The primary activity of the program is to provide paid, meaningful work experience, related training, and job conditioning, for the CETA youth. The User agency (non-profit worksite) provides the experience, training and supervision for 4 participant(s). LOIC provides the participants coordination and additional counseling to assist the participants in their career development objectives. It is a partnership. Worksite supervision (such as your supervisors will perform) is unpaid, voluntary and extremely important to the development of the youth assigned.

Supervisor's Responsibilities

1) Outline the participant's job duties and responsibilities and instruct the participant in the performance of his job.

2) Provide continual supervision by checking the participant's progress at various times during the day.

3) Make sure participant does not exceed authorized working hours (varies according to age groups).

4) Objectively evaluate the participant in terms of criteria provided on timesheet.

5) Make sure that the participant's work time is accurately reported and is signed for by both the supervisor and the participant in ink.

6) Insure that work areas and equipment are safe and that the participant is properly instructed in performance of the job.

7) Prepare work assignments so that the participant has a full work schedule each day and assure that adequate equipment and/or materials are available.

8) Provide work assignments that are in compliance with child labor laws, SYEP regulations, and regulations regarding participation in sectarian activities.

9) Guarantee that SYEP participants work only on worksite property (not private property).

10) Notify CETA counselor of discipline problems.

11) Report work-related injuries to CETA counselor within 8 hours.

Lubbock Opportunities Industrialization Center, Inc. Staff Responsibilities

1) Provide worksite with participant(s).

2) Give CETA orientation program for participants and supervisors.

3) Provide Supervisors with CETA Supervisor's Handbook, timesheets and other forms necessary for program operation.

4) Insure participants are paid only for hours worked.

5) Counsel participants in areas of career and personal development.

6) Resolve disciplinary problems.

7) Visit worksites to determine participants' job performance and relationships with supervisor and co-workers.

8) Determine if worksite supervision is adequate.

9) Process workman's compensation claims.

I certify I have received a copy of this training agreement to keep on file and present if asked by a monitoring and evaluating unit.

I certify that I have read and do understand the responsibilities as stated in this agreement. I also understand that failure to effectively assume these responsibilites may result in withdrawal of CETA participant(s) from the worksite.

Centro Aztlan
Worksite

Lubbock Opportunities Industrialization Center, Inc.

[redacted]
Signature

[redacted]
Signature

Supervisor
Title

Services Coordinator
Title

Contro

SOUTH PLAINS EMPLOYMENT

AND TRAINING CONSORTIUM

CETA SUMMER YOUTH EMPLOYMENT PROGRAM

WORKSITE SUPERVISOR'S HANDBOOK

LUBBOCK OPPORTUNITIES
INDUSTRIALIZATION CENTER, INC.

1701 PARKWAY MALL (806) 763-8077
LUBBOCK, TEXAS 79403

Program Purpose

The Summer Youth Employment Program is intended to provide economically disadvantaged youngsters with short-term jobs during the summer months. It is funded with federal tax dollars through the Comprehensive Employment and Training Act of 1978 (CETA).

The program serves a dual purpose. First it provides participating youth with an opportunity to earn money and learn how to work. Second it provides public and private non/profit employers with a means to accomplish tasks which might otherwise go undone during these difficult times of budget cuts and reductions in personnel.

The Role of the Worksite Supervisor

As a worksite supervisor, your job is the most important factor in making this program a success. You are the person to whom participants will look for instructions, guidance, and support. Many of these youngsters have never had a job before. In order to make this summer a learning experience, we ask that you give special attention to our participants to assure that they develop good work habits.

Interviews

You, or someone in your agency, will be interviewing youngsters for Summer Youth Employment Program jobs. Please take care during this process to choose, from those individuals referred to you, the youths which seem best suited for the positions to be filled.

Orientation

When the youngsters you select report for work, welcome them. Let them know you are interested in them and that you expect them to do a good job.

Orient them as to what their job will involve, much as you would any other employee. Review rules and regulations which they will need to observe. Show them through their work area and introduce them to co-workers. Point out and demonstrate any equipment which they will

be using. Please remember that many of the youngsters you will be supervising lack work experience. They may require more detailed and specific instructions than other employees assigned to you.

