


SYEP



VIRGINIA BEACH
SUMMER YOUTH
EMPLOYMENT PROGRAM

YOUTH

PROGRAM
 **HAND**
BOOK

2023

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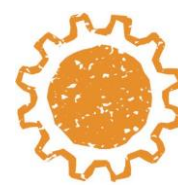
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INTRODUCTION

SYEP

The Virginia Beach Summer Youth Employment Program (SYEP) is a positive youth development program that partners with local business, city agencies and organizations to provide Virginia youth and young adults ages 16-21 with paid work experiences for 8 weeks of the summer (June 20-August 11). Prior to starting their job, SYEP participants are provided career readiness and financial education training facilitated by professionals.

Program Eligibility Requirements

Applicant must:

- Be between the ages of 16 and 21 by June 11, 2023.
- Reside in the City of Virginia Beach or currently in foster care through Virginia Beach Social Services (must show proof – report card or transcript)
- Be willing to adhere to all program policies and procedures (discussed during SYEP orientation)
- Complete the interview, screening, and onboarding process
- Commit to the entire program and orientation schedule (June 20 – August 11, 2023)

JOB PLACEMENTS

We partner with local businesses, city agencies, and organizations to help place young people in meaningful jobs for the summer.

Youth placements will be based on the following:

- Application
- Interview
- Transportation Availability
- Recommendation Letters
- Company/Agency Job Requirements
- Job Availability
- Skill Level

Possible Placements Include:

- Animal Care & Adoption Center
- City Manager's Office
- Convention Center
- Director's Office
- Emergency Communications & Citizen Services
- Emergency Medical Services
- Fire Department
- History Museums
- Human Resources
- Information Technology
- Parks and Landscape Management
- Marketing and Resource Development
- Out of School Time (Summer Camps)
- Planning, Design & Development
- Public Works Engineering
- Recreation Centers
- Sheraton Virginia Beach Oceanfront Hotel
- Teen Media Studio
- Tidewater Finance Company
- Virginia Aquarium & Marine Science Center
- Virginia Beach City Public Schools
- Youth Opportunities Office

***Please be aware that SYEP Staff considers all aspects of the SYEP Participant and each job's duties before placement. There may be circumstances where we are unable to provide a position in their field of interest.*

PROGRAM SCHEDULE

Program Events	Date	Location	Time
Applications Open	January 16, 2023	vbgovcareers.com	12:01 AM
Applications Close	March 7, 2023	vbgovcareers.com	12:00 PM
Interview & Placement	March-April 2023	TCC Joint-use library	2:30 PM - 6:30 PM
Financial Health Assessment	June 1, 2023	Online	—————
Orientation & Career Readiness Training	June 20- 23, 2023	TBD	9:00 AM - 4:00 PM
First Day at worksite	June 26, 2023	SYEP Participant's Worksite	Varies
Job Coach Sessions	July 10-14 & July 31-August 4	SYEP Participant's Worksite	Varies
Performance Feedback	July 10 & 31, 2023	SYEP Participant's Worksite	—————
Post-Financial Evaluation	Complete by August 7, 2023	Online	—————
Youth Program Evaluation	Complete by August 11, 2023	Online	—————
Last Day at Worksite	August 11, 2023	SYEP Participant's Worksite	Varies
Recognition Ceremony	August 11, 2023	TBD	TBD

TRAINING

SYEP Staff understands that for many of you, this is your first paid job experience. With that being said, we will ensure you are adequately trained on various topics and skills you may encounter during your employment.

Orientation and Career-Readiness Training

The SYEP Orientation and Career-Readiness Training will be completed before your first day of work. It will consist of various workshops and trainings that will prepare and provide SYEP participant with the general skills needed in the workforce. Some of the topics discussed include:

- Development of Professional Goals
- Effective Communication
- Equal Employment Opportunity (EEO) Training
- Resume/Brand Development
- Financial Literacy
- Professional Development
- Quality Customer Service
- Independent Living



On-the-Job Training

Upon arriving at your job site, you will receive a job-specific training. This training will be developed and presented by your Worksite Supervisor. Please be sure you know the following information on your first day of work:

- Basic Duties and Responsibilities
- Expectations of the Worksite
- Who to Contact in Case of Emergency
- Proper Workplace Attire
- Work Schedule
- Lunch-Break Policy
- How to Report and Request Absences
- Worksite Supervisor Contact Information

Young Money Mentor Financial Trainings

SYEP Young Money Mentors are college age young adults with financial experience and knowledge. They will give two to three trainings throughout the program to help SYEP participants understand and prepare for various financial decisions. These trainings include:

- Understanding and Building Credit
- Preparing for Life After High School
- Budgeting and Establishing Savings Goals
- Building Wealth
- Lessons from their own personal financial experiences



PROGRAM BENEFITS

During the 8-week program, Worksite Supervisors will evaluate the SYEP Participant's job performance and skill level. Job Coaches will send performance feedbacks to all Worksite Supervisors for each SYEP Participant two times during the 8-week program.

