



YOUTH EMPLOYMENT & TRAINING PROGRAMS

Youth Host/Worksite Handbook

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**MERRIMACK VALLEY
WORKFORCE BOARD**



Dear Host/Worksite and Site Supervisors:

On behalf of Lawrence Mayor Brian De Peña, the MassHire Merrimack Valley Workforce Board (MassHire MVWB), and the MassHire Merrimack Valley Career Center (MassHire MVCC), I would like to thank you for participating in YouthWorks and/or any of our other Youth Employment & Training Programs. In this handbook all will be referred to as Youth Employment & Training Programs and the guidelines will be applicable to each of the individual programs unless a specific program is referred to by name. As a host/worksite supervisor you will provide direction and training to youth participants from our region.

Please know that throughout this document, partner employers that provide our youth with a project/service-learning experience or internship opportunity are referred to as a host. Employers that provide work experience opportunities to our youth are referred to as a worksite.

You are giving selected youth the opportunity to build their training & employability skills while earning stipends and/or wages. For many youths, this will be their first job or work-based learning experience. You will be instrumental in giving them the tools, skills, and work experience needed to help them become contributing members of their communities.

The Youth Employment & Training Program provides work-based learning opportunities for youth between the ages of 14 and 25. Our goal is to encourage youth to develop career goals and the skills necessary to meet their present and future job needs.

The City of Lawrence/MassHire MVWB Youth Host/Worksite Handbook is a general guide intended to help you understand the programs. It provides hosts/worksites with a statement of work, terms, conditions, assurance, policies, procedures, and information on relevant MA Child Labor Laws. Our Youth Employment & Training Program staff will be available to address your concerns and answer questions throughout the program.

Thank you for offering youth a valuable work experience. We appreciate your partnership and support and look forward to working with you and your organization to make this a successful and productive activity for you and youth participants.

Sincerely,

Pedro

*Pedro Beato
MMVWB Interim Executive
Director*

YOUTH EMPLOYMENT & TRAINING PROGRAMS

YOUTH EMPLOYMENT & TRAINING PROGRAMS

Our Youth Employment & Training Programs may be either State or privately funded. They provide work experience or project/service-based learning to income eligible youth who reside in the Merrimack Valley region and who are between the ages of 14 and 25. Via these activities, we introduce youth to the workplace, teach valuable employment skills, and provide youth with an income. Youth Employment & Training Programs often provide up to six weeks of entry-level work experience in a variety of jobs at community-based organizations, government agencies and private sector businesses. Employment assignments vary but are generally entry level positions that expose youth to workforce responsibilities, workplace ethics, and pathways to future careers and employment. Every attempt is made to place participants in employment assignments that both fit their career interest and that are close to their homes. As an alternative, youth may be placed into project /service-based learning experiences to build employability skills. Please note, operators of project/ service-based learning programs are referred to throughout this handbook as “hosts”.

YouthWorks participants must attend 15 to 25 hours of work-readiness workshops in order to be placed on a job. We use the structured Signal Success curriculum developed by the Commonwealth Corporation. This curriculum is designed to be delivered during live virtual sessions, online modules, and in person.

Signal Success focus on Strategies for Life and Work. Upon successful completion, most participants will be able to act professionally, be dependable, take initiative, and keep themselves safe at work. Youth learn to identify and showcase their strengths to potential employers and co-workers. Their long-term aspirations, immediate next steps, and strategies for overcoming challenges become clearer. They gain focus on skills like collaboration, communication, dependability, and initiative.

The Massachusetts Work Based Learning Plan (WBLP) will be used as a tool to set and measure the attainment of youth work readiness goals. Our region utilizes the WBLP for 100% of our youth enrollees. Financial literacy will teach youth positive personal financial habits to help youth maximize their chances of a secure financial future.

Youth will be assigned to a MassHire MVWB Youth Services Specialist or a MassHire MVCC Employment Counselor who will help them identify work and career interests and goals. We attempt to provide youth with work experience opportunities that match their career goals. During work experience, youth are trained and mentored by their host/ worksite and MassHire MVWB or MassHire MVCC Youth Career Counselor. Youth are taught the basic work readiness skills needed for successful employment. On-going job coaching and site visits by the Youth Services Specialist and Employment Counselor will be provided to foster youth success.

The City of Lawrence, the MassHire Merrimack Valley Workforce Board (MassHire MVWB), and the MassHire Merrimack Valley Career Center (MassHire MVCC) are responsible for the overall planning and administration of Merrimack Valley State and Federally funded Youth Employment & Training Programs. We ensure that

programs function within the guidelines and policy directives issued by Commonwealth Corporation and in compliance to applicable Federal, State and Local Laws.

