

MBSYEP

Mayor Marion S. Barry, Jr.
Summer Youth Employment Program

Youth and Parent Information Packet



2016



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What is the Mayor Marion S. Barry Summer Youth Employment Program?

The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally funded initiative sponsored by the Department of Employment Services (DOES) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through MBSYEP, we strive to provide young people with the opportunity to:

- Earn money and gain meaningful work experience;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
- Gain exposure to various exciting career industries; and
- Interact with dynamic working professionals in a positive work environment.

Though MBSYEP is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their future.

Employers in the Washington, DC metropolitan area make this annual program possible by volunteering to serve as Host Employers and providing structured job opportunities for youth during the summer.

When is MBSYEP?

This year, MBSYEP will begin on Monday, June 27, 2016 and will end on Friday, August 5, 2016. (Monday, July 4 is an observed holiday and youth will not be paid for this day).

Is space availability limited this year?

MBSYEP will provide jobs for District youth between the ages of 14-24 years old on a first-come, first-served basis. This year, space is limited, and we encourage youth to apply early and comply with all posted deadlines and eligibility requirements.

Completing an application does not guarantee that all youth will receive a job this summer. DOES will provide eligible youth with an official job assignment notice if they submit all required documents by the specified deadlines and meet all eligibility criteria to participate, and if space is available.

How do I apply for MBSYEP?

Applications must be completed online www.summerjobs.dc.gov.

The online application will be available beginning Wednesday, February 24, 2016 at 4:00 pm. Applications will be processed on a first-come, first-served basis and must be received no later than Wednesday, March 9, 2016. Space is limited, so youth are encouraged to apply early!

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In order to complete the application, you will need to provide your full Social Security Number and have a valid email address. If you do not have your own email address, you can obtain a free email account from a variety of email providers. Here are three sites where you can go to create a free email account:

- Google/Gmail – www.gmail.com
- Yahoo – www.yahoo.com
- AOL – www.aol.com

Once the program reaches capacity, you will see a message at the top of the application. Even if space fills up, we encourage you to complete an application. This will allow us to reach out to you if additional space becomes available.

What if I don't have Internet access at home?

You can apply for MBSYEP from any computer with a working Internet connection. All applications must be completed online at www.summerjobs.dc.gov.

If you do not have Internet access at home, we encourage you to use the computers at your school, your local recreation center, your local library, or any American Job Center location.

The 2016 MBSYEP application becomes available on Wednesday, February 24. We will have staff on hand to assist you with your application and computers available for you to use at DOES.

You can complete an application from any computer with an Internet connection by visiting www.summerjobs.dc.gov.

What happens after I complete the online application?

After you complete the online application, you will be required to bring us documents to prove that you are eligible to participate in MBSYEP. You are invited to attend one of our many MBSYEP Eligibility Certification Events.

These events will be held on evenings and weekends in locations throughout the city. Please check our website for the Calendar of MBSYEP Eligibility Certification Events. We will also send you email reminders when there are events scheduled in your neighborhood; however, you are welcome to attend any of the events on the calendar.

You will be able to log into your MBSYEP Youth Portal using the email address and password you created when you completed your application. The MBSYEP Youth Portal will show you exactly which documents you need to submit. For security purposes, you must keep your email address and password in a secure location. It is encouraged that you memorize your email address and password, because you will need it to access key

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program information throughout the application process and during the summer.

You must submit all required documents by no later than **Saturday, March 19, 2016** in order to secure your space in MBSYEP.

After you have submitted all required documents, you will be required to complete several important tasks prior to the start of the program in order to maintain your space. DOES will work with you to ensure that you submit a resume or self-profile, participate in an in-person soft skills training, and apply for specific job opportunities that are of interest to you. **If you do not complete the required steps by the posted deadlines, you could potentially forfeit your space in the 2016 MBSYEP.**

Can college students participate in MBSYEP?

College students who are DC residents between the ages of 14-24 are permitted to apply for MBSYEP. College students, like all applicants, must apply online at www.summerjobs.dc.gov.

All applicants are required to submit their eligibility documents by the **Saturday, March 19, 2016** deadline. If you are a DC resident who attends college outside of the DC Metro Area and you are unable to submit your eligibility documents at one of our MBSYEP Eligibility Certification Events by Saturday, March 19, please contact the MBSYEP Support Center at 202-698-3492 as soon as possible.

How do I get program updates after I apply?

When applying for MBSYEP, you will be asked to enter your email address and create a password. Make sure you choose a password that you can remember, because you will need this in order to log into your MBSYEP Youth Portal.

The MBSYEP Youth Portal is a great place to get firsthand information about the program. Log in regularly to receive important updates about additional steps that will be required before the start of the program. Some of these steps will include submitting a resume or self-profile, applying for specific jobs, and more!

Once your application has been fully approved, your MBSYEP Youth Portal will display information about your job assignment. Throughout the course of the program, you will be able to log in and see your total hours worked and track your performance.