Daily Supervision

Closely supervise each participant during their first few days at work. When teaching youngsters how to do a specific task, it may be helpful to first explain how to do it; then show them how to do it; and finally, guide them while they do it. Encourage them to ask questions. After the participant gets to the point that he/she can work independently, make sure they know where to find you if they need assistance. Check-up on them periodically, as you would any other new or temporary employee.

Finally give the participants assigned to you some feedback as to how they are doing on the job. One good place to document this being done is at the bottom of the "Participant Time Sheet", a copy of which is included in Appendix A of this handbook. This will also provide some valuable information to your CETA counselor which he/she can use in working with these youngsters.

Work Schedules

A formal work schedule for each participant assigned to you will be prepared with your CETA counselor. In general, participants may work Monday through Thursdays, 8 hours per day, for a total of 32 hours per week. Participants may start to work on June 1, 1982, and will end work at the time they are due to return to school for the fall.

Time Sheets

Keep a careful record of the time that each participant works. This must be done in writing, preferable on the type of time card or sign-in/sign-out sheets used by your regular employees. Hours worked by each participant should coincide with those for which they have been formally scheduled. Participants are to be credited only for time actually worked. This excludes holidays or time absent from the job. In no event should participants be allowed to work more hours than they are scheduled for, nor should they be allowed to "make-up" hours of work which they have missed.

Once every two weeks, you will need to transfer information on time worked by each participant to a "Participant Time Sheet", such as the one included in Appendix A to this handbook. This time sheet must be completed in ink. When completed, the time sheet must be signed by yourself and the participant. Any corrections or changes must be initialed by yourself and the participant.

Please have time sheets ready to be picked up by a CETA counselor once every two weeks, as indicated on the Payroll Schedule included in Appendix B to this handbook. Always retain the pink carbon copy of any time sheet submitted for your records.

Payroll

Participants will be paid at a rate of $3.35 per hour for time worked. Pay will be computed, and checks issued, based on the time sheets you submit.

Once every two weeks, you will receive paychecks for those participants assigned to you, and a corresponding check list. The dates on which checks will be delivered are shown on the Payroll Schedule in Appendix B to this handbook. Please disburse these checks as quickly as possible, and have participants acknowledge their receipt by signing the accompanying check list. Return the signed check list and any unclaimed checks to your CETA counselor within two days of your receipt.

It is the responsibility of participants to pick up their checks from you if they are not present when you disburse them. If the participant is unable to pick up his/her check, an immediate family member may do so, providing that they present to you written permission to do so and proper identification. Again, be sure they sign the check list.

If you do not wish to be responsible for disbursing checks, please make arrangements to have your CETA counselor do this on your behalf.

Counseling

The CETA counselor which has been assigned to your worksite is _____, phone_____. This counselor will visit with you and each participant at least once every two weeks. The counselor's primary concern will be to see that participants are being kept busy at their assigned tasks and doing a good job. Periodically, the counselor will need a little extra time to present and review certain counseling materials with your participants. They will try to disrupt the youngsters' work as little as possible. If you have any questions or need help solving a problem with a participant, please let the CETA counselor know. In the event that you cannot reach your CETA counselor, contact _____ _____, phone_____. They should be able to assist you in a similar manner.

Field Trips

Periodically, field trips will be scheduled for one or more of the participants assigned to you. Such trips will usually be scheduled for Friday's when most participants are not working. When this is not possible, your CETA counselor will notify you several days in advance to avoid conflicts in work schedules. These field trips will be made to junior colleges, vocational training facilities, and major employers. They are intended to encourage our youngsters to start thinking about, and planning for, their futures. Participants will not be paid for time spent on such field trips.

Participant Conduct, Absences from Work, and Suspension from the Job

You have the right to expect that participants assigned to you will show up for work on a regular and timely basis, follow instructions, and otherwise conduct themselves in a mature and responsible manner.

Participants have been informed that they will automatically be terminated from their job, and from the Summer Youth Employment Program, in the event of the following types of misconduct on the job: fighting, theft, abuse of worksite property, use of drugs or alcohol, insubordinations, carrying a weapon, leaving the worksite without permission, unexcused absences, and any other repetitive or seriously disruptive behavior. When such misconduct occurs, you should confront

the participant with his/her actions, send him/her home, and immediately contact your CETA counselor.