Job Coach Sessions

SYEP Job Coaches will meet one-on-one and in small group sessions with the Youth Workers three to five times throughout SYEP. The purpose of these site visits will be to see first-hand the type of work the SYEP Participant is doing, receive information regarding how their work experience and performance is going, and assist SYEP

Participants in creating and achieving their goals.

Participation in SYEP provides young people the opportunity to:

- Develop the skills needed to be successful and obtain jobs in the real world
- Discover and explore their talents
- Set career goals and earn money
- Learn how to save and budget for the future properly
- Develop effective and appropriate workplace behaviors
- Gain solid work experience
- Improve confidence, self-advocacy, and individualism

SYEP participants are encouraged to remain actively engaged through the duration of the program. This high level of engagement will result in a more meaningful summer experience.

PAY

SYEP Participants will be placed at worksites in various City Departments and private and non-profit companies throughout Virginia Beach, therefore the pay rate and hours may vary.

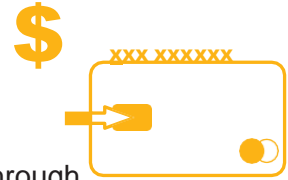
City Agency	Pay Rate	Hours
Youth Worker	\$15.00	Average 27 hours/week

Private Company	Pay Rate	Hours
Youth Worker	at least \$15.00	At least 27 hours/week

***Minimum hours are subject to change to ensure the success of all SYEP participant at their job sites.*

Direct Deposit

All SYEP Participants must have a personal, operable checking and savings bank



account to be accepted into the program. SYEP Participants will receive paychecks through direct deposit, where their paycheck is electronically deposited into their bank account bi-weekly.

To increase your saving ability, we also suggest splitting your paychecks into a savings and checking account.

VBTime (City Employees ONLY)

SYEP participants will use the VB Time UKG Dimensions app (available on ios and Google Play) to clock in and out of work in real time, as well as keep track of their leave. SYEP participants will punch in at the start of their shift, when going out for meal break, when coming back from meal break, and when they leave for the day. SYEP participants are required to review and approve their timecard at the end of each pay period after completing their last shift for that particular pay period (see below for the pay period schedule). SYEP staff will send out reminders when it is time to approve your timecard.

Some work placements, like landscape, will not have computers available to manually punch in while at work. Instead, they will have a timeclock machine where youth will use their city ID badge to clock in and out. This is also a part of the VB Time system, so youth will still need to be able to access their timecards and leave information through the VB Time mobile or desktop app.

How to log in to VBTime

Desktop Login:

Go to <https://cityvirginiabeach-ss0.prd.mykronos.com/> (bookmark for easy access)

Pick an account (your city username)

Enter your password

Mobile Download (one time only):

Download the UKG Dimensions app



Enter the VB Time URL <https://cityvirginiabeach-ss0.prd.mykronos.com/>

Mobile Login:

Enter your VBGOV username and password

Select SSO Login if you are on a personal device (DO NOT select SSO if you are using a shared device)

Usernames and passwords for VB Time will be the same as your desktop logins.

More information about VB Time will be provided in orientation and in the welcome packet.

2022 Pay Schedule (City Employees ONLY)

The Pay Schedule for the City of Virginia Beach Employees is below. Private companies' pay schedules may differ. Please be sure to check with your Worksite Supervisor regarding your Pay Schedule.

Pay Period	Pay Date
May 4 – May 17	May 26, 2023
May 18 – May 31	June 9, 2023
June 1 – June 14	June 23, 2023
June 15 – June 28	July 7, 2023
June 29 – July 12	July 21, 2023
July 13 – July 26	August 4, 2023
July 27 – August 9	August 18, 2023
August 10 – August 23	September 1, 2023 (Final Paycheck)

Personal Leave (City Employees ONLY)

As City of Virginia Beach employees, all SYEP Youth Participants working in city agencies accrue personal leave. They can view their leave on VB Time or Insite and can apply for leave through VB Time. Youth Participants are allotted no more than 3 consecutive and 5 total days off in order to maximize the benefits of their summer experience. Youth Participants must notify their Worksite Supervisor and/or Job Coach in the event of any extenuating circumstances.

