



Welcome

Thank you for partnering with the Connecting Point Youth Job Corps Program (YJC). Our program prepares participants to embark on a new career path. This internship will be a wonderful opportunity to gain hands on work experience, as well as valuable employment history to add to our participants resumes. We are so excited to partner with you to help develop meaningful public service career pathways for local youth in our community.

We offer to pay the employees' wages of **\$15.50 an hour or current minimum wage** for at least three (3) months while you train them on the skills needed to be a success at your organization.

Note: Connecting Point and the Employer sign off on individual three-month contracts, with a cap of two three-month contracts per participant.

Our YJC participants are provided the opportunity to participate in our signature Employment Skills Training program, which addresses such topics as Professionalism in the Workplace, Communication, Enthusiasm and Attitude, Teamwork, Problem Solving and Critical Thinking, and Networking.

This Employer Handbook is written so that you understand both the policies and procedures of hiring a Connecting Point participant and have access to the information they are provided upon accepting a paid internship offer.

The participant is your employee and will need to adhere to your workplace policies, practices, and procedures. However, Connecting Point is the employer of record. This means there are a couple of differences of which you will need to be aware and agree to before accepting a participant into a subsidized role.

Anti-Harassment Policy

Connecting Point and you, the employer, must provide a safe and respectful workplace for all participants. Employees have a reasonable expectation to be free of any behavior constituting harassment in all their professional interactions. Participants are protected under Connecting Point's Anti-Harassment Policy. All participants are provided Anti-Harassment training and are informed of Connecting Point's grievance procedure. Substantiated claims of harassment towards participants may impede our ability to place participants at your workplace until all concerns have been addressed and verified by Connecting Point.

Wages and Payroll

The hourly wage is set by you and should match what you regularly pay an employee in the position - at a minimum of **\$15.50/hour or current minimum wage**.

Your employees from the Connecting Point Youth Job Corps Program are paid through Connecting Point payroll. Connecting Point covers hourly wages, as well as all State and Federal withholdings. The participant is also covered under the Connecting Point's workers compensation insurance coverage.

Hours, Overtime and Paid Time Off

The participant will work the hours agreed upon at the time of hiring as articulated in the Employee Agreement for Employment. The hours cannot exceed 8 hours in a day, 40 hours in a work week or 6 consecutive days.

Meals and Breaks

Connecting Point adheres to a strict policy of meals and breaks. We have employees in many different workplace environments, so we need to provide consistent policies across all jobs. We ask that you stay with our policies during the subsidized employment period.

Meal Breaks

If participants work longer than five (5) hours in a row, state law requires that they are entitled to an unpaid meal break of at least 30 minutes. The participant can waive the meal break if they only work 6 hours in a day. Connecting Point requires a written waiver of the meal break signed by the participant. *We strongly discourage participants from waiving their meal break or taking a "working meal" break if they work longer than 6 hours in a day.*

Rest Breaks

Appropriate breaks must be given throughout the day in accordance with the amount of time worked. State law requires that the breaks be at least 10 minutes for every 4 hours of work (or “major fraction thereof”). Connecting Point strongly recommends that participants do not skip their rest breaks.

Sick Leave

All Connecting Point participants will be eligible for sick pay in accordance with the State of California’s Employment Law. This is currently 1 hour of sick leave accrued for every 30 hours worked. The participant must adhere to your workplace policies for requesting sick leave.

Established Connecting Point Paid Holidays

When a participant is receiving subsidized employment, they will need to adhere to the Connecting Point Paid Holiday Schedule. This means if they are regularly scheduled to work on one of the following holidays, they will receive a paid day off. If your organization or office does not observe the holiday, you will need to plan to avoid scheduling conflicts.

New Year	January 1 or the weekday closest to
Martin Luther King Jr. Day	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	June 19 or weekday closest to
Independence Day	July 4 or weekday closest to
Labor Day	First Monday in September
Veteran Day	November 11
Thanksgiving Break (2 Days)	Fourth Thursday and Friday in November
Holiday Break (2 Days)	December 25 or closest weekday and weekday before or after December 25

Timesheets

Participants are paid weekly during their subsidized contract period and are responsible for submitting a weekly time sheet signed by their supervisor to the Youth Navigator at Connecting Point. Digital signatures are accepted. Time sheets are due **Thursdays at 1:00 pm** unless otherwise agreed upon with the Youth Navigator. Time sheets can be dropped off in-person, emailed, or faxed.

If a participant works on Saturday or Sunday, they can estimate their time over the weekend. If that time is not worked, the participant must contact the Youth Navigator for any corrections and adjustments. If a supervisor is not able to sign the time sheet by Friday, it must be received by the Youth Navigator no later than Monday at 9am.

If a signed timecard is not received by Friday at 5PM, the participant is at risk for not getting paid that week and hours will be forwarded to the next pay period. Consistent violations of the timesheet policy may adversely affect the participants eligibility for subsidized employment.

Dress Code

All Connecting Point participants are expected to dress appropriately and adhere to the dress code provided at your workplace. If you have questions or concerns about a participant's dress, you are encouraged to discuss them directly with the participant/employee. You may also ask the Youth Navigator for reinforcement. If the participant does not have the clothing necessary or appropriate for the workplace, Connecting Point can help them with a stipend. Please refer the participant back to the program for assistance.

Monthly Evaluations

The Youth Navigator can conduct monthly evaluations with the participant and his/her direct supervisor. The evaluations usually take no more than 30 minutes. The Supervisor will fill out his/her feedback on specific issues and have time to discuss them with the Youth Navigator, if needed, prior to speaking with the participant. After the evaluation, the Youth Navigator is available to meet individually with the participant to discuss other needs or communication issues.

The goal of the evaluations is to highlight the strengths and accomplishments of the participant and to catch any concerns to sustainable or permanent employment early to ensure long-term success. You are encouraged to discuss any concerns or needs directly with the participant and do not need to wait for the evaluation period.

Workplace Safety Sign Off

When a participant begins employment, they must be given any pertinent safety guidelines and procedures appropriate to your workplace. You and the participant will need to sign an agreement and return it to Connecting Point stating that the participant understands and will follow the safety guidelines provided to him/her for the workplace. A sample safety sign-off form is provided at the end of this handbook.

Safety Sign-off

208 Sutton Way
Grass Valley, CA 95945
Phone 530-274-5601
Fax 274-5606

I have reviewed and understand the safety guidelines provided to me while working for or at any time that I am on the premises of the worksite listed below. I will follow these guidelines for my protection and for the protection of others working around me.

Participant Name: _____

Participant Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Youth Job Corps Employer Acknowledgement

I, _____, an authorized representative of _____, acknowledge the receipt of Connecting Point's Youth Job Corps Employer Handbook and my organization will act in accordance with these policies and procedures. I understand that if I have any questions or concerns about the policies and procedures contained in this handbook, that I can contact the Connecting Point Youth Navigator, Employment Services Manager, or HR Director.

Name: _____

Title: _____

Organization: _____

Date: _____