YOUTH EMPLOYMENT & TRAINING PROGRAM OBJECTIVES:

1. To provide work experiences to low-income or at-risk Merrimack Valley youth.
2. To ensure that participants build employability skills through work readiness training, the employment or project/service-based learning experience, and job coaching.
3. To promote career development by providing opportunities for career awareness. All participants will be encouraged to attain a high school diploma or HiSet and pursue post-secondary credentials.

GENERAL INFORMATION

- ▣ Every effort will be made to place program participants in a host/worksites that match the duties and responsibilities described in the Worksite Agreement.
- ▣ Participants will be assigned to approved and designated host/worksites. Youth will be exposed to tasks commensurate to their age at safe worksites where they are well employed.

Please note, participants will only be paid for the actual hours that they work.

ROLE OF THE HOST/WORKSITE SUPERVISOR

Work is to be meaningful. It is important that you help youth understand the meaning and usefulness of the tasks they will perform. Host/Worksites should be willing to put the participant in an environment that develops work maturity skills. This will help youth develop a positive attitude towards work.

Host/Worksite Supervisors are regular employees and directly supervise youth participants while at the program or on the job. While youth participants have received a full orientation that explain program/job expectations, participants will have a better chance to succeed in their positions if host/worksites supervisors explain what is expected of the participant. Supervisors should take time to orient youth to various features of their work experience participation such as:

- ▣ Hours of work
- ▣ Organization's rules (as they apply to the participant)
- ▣ Time and length of breaks
- ▣ Name and telephone number of person(s) to notify when the participant will be late or absent
- ▣ Safety procedures and person(s) to whom accidents are to be reported
- ▣ A clear explanation of exactly what responsibilities will be expected of the participant
- ▣ Time sheet reporting system

For many youths, the work experience you provide in this program will be the first chance they have to test their abilities and discover something about their vocational preferences. Youth may have unrealistic ideas about work and often need guidance. You, as the supervisor, will enhance the future of these youth by exposing them to the “real world”. Your leadership, teaching skills, mentorship abilities and knowledge of work will benefit youth.

STATEMENT OF WORK

SUPERVISORY RESPONSIBILITIES

The Host/Worksite Supervisor will be responsible for the day-to-day on-site supervision of youth enrolled in any the Youth Employment & Training Programs provided by the City of Lawrence, MassHire MVWB, and the MassHire MVCC.

The Host/Worksite Supervisor will have the following responsibilities:

1. Ensure that no program-enrolled youth is put to work until all the eligibility and payroll paperwork is completed.
2. Ensure that youth perform the duties described in the worksite application.
3. Ensure that the work activities are sufficient to keep youth busy.
4. If the workday goes beyond 6 hours, ensure that the youth receive a 30-minute unpaid break.
5. Provide orientation and/or training necessary for youth participants to perform their job duties/assigned tasks.
6. Ensure compliance with governing state laws and policies including, but not limited to, child labor laws.
7. Ensure that work activities are in compliance with the Fair Labor Standards Act, and that the building(s), surroundings, and work conditions at the location(s) where youth are assigned are in compliance with all applicable Federal, State, and local laws, codes and standards of health and safety. Regarding youth safety, be advised that Ladder usage is restricted to youth 16 years old and older; Power equipment usage is restricted to youth 18 years old and older.
8. Provide information on any safety regulations that apply to the program or worksite. Report any participant injury immediately or as soon as possible. Any injury must be reported within twenty-four (24) hours [contact Lynda Buote at the MassHire MVWB by calling (978) 551-7286 or email her at Lbuote@MassHiremvwb.org]. **See attached City of Lawrence Accident Reporting Procedure – Section IIA.**
9. Provide supervision while youth are present.
10. Account for and record youth participant’s time and attendance, which will be collected each week via internet, email, or fax. Ensure that hours reported reflect the actual hours worked. Internet update, email, or fax timesheets that are verifiably from you.

11. Ensure that no portion of this program in any way discriminates against any person on the grounds of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disabilities, family status, or political affiliation or belief.
12. Ensure that no youth participant is involved in any sectarian or political activities.

WORK READINESS RESPONSIBILITIES

Our Youth Employment & Training Programs teach work readiness skills to youth. The Host/Worksite Supervisor, through supervision and observation, will document each participant's skill attainment in the work readiness areas outlined on the time sheet and in Massachusetts Work-based Learning Plan.

Work competencies that youth may develop as a result of their employment include the following:

1. **Work Maturity Skills:** Working independently, punctuality, dressing professionally, and taking initiative to learn new skills
2. **Personal Skills:** Teamwork, effective communication, teaching others, and exercising leadership
3. **Work-Related Skills:** Use of work-related equipment, use of computers/internet, office procedures, supervision of children, customer service, and/or safety.