Please note that absences may be viewed by you as either excused or unexcused. A confirmed death in the family, illness documented by parents or a doctor's statement, or other valid and documentable reasons for absence should be considered as excused. Participants have been instructed to notify you by phone, no later than one hour after they are due at work, if they will be absent. If participants request time off in advance, you may grant such time at your discretion. Please document that you have done this on the participant's time sheet.

Problems with tardiness, failure to follow directions, use of profanity, use of tobacco on-the-job without your permission, failure to cooperate with other participants, and other similar behavior should be dealt with by you as a matter deserving firm correction. Please notify your CETA counselor when such problems occur. They can help you get the youngster "back on the right track". When such behaviors are of a repetitive nature, however, and you feel you can no longer work with a particular youngster, you should confront the participant with his misconduct, send him/her home, and contact your CETA counselor.

Finally if a particular youngster seems, in spite of his/her best efforts and good behavior, incapable of performing the job he/she has been hired for, contact your CETA counselor. The participant can be assigned to another job or another worksite.

Monitoring

Periodically, your worksite may be visited by local CETA monitoring staff or similar persons from U. S. Department of Labor. Their concern will simply be to make certain that local and federal rules and regulations governing the Summer Youth Employment Program are being followed. You should be prepared to make available the following items to monitoring staff: participant time cards or sign-in/sign-out sheets, your User Agency Agreement, your pink carbon copies of all time sheets submitted on participants, copies of any correspondence related to participants, home phone numbers of all participants assigned to you, and a copy of this handbook.

Worker's Compensation

Worker's Compensation Insurance will be provided by our agency for all participants assigned to you. In the event of any accident resulting in injury to a participant, the following procedures must be followed: First, the injured participant must be taken immediately to a doctor, hospital emergency room, or other appropriate medical facility for examination and/or treatment by qualified medical personnel. Second you should immediately notify your CETA counselor of the incident. Third, you must provide your CETA counselor with a written report on the incident within 24 hours. The written report must include a full and complete description of the nature of the accident, the time and place of occurrence, the names of any witnesses, and the steps to be taken to minimize the possibility of reoccurrence.

Failure to report an accident in a timely manner may result in your employer being liable for any fines which may be imposed by the Industrial Accident Board.

Participant Safety and Work-Related Restrictions

As a worksite supervisor, you must take the initiative to prevent accidents which might otherwise occur because of laxity or carelessness on the part of participants.

Federal rules and regulations place certain limitations and restrictions on the tasks which youngsters can perform. Participants under age 18 may not be assigned to jobs or tasks related to, or involving any of the following:

1. Operations in or about plants or establishments manufacturing or storing explosives
2. Operation of a motor vehicle
3. Operation of power driven woodworking machines, including circular saws, hand saws, and other such equipment
4. Exposure to radioactive substances and to ionizing radiations
5. Operation of elevators and other power driven hoisting apparatus
6. Operation of power driven grounds maintenance or landscaping equipment
7. Operation of power driven metal forming, punching and shearing machines
8. Meat processing operations

9. Operation of certain power driven bakery machines
10. Operation of certain power driven paper product machines
11. Wrecking and demolition operations
12. Roofing operations
13. Excavating operations

In addition, participants below the age of 16 may not be assiged to jobs or tasks related to, or involving any of the following:

1. Operation of <u>any</u> power-driven machinery
2. Warehousing or storage operations (excluding clerical work)
3. Construction operations
4. Work performed in or about boiler and engine rooms
5. Work requiring the use of ladders, scaffolds or their substitutes
6. Cooking
7. Work performed in freezers or meat coolers
8. Loading and unloading goods to and from trucks, railroad cars or conveyors

<u>User Agency Agreement</u>

Please review and make certain that you understand the terms of your User Agency Agreement. It outlines the respective obligations of both of our agencies in terms of Summer Youth Employment Program.

APPENDIX A

SAMPLE PARTICIPANT TIME SHEET

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name Bobby Jones Social Security [redacted]

Job Recreation Aide Work Station City of Lubbock - Parks and Recreation, Maxey Park

Pay Period 6 (Mo.) 13 (Da.) 82 (Yr.) Through 6 (Mo.) 26 (Da.)