How to Request Leave From a Desktop or Mobile Device

From My Time Off tile, click on Advanced Options. Select the days you want to use leave and click Apply. Select Duration – Hours to enter the start time and duration (number of hours) you want to use*. Select Personal Leave (that is the leave Youth Workers will earn) as the type of leave. Then select Submit to finish the request. When your supervisor approves it, your leave will appear in VB Time. Contact your supervisor if there are any issues.

How to Request Leave From a Timeclock

From the Timeclock, tap Request Time-Off and when prompted, place your City ID badge near the proximity reader. Select New Request and complete the following: Field, Start Date, End Date, Duration (number of hours), Deduct From (choose Personal Leave), and Comments. Then review your entry and submit. When your supervisor approves it, your leave will appear in VB Time. Contact your supervisor if there are any issues.

**If you are taking a full day off, do not select Full Day from the Duration – Hours panel. Instead, put in the time you would usually start working on the requested day and the number of hours you would usually work (excluding your 30-minute lunch break).*

Number of Hours Worked per Pay Period	Personal Leave Hours Accrued per Pay Period
1-19	.5
20-39	1

Holiday Pay & Inclement Weather (City Employees ONLY)

Part-time employees (SYEP Participants) shall receive time off with pay for the City Observed holiday portion, which would have typically been worked. For the duration of SYEP, the Fourth of July is the only city holiday that will be observed during their employment. This year the Fourth of July will be observed on Monday, July 4, 2022. If a SYEP Participant is working at a site where they are required to work on the Fourth of July, they will receive Holiday Pay for hours worked on that day.

In the event of inclement weather, please adhere to the city and your department's guidelines. If you are unsure of the proper protocol, please contact the SYEP Program Coordinator at SYEP@VBgov.com or (757) 385-0432.

InSite (City Employees ONLY)

InSite is an Employee Portal that provides access to payslips, accrued personal leave, and other personal information relating to employment. SYEP participants will not receive paper paychecks but can access their pay information on InSite instead. It is recommended that Youth print all their payslips before they leave the program.

To access InSite, login to Beachnet (the city's employee website), click on Citywide Applications, then go to InSite. To login to InSite, you need your employee ID. Please contact your Job Coach to assist you in getting your employee ID Number. Your username and password are already created, and you can change your password after logging in.



Username: First Initial and Last Name (example: John Doe: jdoe)
 Password: Birthday and Employee ID # (example: Birthday 01/01/2001
 Employee ID# 12345: 0101200112345)



Please contact the help desk at 385-4357 for troubleshooting assistance.

To access your pay slips, go to: Insite > Main Menu > Employee Self-Service > Payroll > Payslips

To access your accrued leave, go to: InSite > Main Menu > Employee Self-Service > Human Resources > View Leave Balance Summary > Show Accrual Balances

***Youth Participants at private companies will need to contact their Worksite Supervisor or the Human Resources department to access payslips and other information relating to their employment.*

SYEP POLICIES & PROCEDURES

SYEP Participants are required to comply with all policies and procedures of SYEP, in addition to those assigned by the Worksite Supervisor.

***SYEP Staff may provide SYEP Participants an opportunity to improve in the area of concern to prevent program dismissal.*

Conduct and Dismissal Procedures

It is the City of Virginia Beach's policy to establish a system of progressive discipline to address the behavior of SYEP Participants who have engaged in misconduct or who fail to meet performance expectations.

- The Worksite Supervisor should notify the Job Coach immediately of any misconduct
- The Worksite Supervisor will discuss concerns and potential disciplinary action with the youth and their Job Coach
- The Worksite Supervisor must document any performance issues, and the resulting actions on the Performance Evaluation Form
- With counseling, the youth may adjust and improve performance before any further disciplinary actions are taken
- If further action is required, the Worksite Supervisor should contact the Job Coach to collaborate on the appropriate disciplinary action
- The Job Coach will confer with the SYEP Participant's Worksite Supervisor whenever disciplinary action is being considered. SYEP staff and the Worksite Supervisor will work together to determine the necessary measures

Disciplinary Actions

Disciplinary actions may consist of any of the following:

- **Fact-Finding**
- **Verbal warning**
- **Issue of a poor performance notification to the SYEP Participant**
 - ◇ This notification will outline the problem(s), recommend positive action steps to resolve the problems(s) and establish a time frame for corrective action to take place
- **Suspension without pay**
- **Dismissal of SYEP Participant from the Summer Employment Program.**