MASSHIRE MVWB/CITY OF LAWRENCE TERMS, CONDITIONS, & ASSURANCES

Approved Host/Worksites must certify the following:

1. A participant to staff ratio no greater than 1 to 10 in non-group Youth Host/Employment sites. If it is a group project, then the staff/youth ratio is no greater than 1 to 15; the 1 to 15 ratio only applies to group projects.
2. The work experience of the participants will not impair existing contracts for services or collective bargaining agreements nor replace the work of employees who have experienced layoffs.
3. The host/worksite will be flexible in working with youth who have issues that may have been perceived as barriers to employment.
4. There is proper host/worksite supervision in cooperation with our host/worksite supervisors and program monitors.
5. Our Youth Employment & Training Program intends to increase the work-readiness skills of participants without impacting the profit margin of a for-profit company. Please inform us if a youth is troublesome or disruptive.
6. Youth jobs must meet Massachusetts minimum wage requirements. Stipend's payments will be determined based upon youth program funding.
7. Youth jobs created adhere to all Child Labor Laws.
8. Work activities will be sufficient to keep all participants busy.

9. Work will be conducted indoors during inclement weather.
10. Appropriate tools will be supplied for participants to effectively carry out tasks.
11. Youth worksite injuries will be reported within 24 hours. **See attached City of Lawrence, MassHire MVWB Accident reporting procedure – Section IIA.**
12. Participants' time and attendance will be accounted for, recorded, and provided weekly.
13. Timesheets and the hours reported correlate to be the actual hours worked.
14. Work activities are in compliance with the Fair Labor Standards Act and that the building(s), surroundings, and work conditions at the location(s) where the participants are to be assigned are in compliance with all applicable Federal, State, and Local laws, codes, and standards of health and safety.
15. Our staff will be informed in a timely manner of any issues with participants. **See attached contact sheet – Page Section IV Staff Directory.**
16. Youth will work between the hours of 8:00 am to 4:30 pm, unless a subsequent written agreement is in place for different hours.
17. All direct youth supervisors will receive an orientation as to their duties and responsibilities.
18. No person has been or will be displaced or face a reduction of non-overtime hours, wages, or benefits due to the work of Youth Employment & Training Programs participants.
19. **Compliance with Laws:** As the host/worksites, I agree to comply with all Federal, State and Local laws as they apply to youth workers. I understand that youth are not allowed to work over agreed hours per week unless otherwise authorized by the MassHire MVWB. I also understand that a 1 to 10 youth to supervisor ratio must be maintained at worksites to ensure youth safety.
20. **Applicable Law, Choice of Forum:** This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without giving effect to choice of forum of courts within the Commonwealth of Massachusetts. The parties each agree that they are subject to the personal jurisdiction of the state and federal courts within the Commonwealth of Massachusetts, and each waives the right to challenge the personal jurisdiction of those courts over it.
21. **Notice:** All notices to be given with respect to this Agreement shall be in writing. Each notice shall be sent by email or registered or certified mail, postage prepaid and return receipt requested, to the party to be notified at the addresses set forth herein or at such other address as either party may from time to time designate in writing.
22. **Entire Agreement:** This Agreement represents the entire agreement between the parties and supersedes any prior or contemporaneous understanding with respect to the subject matter hereunder.
23. **Modification:** All modifications to this Agreement shall be in writing and signed by both parties.
24. **Waiver:** Waiver of any provision hereunder shall not operate as a waiver of future compliance with the waived provision. These provisions, as well as other provisions of this Agreement remain in full force and effect.
25. **Assignment:** This agreement may not be assigned by any party without the prior written consent of the other party.

26. **Severability:** If one or more of the provisions of this Agreement are held to be unenforceable under applicable law, portions of such provisions, or such provisions in their entirety, to the extent necessary, shall be severed from this Agreement, and the balance of this Agreement shall be enforceable in accordance with its terms.
27. **Survival:** All representations and warranties of each of the parties to this Agreement shall survive the termination of this Agreement and shall remain enforceable between the parties.
28. **Confidentiality:** The host/worksites agrees to maintain the confidentiality of any information regarding the participant(s) or their immediate families obtained through forms, interviews, tests, reports, counselors, or any other source. Such information shall be disclosed only with the written permission of the participant or in accordance with the law.
29. Employees are required to have an active and valid driver's license and worksite insurance policy if and when there is a need to provide transportation to youth participants. The host/worksites shall maintain employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance, with respect to insurance.
30. If the youth resigns or is discharged, please notify Cristy Gómez as soon as possible via email at cgomez@masshiremvwb.org or phone at 978-857-5220.