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date	13	14	15	16	17	18	19		20	21	22	23	24	25	26	
Total Hours Worked		8	8	8	8					8	8	8	Excused Absence			56
Sick Leave																6
Vacation																8
Holiday																
Other																
Remedial																
Counseling																
Daily Totals		8	8	8	8					8	8	8				56
																Total Hours 68

I certify the above hours are correct.

[redacted]

Participant's Signature

[redacted]

Supervisor's Signature

Office Use Only

Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

Name: Bobby Jones

Pay period ending: 6/26/82

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality		✓		Follows Instructions		✓	
Work Attitude		✓		Shows Initiative		✓	
Job Performance		✓		Accepts Correction		✓	
Quality of Work		✓		Relations with Others Argues with co-workers			✓
Willingness to Learn		✓		Personal Appearance		✓	

E-Excellent S-Satisfactory NC-Needs Counseling

APPENDIX B

PAYROLL SCHEDULE

SUMMER YOUTH EMPLOYMENT PROGRAM

ACTIVITIES CALENDAR FOR 1982

JUNE							JULY							AUGUST						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

Field Trip ○

Pay Day □

PAY PERIOD SCHEDULE FOR SYEP PARTICIPANTS

Pay Period Begins	Pay Period Ends	Timesheet Pickup Date	Date Checks Distributed
June 1	June 5	June 4-7	June 11
June 6	June 19	June 18-21	June 25
June 20	July 3	July 1-2	July 9
July 4	July 17	July 16-10	July 23
July 18	July 31	July 30-August 2	August 6
August 1	August 14	August 13-16	August 20

TIMESHEETS are to be complete and signed by both supervisor and participant in ink.

Please have them ready for the counselor to pick up on the date specified.

SOUTH PLAINS EMPLOYMENT
AND TRAINING CONSORTIUM

CETA SUMMER YOUTH EMPLOYMENT PROGRAM
PARTICIPANT'S HANDBOOK

LUBBOCK OPPORTUNITIES
INDUSTRIALIZATION CENTER, INC.

1701 PARKWAY MALL (806) 763-8077
LUBBOCK, TEXAS 79403

Introduction

Welcome to the Summer Youth Employment Program. The purpose of this program is to provide young persons such as yourself with summer jobs. Funding, in the form of federal tax dollars, comes through the Comprehensive Employment and Training Act of 1978 (CETA).

You are encouraged to view your job this summer as both an opportunity and a responsibility. It provides you an opportunity to make some money, which we hope you will use to buy clothes, supplies, and other items you will need to return to school in the fall. In return, you have a responsibility to work hard and conduct yourself in a mature and responsible manner.

Interviews

You may be referred to one or more potential employers for a job interview. Remember to report on time, dress neatly, and be yourself. Make certain that you understand what the job you are being considered for will involve. Ask questions, and show that you have an interest in working for the employer.

Your Worksite Supervisor

When you are selected for a job, you will be assigned to a worksite supervisor. This person will be your boss! You are to show him/her the respect and attention that all supervisors are due from their employees.

Your supervisor will be responsible for orienting you as to what your job will involve. He/she will review the rules and regulations you will need to follow, show you through your work area, demonstrate any equipment you will be using, and introduce you to your co-workers.

Your worksite supervisor will also be responsible for overseeing your work on a day-to-day basis. Follow his/her instructions carefully, and ask questions as often as necessary.

Your CETA Counselor

When you are placed in a job, you will also be assigned to a CETA counselor. This person will visit you and your worksite supervisor once a week while you are working. You are to use these visits as an opportunity to discuss any job related problems you may be having. He/she will also be responsible for presenting and discussing various printed materials with you on career choices, vocational training, and other related topics in which you should be interested.

Work Schedules

Your worksite supervisor and CETA counselor will prepare a work schedule for you. Most participants will work Monday through Thursday, eight hours per day, for a total of thirty-two hours per week. Participants may start to work as early as June 1. Jobs will end prior to the beginning of the fall school term.

Time Sheets

You will be responsible for either punching a time clock or signing a time-in/time-out sheet at your worksite. Once every two weeks, your supervisor will transfer this information on the hours you have worked to a "Participant Time Sheet". A sample of such a time sheet is included as Appendix A to this handbook. When completed, the time sheet must be signed by your supervisor and yourself. All information and signatures on the time sheet must be in ink. Any corrections or changes must be initialed by your supervisor and yourself.