How will I be matched to a job?

Host employers will have the ability to screen, interview, and select specific youth from our eligible applicant pool who they would like to hire for their agency/organization.

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Beginning on **Friday, April 8, 2016**, eligible youth applicants will be able to access an online database to view and apply for specific jobs in which they are interested. Employers will be able to access a database that lists all eligible youth and shows all youth who have applied to their posted job positions. Employers will be able to view youth resumes and contact information so they can begin conducting telephone interviews.

DOES will sponsor the MBSYEP 2016 Career Exploration Fair. This event will be open to all eligible youth applicants and will provide an opportunity for youth to meet employers and gain additional information about available summer job opportunities. Employers will have the ability to interview candidates on the spot and make selections of youth who they have a strong interest in hiring. DOES will send all eligible hosts and youth an invitation to participate.

Employers will have until **Monday, May 30, 2016** to make their final hire selections.

Youth will be matched based upon selections made by employers and also by the interests they list on their online application. It is important that you spend time on your resume and that you answer the questions about your career interests carefully.

What are the expectations for youth participants?

MBSYEP is not a program where youth “just sign up” and get a check. Once you are certified as eligible to participate and receive your summer job assignment, you will be expected to report to your worksite daily and follow all rules established by your employer.

You are expected to be active, engaged, and always put forth your best effort while on the job. If you are unable to maintain good standing with your employer, you will be subject to termination from the job and can be potentially excluded from the MBSYEP in future years.

How will youth participants get paid?

Debit Cards and Direct Deposit

All youth have the option to use direct deposit with their own existing or newly created bank accounts through a partnership with Bank On DC. Youth ages 14-17 have the option to receive direct deposit if they sign up for a non-custodial account through District Government Employees Federal Credit Union. If youth have issues with their debit cards, have them call Citibank directly at 1-877-855- 7201.

All participants age 14-15 will be paid a training wage of \$5.25/hour. Participants will only be compensated for time worked up to the maximum allowable hours permitted by the program. All participants ages 16-21 in the 2016 Mayor Marion S. Barry Summer Youth Employment Program will be paid the federal minimum wage of \$8.25/hour. All participants age 22-24 in the 2016 Mayor Marion S. Barry Summer Youth Employment Program

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will be paid a wage of \$10.50/hour. All youth will receive an earnings statement in their youth portal for each pay period.

Maximum Work Hours

- Youth ages 14-15 will be permitted to work up to **20 hours** per week.
- Youth ages 16-21 will be permitted to work up to **25 hours** per week.
- Youth ages 22-24 will be permitted to work up to **30 hours** per week.

2016 Pay Dates:

Pay Period	Pay Date
Pay Period 1 (June 27 - July 3)	Wednesday, July 13
Pay Period 2 (July 4 - July 10)*	Wednesday, July 27
Pay Period 3 (July 18 - July 24)	Wednesday, August 10
Pay Period 4 (July 25 - August 6)	Wednesday, August 17

*Pay Period 2 consists of a holiday. Youth will not be permitted to work on Monday, July 4 and youth will not be permitted to make up this day. Maximum time worked this week is less one day.

W-4 Tax Information

This year ALL MBSYEP participants are REQUIRED to complete a W-4 tax form. You will **NOT** be able to receive your job assignment until your W-4 is complete. The purpose of **Tax Form W-4** is simple; it is used by your employer to withhold the proper amount of federal income tax from your paycheck. The IRS recommends that employees submit a new W-4 tax form each year, or any time one's personal or financial situation changes.

If you need assistance with completing your W-4 Form, please contact the IRS at <https://www.irs.gov> or (202) 803-9000 or seek guidance from a parent or guardian. The Office of Youth Programs is excluded from providing guidance on how to complete your W-4 form, we will only ensure that your W-4 form is completed. You **MUST** complete your W-4 by Friday, June 17 in order to receive your job assignment via email and in the youth portal.

Payroll Problem Resolution

In the event a participant is paid incorrectly or does not receive his/her pay on the proper day, he/she will first report the issue to the Worksite Supervisor. Supervisors will check to make sure the hours reported match what was paid to the youth. If needed, youth may call the MBSYEP Support Center at 202-698-3492 to report the issue. Youth may also report the issue directly through their MBSYEP Youth Portal at www.summerjobs.dc.gov.

Supervisors must report payroll issues in the Time Management System (TMS). The online pay resolution website

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can be used to report instances in which youth have not received timely pay or believe they were paid less than the total hours worked. Once a pay dispute is confirmed by the Supervisor, DOES will resolve the pay issue within 48-72 hours.

Program Policies and Procedures

Participant Absenteeism

Participants are required to give advance notice of his/her intent to be absent from work, regardless of the reason. If this cannot be done in person, the participant must call the Worksite Supervisor as soon as he/she knows that he/she will be unable to report to work that day.

Participants can be terminated from their MBSYEP position when:

- The participant is absent more than three (3) consecutive days without communicating with the Supervisor that he/she will be out.
- The Worksite Supervisor determines the youth worker has been absent too frequently or is establishing a pattern of absenteeism. Youth may be terminated for missing three (3) consecutive workdays without notifying the Supervisor.

Participants will not be paid for any absences.

Transfers

All requests to transfer from your worksite must first be communicated to your supervisor. You will be required to complete a Transfer Request Form stating the reason for the transfer from the worksite. Please do not stop going to work or report to another program or site until the transfer process is complete.

MBSYEP staff will transfer participants when the following circumstances apply:

- Safety issue (e.g. youth must provide a police report when applicable)
- Health concerns (e.g. youth must provide a written doctor's statement supporting their transfer request)
- Site closure
- Other approved extenuating circumstances

Termination Procedure

Worksite Supervisors may request that a youth worker is terminated from his/her worksite; however, they must ensure that all incidents leading to termination are documented and submitted to MBSYEP staff and Employer/Host Coordinator.

If the Employer/Host Coordinator feels termination is appropriate, they will make an official request to the program by completing a Termination Request Form. MBSYEP staff will email an official termination notice to the youth worker.

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In the event of a termination for violent or illegal behavior, the youth must be dismissed from the site. The Office of Youth Programs conducts the official dismissal.

If a participant believes he/she has been wrongfully terminated from a worksite, the youth worker may contact the MBSYEP office at 202-698-3492 to schedule an appointment with a representative.

Youth workers may face termination from the worksite for any of the following reasons:

- **Drugs** — Possession, sale, or use of illegal drugs or alcohol while on the job.
- **Excessive Absenteeism** — Failure to report to work on three (3) consecutive work days without prior approval.
- **Disruptive Behavior** — Fighting, physical or verbal assaults, or any act that endangers the well-being of coworkers.
- **Theft** — Stealing property from the worksite, employees, or other youth workers.
- **Falsifying Documents** — Falsifying his/her time records or those of other youth employees; signing another youth worker's time record; attempting to pick-up or use another youth worker's debit card or personal identification number (PIN).
- **Insubordination** — Refusal to adhere to the program's or the worksite's rules and regulations.
- **Harassment** — Verbal, sexual, or physical—these could lead to legal action.

Grievance Procedure Policy

MBSYEP participants are protected from any kind of discrimination on the job, to include but not limited to, sexual harassment, gender identify and expression discrimination, other forms of harassment and hostile work environment.

The program provides a process by which the complaints or grievances of youth workers will be impartially aired and addressed. MBSYEP participants are protected by the D.C. Human Rights Act of 1977.

Participants who believe that their Equal Employment Opportunity (EEO) rights have been violated or that they have been unfairly treated should be advised to follow the procedures outlined below:

1. Discuss the issue with the Worksite Supervisor or Employer/Host Coordinator.
2. If the issue is not resolved or if the issue involves the Supervisor, contact the MBSYEP Support Center at 202-698-3492.
3. The Program Liaison and MBSYEP Monitor will work to resolve the grievance.
4. If the grievance is not resolved, the participant will be given the opportunity to request an informal hearing with the DOES EEO Officer.

Lunch Break Policy

Participants are permitted to take one (1) 30-minute, unpaid lunch break. It is the responsibility of the Worksite Supervisor to implement a break/lunch break policy for their respective sites. This policy should be communicated

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to all participants during their orientation session on the first day of work.

For example, a 14 year-old could work from 9:00am until 1:30pm and would be paid for 4 hours of work.

Inclement Weather Policy

The Worksite Supervisor is required to monitor weather reports from qualified sources (e.g. newspaper, radio station, and television news or weather service). When outdoor temperatures are 95 degrees Fahrenheit or higher, the Supervisor is required to make special allowances for MBSYEP participants working outdoors (e.g. youth working outdoors must be allotted ten (10) minutes per work hour for a rest period in a shaded area with an adequate supply of water).

The participant will be compensated for this time. It should not be reflected in the time keeping system. In the event that the District is experiencing a Code Red day, as determined by the appropriate authorities, outdoor work and activities must be cancelled. If there are no suitable indoor work activities, consult with your supervisor for further instructions. If youth do not report to work on a Code Red day and activities are subsequently cancelled, they will not be compensated for the day.

Who do I contact for more information?

Program dates and information are subject to change. For the most up-to-date information about MBSYEP 2016, please visit: www.summerjobs.dc.gov

If you have additional questions or need help completing your application, contact us at:

DC Department of Employment Services
Office of Youth Programs
Mayor Marion S. Barry Summer Youth Employment Program
4058 Minnesota Avenue NE, 2nd Floor • Washington, DC 20019
202-698-3492 (office) • 202-698-5813 (fax)
www.youthjobs.dc.gov

We look forward to working with you!

Follow us on twitter @MBSYEP

DOES is an Equal Opportunity Employer/Provider. Language interpretation services are available without cost. Auxiliary aids and services are available upon request for individuals with disabilities.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR



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