MassHire MVWB and MassHire MVCC certifies the following:

1. We will adhere to all applicable Federal, State, and local Child Labor Laws and the City of Lawrence/MassHire MVWB requirements.
2. We will orient at least one host/worksites supervisor of program requirements, stipends/payroll procedures, and other City of Lawrence/MassHire MVWB's policies and procedures prior to the referral of participant(s).
3. We will provide support and counseling to the participant(s) during the program period.
4. We will inform host/worksites of procedures to account for participants' time and attendance.
5. We will review stipend/payroll accuracy and will only pay the actual hours attended/worked. Youth Employment is a subsidized employment program; therefore, no pay will be given for holidays, vacation, sick, and personal time off. Overtime work is not allowed.
6. We will provide Workmen's Compensation Insurance to the participant(s) as City of Lawrence employees.
7. Our program staff will monitor and support the progress of participant(s).
8. We will provide host/worksites supervisor with concise instructions for completing and implementing the Massachusetts Work Based Learning Plan.

General Provisions:

- a) We may modify, replace, or terminate this agreement in writing for any reason we deem sufficient.
- b) If the host/worksites is negligent in fulfilling the responsibilities agreed to in this document, the site:
 - i. May not be allowed to participate in this program in the future, and

- ii. Will be financially responsible for costs deemed illegal by auditors or monitors.
- c) We may recommend termination or transfer of a participant or may terminate a participant upon consultation with the Host/Worksite representative.
- d) The City of Lawrence and contracting entities shall not be liable for stolen or damaged property.

HOST/WORKSITE RESPONSIBILITY FOR SUPPLEMENTAL SCREENINGS

If a host/worksites requires Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), health related (such as a COVID-19 test, TB PPD test), drug or any other sort of supplemental screening for youth to attend/work at their organization as part of the Youth Employment & Training Program, the host/worksites is responsible for arranging for the screenings, covering screening expenses and receiving screening results. The City of Lawrence, the MassHire Merrimack Valley Workforce Board (MassHire MVWB), and the MassHire Merrimack Valley Career Center (MassHire MVCC) have been informed that they should not be responsible for the mentioned screenings/assessments/tests, nor receive their results. Consequently, hosts/worksites must assume those responsibilities, if necessary, at their job sites.

YOUTH PARTICIPANTS RULES AND GUIDELINES

The following rules and guidelines apply to all youth participants. The host/worksites may have additional rules and guidelines that participants will be expected to follow. Be sure to discuss any site-specific rules and guidelines with your assigned participant during the interview or first day on the job.

Worksite Application and Agreement- This document outlines worksite and our responsibilities. It also provides detailed information regarding the youth's job duties, work hours and length of youth placement. Please sign a copy and return it to us.

MA Child Labor Laws- A poster on youth employment laws must be posted at each host/worksites.

Work Permits- Massachusetts State Law requires that all youth under the age of eighteen (18), must have a work permit before starting work. Youth ages 14-17 are required to attain a work permit from their local school district offices prior to beginning work. In general youth under the age of 18 have certain restrictions to their job responsibilities.

Appropriate Attire- As Host/Worksite Supervisor, it will be important for you to inform your assigned participant of the proper dress code for his/her worksites placement. In general, participants will be expected to be clean, well-groomed, and aware of the importance of their appearance. *If your assigned participant's attire is inappropriate and not in compliance with the dress code, you must address it with the youth and contact MassHire MVWB or MassHire MVCC staff. If youth is asked to leave, he/she will not be paid for the time youth is not in attendance/working.*

Work Ethic- Participants are expected to be working while they are on the job. When they have finished the work, they were assigned to do, they should be assigned another task. They should avoid socializing during work time, including using inappropriate language, having loud conversations, or engaging in gossip with their

coworkers. Having them sit around doing nothing or socializing may have a negative influence on their future work habits.

Use of Office Phones and Office Equipment- Participants must obtain permission before making any phone calls from their worksite telephones or using office equipment. Phone calls from worksite telephones or cell phones must be limited to emergency use only. Improper use of the phones and office equipment may be grounds for termination.

Visitors at your Host/Worksite- Relatives, boyfriends, girlfriends, and friends will not be permitted to visit your participant while he/she is attending/working.

Personal Belongings- iPods, iPads, cell phones, or other personal belongings may not be used during working hours. All valuable personal belongings should be left at home. The Summer Youth Employment & Training Program is not responsible for any lost or stolen items.

No Smoking- Smoking is not permitted while at the host/worksite.

Working with Children- If your participant is supervising children as a part of their summer work experience, he/she must bring disciplinary issues to their Worksite Supervisor's attention. *Participants are NOT allowed to discipline children.* That is the responsibility of the professional staff at the worksite.