Payroll

You will be paid at a rate of $3.35 per hour for time worked. Please note that you will be paid only for time actually worked. This excludes holidays and time absent from the job. You will not be allowed to work more hours than you are scheduled for, nor will you be allowed to "make-up" hours of work which you miss. The dates on which you will receive a paycheck are shown on the schedule included as Appendix B to this handbook.

Depending on the worksite you are assigned to, your paycheck may be delivered by your supervisor or your CETA counselor. Please note that it is your responsibility to pick-up your check. In the event that you are unable to do this, a member of your immediate family (mother, father, legal guardian, brother, or sister) may pick up your check for you. They will need a note from you giving them permission to do so, as well as a drivers license, social security card, or another form of identification. If you lose a paycheck, be sure to contact your CETA counselor immediately.

Field Trips

Periodically, you will be scheduled to go on a field trip. Such trips will normally take place on Friday's, when you are not scheduled to work. These field trips will be made to area junior colleges, vocational training facilities, and major employers. They are to encourage you to start thinking about, and planning for, your future. Though you will not be paid for time spent on such trips, you will be expected to attend. Your counselor will notify you of any such trip several days in advance so you can make arrangements to participate.

Participant Conduct, Suspension from the Job, and Absences from Work

Your worksite supervisor has the right to expect that you will show up for work on a regular and timely basis, follow instructions, and otherwise conduct yourself in a mature and responsible manner. You can prevent problems by following some simple, "common-sense" principles. Report to the job neat, clean, and dressed in appropriate clothes. Do not ask friends to visit you at work. Do not bring radios, tape recorders, or record players to your job. Do not use tobacco on the job, unless you have your supervisor's permission. Do not behave in a loud or boisterous manner while working. Show care for the tools, equipment, and supplies that are put into your hands to do your job. Do not remove any of these items from your worksite unless it is under the direction of your supervisor. Keep the area in which you work neat and free from litter. Bring as few of your personal possessions to the worksite as possible,

leave the possessions of others alone, and carry only small amounts of cash with you.

Please realize that if you fail to conduct yourself properly, you will be dealt with harshly. You will automatically be terminated from your job, and from the Summer Youth Employment Program, in the event of the following types of misconduct on the job: fighting, theft, abuse of worksite property, use of drugs or alcohol, insubordination, carrying a weapon, leaving the worksite without permission, unexcused absences, or any other repetitive or seriously disruptive behavior.

You should make every effort to be on the job each day for which you are scheduled. In the event that you are ill or otherwise cannot attend work, contract your supervisor by phone no later than one hour from the time you are due on the job. If you need time off for a special reason, talk to your worksite supervisor several days in advance. Your supervisor may grant you such time off at his/her discretion. Please note that absences may be viewed by your supervisor as either excused or unexcused. A confirmed death in the family, illness documented by parents or a doctor's statement, or other valid and documentable reasons for absence may be considered as excused.

Participant Safety and Work-Related Restrictions

Please note that Federal rules and regulations place certain limitations and restrictions on the tasks which Summer Youth Employment Program participants can perform. Your worksite supervisor has been advised of these rules. Please help us by seeing that they are observed.

If you are under age 18, you may not be assigned to jobs or tasks related to, or involving any of the following:

1. Operations in or about plants or establishments manufacturing or storing explosives
2. Operation of a motor vehicle
3. Operation of any power driven woodworking machine, including circular saws, hand saws, and other such equipment

4. Exposure to radioactive substances and to ionizing radiations
5. Operation of elevators and other power driven hoisting apparatus
6. Operation of power driven grounds maintenance or landscaping equipment
7. Operation of power driven metal forming, punching and shearing machines
8. Meat processing operations
9. Operation of certain power driven bakery machines
10. Operation of certain power driven paper product machines
11. Wrecking and demolition operations
12. Roofing operations
13. Excavating operations

If you are below the age of 16, you may not be assigned to jobs or tasks related to, or involving any of the following:

1. Operation of <u>any</u> power driven machinery
2. Warehousing or storage operations (excluding clerical work)
3. Construction operations
4. Work performed in or about boiler and engine rooms
5. Work requiring the use of ladders, scaffolds or their substitutes
6. Cooking
7. Work performed in freezers or meat coolers
8. Loading and unloading goods to and from trucks, railroad cars or conveyors

<u>Worker's Compensation</u>

Worker's Compensation Insurance will be provided by our agency for you while you are on the job. If you are injured at work, notify your worksite supervisor immediately. You will be taken to doctor's office, emergency room, or other appropriate medical facility for examination and/or treatment by qualified medical personnel.