Reasons for Dismissal or Disciplinary Action

● Performance

- ◇ Failure to perform assigned duties correctly, competently or at an adequate level of production
- ◇ Violating safety procedures

● Policy

- ◇ Code of Ethics violation
- ◇ Substance Abuse
- ◇ Misuse of City-provided computers or computer systems

● Misconduct

- ◇ Absence without leave (AWOL)
- ◇ Insubordination
- ◇ Recurring tardiness
- ◇ Theft
- ◇ Sleeping on the job
- ◇ Use of offensive, abusive, threatening or profane language
- ◇ Falsification of City records or reports (this includes timesheets)

SYEP staff and the Worksite Supervisor will work together to make the final determination of any actions that may be necessary. The final disciplinary decisions will be made by SYEP Staff. Any of the above actions could result in dismissal from the SYEP.

Absenteeism

SYEP Participants are required to provide advanced notice of anticipated absences. They must contact the Worksite Supervisor through the supervisor's suggested form of communication (call, email, or text) to inform them of the anticipated absence.

- If the SYEP Participant has an emergency, they must follow the proper protocol that has been set in place by their respective Worksite Supervisor
- If the SYEP Participant must leave their worksite before the end of their work shift, they must notify the Worksite Supervisor before starting that shift
- SYEP Participants will not be paid for any absences unless they have accrued enough personal leave to cover the absence
- Failure to follow the absenteeism protocol may result in an unsatisfactory work performance notification, which precedes disciplinary action

***Just because a Youth Participant has requested time off does not mean it will be approved.*

Tardiness

All SYEP Participants are expected to arrive at work on time, in proper work attire, and ready to work each day. SYEP Participants must ensure that they return from all breaks on time. If you think you may be late, call your Worksite Supervisor **BEFORE** their designated work shift. Please follow the protocols provided by your Worksite Supervisor if they are unavailable.

Lunch Break Policy

SYEP Participants must take at least one 30-minute, unpaid lunch break when working over five (5) hours for a shift. It is the responsibility of the Worksite Supervisor to coordinate a lunch break policy for their respective worksite. All breaks should be recorded through VBTime and should not be within one-half hour of the end of shift.

***Some job sites do not require this policy. SYEP participants should verify the lunch break policy at their jobsite.*



Inclement Weather (If applicable to job responsibilities)

In inclement weather, the Worksite Supervisor must assign secondary job duties listed on the SYEP Participant's job description. Contact your Worksite Supervisor in the event of any inclement weather notices.



Incident & Accident Reports

Incidents and accidents are handled according to the City and private business protocol. The SYEP Participant **must immediately** notify his/her Worksite Supervisor of any injury, explaining the nature of the damage and detailing how and when the injury occurred.

All Worksite Supervisors will need to follow their department and organization's proper guidelines for handling incident and accident reports. Please be sure to advise and provide SYEP Staff with all documentation promptly.

Please note for City Employees Only: If an injury happens, on or off the clock, that impacts a SYEP Participant's ability to perform their job duties, they must see Occupational Health and Safety Management with a doctor's note before returning to work.

Harassment & Hostile Work Environments

SYEP expects that neither SYEP Participants nor staff shall conduct themselves in a manner definable as harassment. Matters of harassment shall be viewed as significant by the City of Virginia Beach and shall be seriously reviewed.

Fair Labor Standards Act – Child Labor

The Fair Labor Standards Act (FLSA) establishes youth employment standards affecting employees in the private and Federal, State, and local governments. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours worked over 40 in a workweek. The employer must pay covered employees for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed workplace —overtime after 40 hours in a week = 1 ½ times an employee's regular pay rate.

The FLSA also regulates the employment of youth and the jobs they can do:

- Age 16-17: Any job not declared hazardous
- Age 18: No restrictions Note: Different rules apply to youth employed in agriculture.

Inclusion & Diversity

The City of Virginia Beach strives to ensure that employees and applicants are provided equal employment opportunities and recognizes the importance of creating a diverse workforce that can recognize, develop and provide needed services for our multifaceted citizenry.

Program Goals:

- Provide meaningful real-world work experiences
- Help young people learn professional workplace behaviors
- Foster an environment to improve young people's communication, customer service and other soft skills
- Empower young people to improve decision-making, self-advocacy and confidence
- Expand career opportunities and support career planning
- Promote financial literacy including positive saving habits and the development of financial goals
- Develop supportive relationships with city agencies and private organizations to increase job opportunities for young people residing in Virginia Beach

FREQUENTLY ASKED QUESTIONS (FAQ)

What if I do not like my job placement?

If you feel that the placement assigned by the SYEP staff is not a good fit for you, first contact SYEP staff to see about a transfer or other available job placements. We cannot guarantee SYEP Participants will get the placement they want, however all SYEP placements provide valuable work experience and help develop a variety of skills (they also boost your resume).

Am I expected to know how to do my job from day one?

No! SYEP Participants are meant to grow and build work experience over the summer. Worksite supervisors know that this may be your first job and you may have little to no experience in their field. However, try to be proactive, ask a lot of questions, and do the best you can to grow in your job placement.

When will I be able to meet with my supervisor?

SYEP Participants will have the opportunity to meet their supervisor before their first day of work, during the Orientation & Job Readiness Training.

How will I know when Young Money Mentor or other SYEP trainings are happening?

In order to make sure all youth are able to receive and attend trainings, emails about Young Money Mentor trainings or other workshops will be sent to your personal email account. Make sure to check your account for emails from SYEP regularly each week. Announcements, reminders, and sign-up links may also be sent out via text.

Can I work another job while participating in SYEP?

SYEP Participants are required to work at least 27 hours a week, including holidays and weekends for some job sites. The work schedule of the youth is determined by their respective worksite supervisor. If a SYEP participant is able to communicate scheduling needs and balance another job, then yes.

Can I work with SYEP beyond August 11, 2023?

City Employers - If your site supervisor has expressed an interest in having you work beyond August 11, 2023, please make sure to contact the SYEP Program Coordinator to receive approval. Without prior approval you will not be able to extend your employment.

Private Employers - If your site supervisor has expressed an interest in having you work beyond August 11, 2023, please feel free to take advantage of this opportunity. Also, please inform your Job Coach to let them know that this opportunity has been provided to you.

Can I get hired at my SYEP position?

Yes, of course! In recent years we have had several SYEP participants get hired after working 8 weeks of SYEP. This is not always guaranteed, but if you are looking for a more permanent part-time job, please let your Job Coach know and they will do their best to assist you in your job search.

Is it okay for my parent/guardian to contact my job coach or supervisor?

SYEP is a youth development program that teaches young people how to effectively communicate with co-workers, customers and supervisors. The parents/guardians of SYEP participants should not be in contact with their child's job coach or supervisor unless there was an emergency.

SYEP CHECKLIST

1. Application - January 16th to March 7th

- Submit application**
(resumes are optional, but recommended)
- Check email daily for a request for more application documents. This will include:**
 - Most recent report card
 - Two letters of recommendation
 - SYEP Questionnaire
 - Schedule interview

**email will come from SYEP@vbgov.com

Who Can Be A Reference?

Previous employers, teachers, coaches, counselors, or volunteer coordinators.

***Family members cannot be used as references*

2. Interview - March and April

- Prepare and attend the SYEP interview**
- Check email daily for acceptance into the program and your job placement**
 - Respond by accepting or declining your job placement
 - Schedule onboarding appointment
 - Schedule orientation and career readiness training

3. Onboarding – Late March and Early May

- Attend onboarding appointment with all required documents (virtual appointments- must be done on a computer). Including:**
 - Original signed, non-laminated social security card
 - Government-issued photo ID
 - Banking documents (voided check or bank routing document)
 - Participants 18 or older must be fingerprinted.
- SYEP participants working at private companies will need to complete the application and all hiring paperwork required by that specific company. SYEP Staff will provide you with all the necessary information when you are accepted into the program.**

What is Onboarding?

Onboarding is when a new employee fills out initial human resource paperwork to prepare for their new job



4. Orientation – Late May and Mid June

- Attend Online and in-person orientation and trainings**
- Check email for any updates or changes before the program starts**

5. First Day of Work – June 26th

- Show up to your first day of work on time and ready to learn**
- Keep checking your email and @VB_SYEP on Instagram for additional trainings and updates throughout the program. Including:**
 - Job Coach Sessions
 - Young Money Mentor Sessions
 - Personal Branding Trainings
 - Prize Raffles
 - Timesheet Reminders/ Changes
 - And other great opportunities

All Emails from SYEP will Come From:

SYEP@VBgov.com



VIRGINIA BEACH
SUMMER
YOUTH 
EMPLOYMENT
PROGRAM



CONTACT US

City of Virginia Beach Youth Opportunities Office

Summer Youth Employment Program

2154 Landstown Road, Virginia Beach, VA 23456

(757) 385-0464 (Office) or SYEP@vb.gov