PARTICIPANT TRANSFER, SUSPENSION AND/OR TERMINATION

Transfer: The MassHire MVWB and MassHire MVCC staff will not transfer participants unless one of the following circumstances apply:

- ▣ **Health concerns** – documentation must be submitted to support the transfer request.
- ▣ **Safety Issues** – Host/Worksite does not meet safety requirements.
- ▣ **Site Closure** – Host/Worksite no longer exist.

Suspension and/or Termination: Participants will face termination from the program for any of the following reasons (*we have a zero-tolerance policy for these offenses listed below*):

- ▣ **Continuous absenteeism or tardiness** – failure to report to work as schedule without prior approval.
- ▣ **Disruptive behavior and/or attitude** – fighting, physical or verbal assaults, or any act that endangers the well-being of coworkers, and constant use of cellular phone during work hours.
- ▣ **Drugs use or abuse** – the possession, sale, or use of illegal drugs, alcohol, or cigarettes while on the job or in the training.
- ▣ **Falsifying documents** – falsifying timesheets, signing another youth worker's timesheet, or forging supervisor's signature.
- ▣ **Harassment of any type, including** – verbal, sexual, or physical, will not be tolerated and could lead to legal action.
- ▣ **Inappropriate attire** – repeated violation of dress codes.

- ▣ **Insubordination** – refusal to participate in work activities or refusal to adhere to the program’s or host/worksites’ rules and regulations.
- ▣ **Misuse/abuse of property** – damage of host/worksites property.
- ▣ **Theft** – stealing property from the host/worksites, employees, or other youth workers.

If a participant engages in any of the above activities or exhibits the above inappropriate behaviors, the incident will be reported to the MassHire MVWB and MassHire MVCC Youth Career Counselor who may suspend or terminate that participant for failure to follow any of the rules and guidelines contained herein.

The final decision to transfer or terminate a participant from the program will be made by the Youth Career Counselor after having discussed the matter with the participant and his/her host/worksites supervisor.

PAYROLL AND STIPENDS TIMESHEET

PAYROLL/STIPENDS PROCEDURES

The Host/Worksite supervisor and the participant will keep a daily log of total hours worked/attended on the timesheet provided by the MassHire MVWB or MassHire MVCC Youth Career Counselor. Other time sheets/records may not be used. The participant and Host/Worksite Supervisor will sign the timesheet. The signatures indicate that both agree with the information on the time sheet. Timesheets will be emailed to Host/Worksite supervisors. Each timesheet must be completed according to the payroll/stipend's procedures and schedule.

Host sites must be responsible for tracking youth participant hours.

Youth ENROLLEES WILL BE PAID BY THE MassHire MVWB/CITY OF LAWRENCE. PARTICIPANTS WILL NOT BE PAID FOR THE FOLLOWING:

- Holidays
- Overtime
- Day's participant is absent
- Lunch breaks
- Hours that are not contracted (per the worksite agreement)
- More than allowable program total hours per week, unless approved by MassHire MVWB or MassHire MVCC program designated manager.

Host/Worksite will be responsible for any hours that exceed the approved hours per week.

INSTRUCTIONS FOR TIMESHEET

Youth will be required to sign in and sign out the Host/Worksite attendance log. Host/worksite supervisor will be responsible for completing a hard copy timesheet each week which s/he will submit to MassHire MVWB or MassHire MVCC. Host/worksites supervisor will electronically submit timesheet via internet, email, or fax as instructed by Youth Employment Program staff.

Host/worksite supervisor must be responsible for tracking the participants hours.

Timesheet not received by the deadline will be processed for the next pay-period – **NO EXCEPTIONS!! Weekly timesheets can be FAXED to (978) 794-1901 or EMAILED to the email address stated on the timesheet.**

If any youth works/attends over 6 hours, the timesheet must reflect a lunch break of at least 30 minutes. Please round off hours worked to the closest ¼ hour (15 minutes).

Please make certain that you record youth time correctly, sign and have youth sign as well. For example, if youth worked/attended from 8:00 am until 2:00 pm on Monday, you would enter six (6) hours worked for that day. Massachusetts law requires workers to be given a thirty (30) minutes unpaid break after six (6) hours of work.

The following skills must be rated and reviewed with the youth at the end of each week in order to monitor youth development:

Attendance & Punctuality- Participants will be expected to show up to work/program in a timely manner every day and prepared for work/program. Participants must provide sufficient notice if unable to report to work/program.

If a participant is sick and cannot attend work/program, he/she must call their host/worksites supervisor as soon as possible. They should call no later than 25 minutes before they are scheduled to report to their host/worksites. Participants will not be paid for time that they do not work. Also, repeated absences may prevent them from continuing the program and may be cause for termination. Continual tardiness, absences, or unexcused time off will result in disciplinary action and/or termination from the program.