APPENDIX A

PARTICIPANT TIME SHEET

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

~~Title~~
~~Project Code~~
~~Contractor~~

Participant's Name: Bobby Jones
Social Security: [redacted]
Job: Recreation Aide
Work Station: City of Lubbock - Parks and Recreation, Maxey Park
Pay Period: 6 (Mo.) 13 (Da.) 82 (Yr.)
Through: 6 (Mo.) 26 (Da.)

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date	13	14	15	16	17	18	19		20	21	22	23	24	25	26	
Total Hours Worked		8	8	8	8					8	8	8	Excused Absence			~~$14~~ 56
Sick Leave																67
Vacation																4P
Holiday																
Other																
Remedial																
Counseling																
Daily Totals		8	8	8	8					8	8	8				~~$14~~ 56
																Total Hours 67 4P

I certify the above hours are correct.

[redacted]
Participant's Signature

[redacted]
Supervisor's Signature

Office Use Only

~~Reviewed by Counselor~~ ~~Date~~

Supervisor's Comments on Progress of Participant:

Name: Bobby Jones

Pay period ending: 6/26/82

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality		✓		Follows Instructions		✓	
Work Attitude		✓		Shows Initiative		✓	
Job Performance		✓		Accepts Correction		✓	
Quality of Work		✓		Relations with Others — Argues with coworkers			✓
Willingness to Learn		✓		Personal Appearance		✓	

E-Excellent S-Satisfactory NC-Needs Counseling

APPENDIX B
PAYROLL SCHEDULE

SUMMER YOUTH EMPLOYMENT PROGRAM

ACTIVITIES CALENDAR FOR 1982

JUNE							JULY							AUGUST						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

Field Trip ○

Pay Day □

PAY PERIOD SCHEDULE FOR SYEP PARTICIPANTS

Pay Period Begins	Pay Period Ends	Timesheet Pickup Date	Date Checks Distributed
June 1	June 5	June 4-7	June 11
June 6	June 19	June 18-21	June 25
June 20	July 3	July 1-2	July 9
July 4	July 17	July 16-10	July 23
July 18	July 31	July 30-August 2	August 6
August 1	August 14	August 13-16	August 20

TIMESHEETS are to be complete and signed by both supervisor and participant in ink.

Please have them ready for the counselor to pick up on the date specified.

DO NOT
FILM

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name [illegible] Social Security _____

Job Clerk Work Station Centro Atlan

Pay Period 7 - 4 - 82 (Mo. Da. Yr.) Through 7 - 17 (Mo. Da.)

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date	7/4	7/5	7/6	7/7	7/8	7/9	7/10		7/11	7/12	7/13	7/14	7/15	7/16	7/17	
Total Hours Worked		6.5	6.5	6.5	6.5	6				6.5	6.5	6.5	6.5	6		64
Sick Leave																
Vacation																
Holiday																
Other																
Remedial																
Counseling																
Daily Totals		6.5	6.5	6.5	6.5	6				6.5	6.5	6.5	6.5	6		

64 Total Hours

I certify the above hours are correct.

Participant's Signature

Supervisor's Signature

Office Use Only

Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

Name:

Pay period ending:

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality		✓		Follows Instructions	✓		
Work Attitude	✓			Shows Initiative		✓	
Job Performance	✓			Accepts Correction	✓		
Quality of Work	✓			Relations with Others	✓		
Willingness to Learn	✓			Personal Appearance		✓	

E-Excellent S-Satisfactory NC-Needs Counseling

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name Manuel C. Rodriguez Social Security _____

Job Aide Work Station Centro Aztlan

Pay Period 7 (Mo.) 4 (Da.) 82 (Yr.) Through 7 (Mo.) - 17 (Da.)