Workplace Appearance- Participants must dress appropriately for position and duties.

Participants should understand the importance of their appearance for a particular industry. Appearance alone will not lead to success, but it plays a major contributing role. It will be important for you to inform your assigned participant of the proper dress code for his/her host/worksites placement. In general, participants will be expected to be clean, well-groomed, and aware of the importance of their appearance. *If your assigned participant's attire is inappropriate and not in compliance with the dress code, you must address it with youth and contact MassHire MVWB or MassHire MVCC staff. If youth is asked to leave, he/she will not be paid for the time youth is not in attendance/working.*

Accepting Directions & Constructive Criticism- Participants will be expected to accept directions and feedback with positive attitude through appropriate verbal and non-verbal communication skills. Participants must display willingness to work/attend in a cooperative manner.

Participants will be expected to be ready for work/program and have a good attitude on the job/program. If youth's attitude is interfering with their work/program performance, you must address your concerns with the youth and inform the MassHire MVWB or MassHire MVCC Youth Counselor.

Motivation & Initiative on the Job- Participants will be expected to participate fully in task or projects from initiation to completion. Participants are expected to initiate interaction with supervisor for next task or project upon successful completion of previous one.

"INITIATIVE IS DOING THE RIGHT THING WITHOUT BEING TOLD." - Victor Hugo, French writer - Participants will be taught that showing initiative is about going beyond simply "doing a job". Youth will be expected to take more interest in the work, become more adaptable, be able to anticipate what needs to be done and get on with it.

Understanding Workplace Culture, Policy, & Safety- Participants must demonstrate understanding of workplace culture and policy. Participants must comply with health and safety rules for the specific workplace. Participants must respect confidentiality and exhibit understanding of workplace ethics.

THE MASSACHUSETTS WORK-BASED LEARNING PLAN (WBLP)

The Massachusetts Work-Based Learning Plan (WBLP) is a diagnostic, goal-setting and assessment tool designed to drive learning and productivity on the job. It was developed by the Massachusetts Department of Elementary and Secondary Education through an interagency collaboration of employers, educators and workforce development professionals.

Comments: The Work-Based Learning Plan may be written by the supervisor, the program coordinator or participant. It may be emailed among supervisor, program coordinator and participant in order to facilitate working together and sharing results. When used thoughtfully, this tool provides an excellent opportunity to open up conversations with participants about skills needed, job expectations, and opportunities to learn on the job.

Massachusetts Work-Based Learning Plan

Participant's Name:	_____	Worksite Supervisor Name:	_____
Participant's Email:	_____	Worksite Supervisor Email:	_____
Participant's ID Number:	_____	School / Program:	_____
Job Title:	_____	Staff / Teacher Name:	_____
Worksite:	_____	Start Date:	_____ End Date: _____

JOB DESCRIPTION – Tasks, responsibilities, projects:

EMPLOYABILITY SKILLS

The employability skills below are essential in every work environment throughout one's career. Please discuss and review these skills at least twice during this work-based learning experience, in a first, baseline review and in a second review near the end of the work-based learning experience. **(Two reviews to capture growth -- Be objective!)**

KEY

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATIONS	REVIEWS		COMMENTS
		Use 1-5 Scale (See Key Above)		
Attendance and Punctuality	<ul style="list-style-type: none"> • Arrives on time and prepared for work • Provides sufficient notice if unable to report for work 	Rev #1		
		Rev #2		
Motivation and Initiative	<ul style="list-style-type: none"> • Participates fully in tasks or projects from start to finish • Initiates interaction with supervisor for next task or project upon successful completion of previous one 	Rev #1		
		Rev #2		

Communication	<ul style="list-style-type: none"> Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	Rev #1		
		Rev #2		
Teamwork and Collaboration	<ul style="list-style-type: none"> Works productively with co-workers, individually and in teams; support organization's mission and goals Accepts direction and constructive feedback with positive attitude 	Rev #1		
		Rev #2		
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Notifies and identifies challenges and problems that arise in the workplace Brings concerns to attention of supervisors when appropriate Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 	Rev #1		
		Rev #2		
Workplace Policy, Culture and Safety	<ul style="list-style-type: none"> Exhibits understanding of workplace culture and policy Dresses appropriately for position and duties Practices personal hygiene appropriate for position and duties Follows professional standards for use of computers, phones and social media Respects confidentiality Complies with health and safety rules for the workplace 	Rev #1		
		Rev #2		

WORKPLACE & CAREER SPECIFIC SKILLS

Select three to five skills that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals. Skill definitions are available in the resource guide and the online screens. See <http://massconnecting.org/wbip>

Career / Engagement Skills

- Active Learning
- Collecting and Organizing Information
- Creativity
- Customer Service
- Leadership
- Project Management
- Public Speaking / Presentations
- Teaching/Instructing
- Time Management
- Understanding All Aspects of the Industry

Digital Literacy Skills

- Computer Technology
- Database Use
- Graphic Design
- Media Literacy
- Office Suite Software
- Photo Editing
- Software Development
- Spreadsheet Use
- Web Development
- [Or industry specific technology]

Applied Academic Skills

- Applied Mathematics
- Reading
- Research and Analysis
- Writing
- STEM-Related Skills**
- Engineering Concepts
- Environmental Literacy
- Health Literacy
- Research and Analysis
- Science Lab Concepts

Technical / Career-Specific Skills

- Applied Arts and Design
- Blueprint Reading
- Child Development
- Cooking / Culinary Arts
- Early Childhood Math/Reading Literacy
- Equipment Operation
- Landscaping
- Maintenance / Repair / Painting
- Medical Office Skills
- [Or other skills applicable to the work experience]

SKILL	SKILL DEFINITION	REVIEWS		COMMENTS
		USE 1-5 SCALE (See Key Above)		
		Rev #1		Notes, goals, reflections for Review 1 and Review 2
		Rev #2		
		Rev #1		
		Rev #2		

		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		

COMMENTS & SIGNATURES

REVIEW #1:

Participant Signature: _____

Supervisor Signature: _____

Staff Signature: _____

Date: _____

REVIEW #2:

Participant Signature: _____

Supervisor Signature: _____

Staff Signature: _____

Date: _____

WBLP Version 3.0 Massachusetts Department of Elementary and Secondary Education Office of College, Career and Technical Education
 Find the online and mobile versions of the WBLP and more resources at <http://massconnecting.org/wblp>

HEADING

- Completed by program staff.
- Contains names of participant, supervisor, program staff and other basic information.

JOB DESCRIPTION

- Written by program staff and/or employer, in collaboration.
- Brief description.
- Is important for providing participant with an overview of the job and insight into the workplace.
- Use the job description to reinforce information that might also be shared in an orientation or in formal or informal on-the-job training.
- Share brief information about history, goals, customers and other interesting background information about the organization and about the work.

EMPLOYABILITY SKILLS

- Already written.
- Should be discussed with the participant in a group or one-on-one orientation by program staff or employer.
- This orientation can provide specific tips related to the workplace, such as what to wear, attendance policy, or safety information.
- The list of employability skills provides a guide for orienting students to the workplace and for defining expectations.
- Review these employability skills in a formal orientation session or in one-on-one orientation.
- Identify specific expectations of your workplace, including expected clothing, attendance expectations, safety guidelines and more.
- Provide both oral and written guidelines where applicable.

WORKPLACE & CAREER SPECIFIC SKILLS, REVIEWS, AND COMMENTS

- Section Along with the job description, these may be written by program staff and/or employer, in collaboration.
- This section is key to helping the participant make the most of the work experience as an opportunity to learn.

2

Section 2: Specific Workplace and Career Skills

Instructions: Choose the specific Workplace and Career Skills that you will focus on during this workplace experience, concentrating on skill areas that relate to the individual's job description, the company's goals, the individual's academic or career goals or other relevant skills. Select from the list or add additional skills. For each of the skill areas you select, please briefly describe related job tasks and performance goals.

- Reading
- Computer Technology
- Time Management
- Collecting and Organizing Information
- OR IDENTIFY YOUR OWN SPECIFIC WORKPLACE SKILLS
- Writing
- Equipment Operation
- Interacting with Customers or Clients
- Teaching and Instructing
- Project Management
- Mathematics and Numeric Analysis
- Research and Analysis
- Occupation-Specific Skills

<i>Specific Workplace and Career Skills</i>	<i>Tasks and Performance Goals</i>
Skill #1:	
Skill #2:	
Skill #3:	
Skill #4:	

- Identify skills that are specific to this workplace or career area. The list of skills to be included is flexible. You may list up to seven skills or may focus on just one or two skills.
- The list can include specific task-oriented skills (weeding, park maintenance, food preparation, filing medical records, etc.);
 - broad skills (project management, collecting and organizing information, using math, reading, technology...); and
 - career awareness skills (career development, understanding all aspects of the industry, reading about the industry...)
- Wherever possible, mention the goals of the work, the customer served, or other information that gives the “context” of the work.
- Like the job descriptions, the descriptions of the skills and tasks is strongest when they include information about “who, what, where and why.”
- Conduct two performance reviews – one early in the work experience and one near the end of the work experience.
- Completed by supervisor in collaboration with the program staff.
- Provide the first review early in the workplace experience to provide feedback on these skills and set goals.
- Provide the second review near the end of the experience.
- Use the Work-Based Learning Plan as a tool to open up conversations early in the work experience in order to avoid problems.

SUMMARY OF MASSACHUSETTS LAWS REGULATING MINORS’ WORK HOURS- CHILD LABOR LAWS IN MASSACHUSETTS*

PERSONS UNDER 14 MAY NOT WORK. THERE ARE A FEW EXCEPTIONS TO THIS SUCH AS WORKING AS NEWS CARRIERS, ON FARMS, AND IN ENTERTAINMENT (WITH SPECIAL PERMIT).

Persons under 16 may NOT:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Operate, clean or repair power-driven machinery (except office machines or machines in retail, cleanup, or kitchen work not otherwise prohibited) • Cook (except on electric or gas grills that do not have open flames) • Operate fryolators, rotisseries, NEICO broilers, or pressure cookers • Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers • Perform any baking activities • Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit) | <ul style="list-style-type: none"> • Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit • Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit • Work in freezers or meat coolers • Work in a manufacturing facility or occupation (e.g., in a factory, as an assembler) • Work on or use ladders, scaffolds or their substitutes • Work in garages, except dispensing gas and oil • Work in brick or lumber yards • Work in amusement places (e.g., pool or billiard room, or bowling alley) • Work in barber shops |
|---|--|
-

- Work in door-to-door street sales, including work as a sign waiver (except directly outside employer establishment)
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the job-site)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger

Persons under 18 may NOT:

- Drive a vehicle or forklift (except golf carts sometimes)
- Ride as a passenger on a forklift
- Operate, clean or repair power-driven meat slicers, grinders, or choppers
- Operate, clean, or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs
- Use power-driven woodworking machines
- Use hoisting machines
- Operate paper balers, paper box compactors, or other power-driven paper products machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion

- Work at processing operations (e.g., in meat, fish, or poultry catching, cooping, cracking nuts, bulk or mass mailing)
 - Work around boilers or in engine rooms
 - Do industrial homework
 - Work with dangerous electrical machinery or appliances
 - ☐ **Work in any of the occupations or tasks prohibited for persons under age 18**
 - Engage in work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors
-
- Work in any job requiring the possession or use of a firearm

Task not specifically permitted by the US DOL Secretary of Labor are Prohibited

* This is a compilation of the state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries.

LEGAL WORK HOURS FOR TEENS IN MASSACHUSETTS

Note: After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonably accessible to the minor, unless the minor works a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.

14 & 15 Year Olds Work Hours

Work Hours

DURING THE SCHOOL YEAR:

Only between 7 am & 7 pm

NOT DURING SCHOOL HOURS

Only between 7 a.m. and 9 p.m.

During the summer (July 1 - Labor Day):

Maximum Hours

WHEN SCHOOL IS IN SESSION:

18 hours per week

3 hours per day on school days

8 hours per day on weekends and holidays

6 days per week

WHEN SCHOOL IS NOT IN

SESSION: 40 hours per week

8 hours per day

6 days per week

16 & 17 Year Olds

Work Hours

ALL YEAR ROUND:

Only between 6 a.m. & 10 p.m. (on nights preceding a regularly scheduled school day)

If the establishment stops serving customers at 10 p.m., the minor may be employed until 10:15 p.m.

Only between 6 a.m. & 11:30 p.m. (on nights *not* preceding a regularly scheduled school day) except in restaurants and race tracks until midnight

Maximum Hours

ALL YEAR ROUND:

48 hours per week

9 hours per day

6 days per week

WORK PERMITS

All teens under 18 must obtain a work permit from the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: www.mass.gov/dos/youth.

SUPERVISION

After 8 pm, all minors must be directly supervised by an adult who is located in the workplace and who is reasonably accessible (with the exception of minors who work at kiosks in the common areas of some malls).

Resources for More Information

For questions about wages or state child labor laws:

Massachusetts Office of the Attorney General
Fair Labor Division www.mass.gov/ago/youthemployment
(617) 727-3465

For questions about wages or federal child labor laws: U.S. Department of Labor, Wage, and Hour Division
www.dol.gov/esa/whd
(617) 624-6700

For questions about workers' compensation: Massachusetts Department of Industrial Accidents
www.mass.gov/dia (800) 323-3249 x470

For questions about health and safety:

- **U.S. Department of Labor Occupational Safety & Health Administration** www.osha.gov
Andover Office - (978) 837-4460
Braintree Office - (617) 565-6924
Springfield Office - (413) 785-0123
- **Massachusetts Department of Public Health Occupational Health Surveillance Program Teens at Work Injury Surveillance and Prevention Project**
www.mass.gov/dph/teensatwork
(617) 624-5632