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date	7/4	7/5	7/6	7/7	7/8	7/9	7/10		7/11	7/12	7/13	7/14	7/15	7/16	7/17	
Total Hours Worked		6.5	6.5	6.5	6.5	6				6.5	6.5	6.5	6.5	6		64
Sick Leave																
Vacation																
Holiday																
Other																
Remedial																
Counseling																
Daily Totals		6.5	6.5	6.5	6.5	6				6.5	6.5	6.5	6.5	6		

64 Total Hours

I certify the above hours are correct.

Participant's Signature

Supervisor's Signature

Office Use Only

Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

Name:

Pay period ending:

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality		✓		Follows Instructions	✓		
Work Attitude		✓		Shows Initiative		✓	
Job Performance		✓		Accepts Correction	✓		
Quality of Work	✓			Relations with Others	✓		
Willingness to Learn	✓			Personal Appearance		✓	

E-Excellent S-Satisfactory NC-Needs Counseling

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name _____ Social Security _____

Job _____ Work Station _____

Pay Period _____ Through _____
Mo. Da. Yr. Mo. Da.

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date																
Total Hours Worked																
Sick Leave																
Vacation																
Holiday																
Other																
Remedial																
Counseling																
Daily Totals																
																Total Hours

I certify the above hours are correct.

_____
Participant's Signature

_____
Supervisor's Signature

Office Use Only

_____

_____
Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

_____

_____

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality				Follows Instructions			
Work Attitude				Shows Initiative			
Job Performance				Accepts Correction			
Quality of Work				Relations with Others			
Willingness to Learn				Personal Appearance			

E-Excellent S-Satisfactory NC-Needs Counseling

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name _____ Social Security _____

Job _____ Work Station _____

Pay Period _____ Through _____
Mo. Da. Yr. Mo. Da.

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date																
Total Hours Worked																
Sick Leave																
Vacation																
Holiday																
Other																
Remedial																
Counseling																
Daily Totals																
																Total Hours

I certify the above hours are correct.

_____
Participant's Signature

_____
Supervisor's Signature

Office Use Only

_____

_____
Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

_____

_____

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality				Follows Instructions			
Work Attitude				Shows Initiative			
Job Performance				Accepts Correction			
Quality of Work				Relations with Others			
Willingness to Learn				Personal Appearance			

E-Excellent S-Satisfactory NC-Needs Counseling

SOUTH PLAINS EMPLOYMENT & TRAINING CONSORTIUM
PARTICIPANT TIME SHEET

Title _____

Project Code _____

Contractor _____

Participant's Name _____ Social Security _____

Job _____ Work Station _____

Pay Period _____ Through _____
Mo. Da. Yr. Mo. Da.

DIRECTIONS: Complete by Supervisor in ink. Initial any changes in ink.

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	Total
Payroll Date																
Total Hours Worked																
Sick Leave																
Vacation																
Holiday																
Other																
Remedial																
Counseling																
Daily Totals																
																Total Hours

I certify the above hours are correct.

_____
Participant's Signature

_____
Supervisor's Signature

Office Use Only

_____

_____
Reviewed by Counselor Date

Supervisor's Comments on Progress of Participant:

_____

_____

Participant Evaluation Report

	E	S	NC		E	S	NC
Punctuality				Follows Instructions			
Work Attitude				Shows Initiative			
Job Performance				Accepts Correction			
Quality of Work				Relations with Others			
Willingness to Learn				Personal Appearance			

E-Excellent S-Satisfactory NC-Needs Counseling

DO NOT FILM

Enrollee

Worksite

Counselor

School

Date

JOB DESCRIPTION

JOB TITLE: Center Aide

QUALIFICATIONS (Age, skills, physical requirements, character traits, etc.)

Ability to learn and follow instructions and must be able to work

REPORTS TO: _____, Job Supervisor

JOB GOAL: Work experience training

PERFORMANCE RESPONSIBILITIES:

1. Take messages and inform people about services
2. Do research about community services
3. Get information about activities
4. Arranges materials for printing
5. Clean and arranges office equipment
6. Follow and assist in project for printing
7.
8.

TERM OF EMPLOYMENT: