# MBSYEP

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

# 2018

## Youth and Parent Information Packet

DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON DC

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

# Table of Contents


What is the Mayor Marion S. Barry Summer Youth Employment Program? 1
When is MBSYEP? 1
Is participation in MBSYEP limited? 1
How do I apply for MBSYEP? 2
What if I don't have Internet access at home? 2
What happens after I complete the online application? 2
What are the expectations for youth participants? 3
Can college students participate in MBSYEP? 3
How do I get program updates after I apply? 4
How will I be matched to a job? 4
How will youth participants get paid? 5
- Debit Cards and Direct Deposit 5
- Important Information about your VISA Debit Card 5
- Important Information about Getting Paid 6
- W-4 Tax Information 6

Payroll Problem Resolution 7
- Step 1: Double check to see if there really is an error. 7
- Step 2: If there is a dispute in hours worked or time recorded, you should do the following: 7

MBSYEP Policies and Procedures 8
- Participant Absenteeism 8
- Transfers 8
- Termination Procedure 9
- Grievance Procedure Policy 10
- Lunch Break Policy 10
- Inclement Weather Policy 11
- Gender Identity & Expression 11
- Harassment and Hostile Work Environments 11

Whom do I contact for more information? 12
DEPARTMENT OF EMPLOYMENT SERVICES 12

## 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?

MBSYEP will begin on Monday, June 26, 2018, and will end on Friday, August 4, 2018. (Tuesday, July 4th is an observed holiday and youth will not be paid for this day).

## Is participation in MBSYEP limited?

Yes, participation in MBSYEP is limited, and we encourage youth to apply early and comply with all posted deadlines and eligibility requirements. MBSYEP will provide jobs for District youth ages 14 to 24 on a first-come, first-served basis.

Completing an application does not guarantee that all youth will receive a job this summer. If space is available, 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.

## How do I apply for MBSYEP?

Applications must be completed online at our website www.summerjobs.dc.gov.

The online application will be available beginning Friday, January 26, 2018 at 2:00 pm. Applications will be processed on a first-come, first-served basis and must be received by Saturday, February 24, 2018 at 11:59 PM. Space is limited, so youth are encouraged to apply early!

In order to complete the application, you will need to provide your full Social Security Number, and you will need to have a valid email address. If you do not have your own email address, then 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 MBSYEP reaches capacity, you will see a message at the top of the application. Even if MBSYEP has reached capacity, 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?

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. You can apply for MBSYEP from any computer with a working Internet connection.

On Friday, January 26, 2018, from 2:00 pm to 9:00 pm, you can come to DOES Headquarters, 4058 Minnesota Avenue, NE, to receive assistance from DOES staff and use DOES computers to submit your application.

## What happens after I complete the online application?

Now that you have completed the first step in the application process, there are a few more steps to complete.

**Next Steps: 2018 ENHANCED CERTIFICATION PROCESS**

**In order to become certified for 2018 MBSYEP, you must complete the following tasks:**

1. Complete the MBSYEP W-4 tax form in your youth portal.
2. Complete the MBSYEP "My Banking Quiz" in your youth portal.
   **IMPORTANT: Failure to complete tasks 1 & 2 by Saturday, February 24, 2018, will result in exclusion from MBSYEP. You will NOT be invited to attend a certification and your application will no longer be considered.**
3. Submit all eligibility documents by your assigned date and time.
   DOES will assign your MBSYEP certification date and time based on your application date, **ONCE YOU HAVE COMPLETED TASKS 1 and 2.** **The final day for submitting all eligibility documents is Saturday, March 4, 2018.-IMPORTANT: Failure to complete task 3 by Saturday, March 17, 2018, will result in exclusion from MBSYEP. You will NOT be permitted to participate and your application will no longer be considered.**

**Don't forget to check your youth portal for your certification status.**

A full list of acceptable documents is available on our website. You may also log into your MBSYEP Youth Portal at www.summerjobs.dc.gov for a list of documents that will certify eligibility.

**If you do not complete the required steps by the posted deadlines, you could potentially forfeit your space in the 2018 MBSYEP.**

## 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 as scheduled 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 participation in MBSYEP in future years.

## Can college students participate in MBSYEP?

College students who are DC residents ages 14 to 24 are permitted to apply for MBSYEP.

College students, like all applicants, must apply online at www.summerjobs.dc.gov.

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 17, 2018, please contact the MBSYEP Support Center at 202-698-3492 as soon as possible.

## How do I get MBSYEP 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, since 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 MBSYEP. Log in regularly to receive important updates about additional steps that will be required before the start of MBSYEP. Some of these steps will include submitting a resume or self-profile, applying for specific jobs, and more!

Throughout the course of MBSYEP, you will be able to log in and see your total hours worked, and you will be able to track your performance 2018 MBSYEP Youth and Parent Information Packet

## How will I be matched to a job?

Employers will have the ability to screen, interview, and select for employment specific youth from our eligible applicant pool.

Beginning on **Friday, March 23, 2018,** eligible youth applicants will be able to access an online database to view and apply for specific jobs. Employers will be able to access a database that lists all eligible youth and shows all youth who have applied for 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 2018 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 select youth for employment.

DOES will send all eligible employers and youth an invitation to participate in the MBSYEP 2018 Career Exploration Fair.

Employers will have until **Sunday, April 22, 2018,** to make their final 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 carefully answer the questions about your career interests.

## 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 to 17 have the option to receive direct deposit if they sign up for a non-custodial account through the District Government Employees Federal Credit Union.

**Important Information about your VISA Debit Card**

You will be issued a VISA Debit Card directly from US Bank.

- You will receive your Debit Card in the mail to the address you provided on your MBSYEP 2018 application.
- Your pay will be deposited into an independent account associated with your personal Debit Card.
- To use your VISA Debit Card, you first need to activate it by following the directions included in your card package.
- The VISA Debit Card will allow you to access your pay via an Automated Teller Machine (ATM), a local bank, or by making purchases at local stores.

**If you do not have your Debit Card by Friday, June 22, 2018, or if you have ANY problems with your card (e.g., lost or stolen card, forgotten PIN number, or card transaction problem) you must call US Bank at 1-877-474-0010.**

## Payroll Information

Participants will only be compensated for time worked up to the maximum allowable hours permitted by MBSYEP. Participants will receive an earnings statement in their youth portal for each pay period.

**Pay Rate and Maximum Work Hours By Age Group**

| Ages | Pay Rate/Hour | Maximum Hours |
|---|---|---|
| 14-15 years | $5.25 | 20 (15 for the week of the 4th of July) |
| 16-21 years | $8.25 | 25 (20 for the week of the 4th of July) |
| 22-24 years | $12.50 | 30 (25 for the week of the 4th of July) |

**2018 Pay Dates:**

| Pay Period | Pay Date |
|---|---|
| Pay Period 1 (June 25 - June 30) | Wednesday, July 11 |
| Pay Period 2 (July 1 - July 15)* | Wednesday, July 256 |
| Pay Period 3 (July 15 - July 28) | Wednesday, August 8 |
| Pay Period 4 (July 29 - August 4 ) | Wednesday, August 15 |

* P a y Period 2 contains a holiday. Youth will not be permitted to work on Wednesday, July 4th and youth will not be permitted to make up this day. Youth will not be paid for Tuesday, July 4th.

## Important Information about Getting Paid

- Your pay will be based on the paper timesheet you sign in and sign out on each day.
- You will be required to sign the weekly timesheet to confirm the accuracy of the hours recorded.
- You will only be paid for the time that you worked.
- You will not be paid for Wednesday, July 4.
- You will not be paid for days or hours you did not work.
- On payday, your pay will be deposited on your VISA Debit Card or into your bank account.

## W-4 Tax Form Information

This year ALL MBSYEP applicants are REQUIRED to complete a W-4 tax form. You will NOT be able to move on to the next steps until your W-4 tax form is complete. The purpose of the W-4 tax form is simple; it is used by your employer to withhold the proper amount of federal income tax from your paycheck.

**If you need assistance** with completing your W-4 tax 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 tax form; we will only ensure that your W-4 tax form is.o completed. Applicants MUST complete the W-4 tax form by Saturday, February 24, 2018.

## Payroll Problem Resolution

If you think you have been paid incorrectly, don't panic or stop reporting to work. Just follow these steps:

**Step 1: Double check to see if there really is an error.**

Some things with your paycheck might lead you to believe you have a pay problem; but in actuality, your pay is accurate. Some common things that can cause confusion are:

- Forgetting about a holiday. You will not be paid for Wednesday, July 4.
- Forgetting about taxes. All youth will have taxes withheld.
- Forgetting about days you were absent or forgetting to sign in and out each day. You will only be paid for hours you actually worked.
- Forgetting about your pay for the most recent two (2) weeks that you worked. Please refer to the pay schedule to identify which weeks are included for each pay day.

**Step 2: If there is a dispute in hours worked or time recorded, you should do the following:**

1. Notify your Supervisor as soon as possible in order to address the issue.
2. Once your Supervisor confirms the issue and reports it, you will receive your correct pay within 48-72 hours.
3. If you and your Supervisor disagree, call the MBSYEP Support Center directly at 202-698-3492 to report the pay problem to MBSYEP staff.

The MBSYEP office will investigate all reported pay disputes by contacting Worksite Supervisors to collect information, confirm hours, and determine the resolution. Supervisors must report payroll issues in the Time Management System (TMS). TMS 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 48-72hours.

If your pay issue is verified and resolved by your Supervisor, any additional funds owed to you will be added to your MBSYEP VISA Debit Card or to the bank account you provided.

## MBSYEP Policies and Procedures

As a participant in 2018 MBSYEP, you must obey the rules and regulations, as well as those assigned by your Supervisor at your job site.

**All youth are expected to adhere to the following rules:**

- Know your Supervisor's name, telephone number, and the office location. If you are going to be absent or late, contact your Supervisor.
- Know your assigned work hours and stick to them. Report to work on time and sign in and out each day on the timesheet provided by your Supervisor.
- Remain actively engaged in assigned tasks. Ask your Supervisor for additional instructions when you have completed an assignment or need assistance.
- Listen, pay attention, and follow directions.
- Do your best at all times and when in doubt, ask questions.
- Dress appropriately for your work environment. Adhere to the dress code policy provided by your Supervisor.
- Be respectful, courteous, polite, and professional.

### Participant Absenteeism

Participants are required to give advance notice of anticipated absences from work, regardless of the reason. If this cannot be done in person, the participant must call the Worksite Supervisor immediately to report the anticipated absence.

Participants can be terminated from their MBSYEP position when:

- The participant is absent more than three (3) consecutive days without communicating with the Supervisor about the anticipated absences.
- The Worksite Supervisor determines the participant 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

**Participants will NOT be compensated unless they report to the worksite ASSIGNED BY THE MBSYEP. MBSYEP will notify participants in writing once the transfer is received and once it is approved or denied.**

Participants are not permitted to report to a work site which they are not assigned. All work site assignments are visible in the participant portal and designated by the Office of Youth Programs (OYP) only. A participant's failure to report to the assigned work site will result in forfeiture of pay for days in attendance at the incorrect site.

**Termination Procedure**

Worksite Supervisors may request that a participant be terminated from the 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 complete a Termination Request Form. MBSYEP staff will email an official termination notice to the participant.

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

If a participant believes the termination was wrongful, the participant may contact the MBSYEP office at 202-698-3492 to schedule an appointment with a representative.

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

- **Drugs:** Possession, sale, or use of illegal drugs, including marijuana or alcohol while on the job – this could lead to legal action.
- **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 – this could lead to legal action.
- **Theft:** Stealing property from the worksite, employees, or other participants – this could lead to legal action.
- **Falsifying Documents:** Falsifying your time records or those of other youth employees; signing another participant's time record; attempting to pick-up or use another participant's debit card or personal identification number (PIN).
- **Insubordination:** Refusal to adhere to MBSYEP or the worksite's rules and regulations.
- **Harassment:** Verbal, sexual, or physical — this could lead to legal action.

MBSYEP will notify participants in writing once the Termination Request Form is received and once it is approved or denied.

### Grievance Procedure Policy

MBSYEP participants are protected from any kind of discrimination on the job, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and hostile work environment.

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

Participants who believe that they have been exposed to discrimination or that they have been unfairly treated should follow the procedures outlined below:

1. Discuss the issue with the Worksite Supervisor or Employer/Host Coordinator.
2. The participant should prepare a written statement that describes the alleged incident.
3. If the issue is not resolved or if the issue involves the Supervisor, contact the MBSYEPSupport Center at 202-698-3492.
4. The Program Liaison and MBSYEP Monitor will work to resolve the grievance.

### 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 work-sites. This policy should be communicated to all participants during their orientation session on the first day of work.

For example, a 14 year-old could work from 9:00 am until 1:30 pm and would be paid for four (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 on the time sheet or 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.

### Gender Identity & Expression

The D.C. Human Rights Act prohibits discrimination against a person in employment, housing, public accommodations, or educational institutions on the basis of that person's actual or perceived gender identity or expression. The D.C. Human Rights Act defines gender identity or expression as "gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual's assigned sex at birth."

As it relates to employment, the Human Rights Act bars unlawful discriminatory practices, including the following:

- Failing to hire or promote;
- Engaging in disparate treatment;
- Engaging in unlawful termination and transfers;
- Engaging in verbal or physical harassment;
- Creating a hostile environment;
- Failing to make a reasonable accommodation when requested by the employee; and
- Denying access to restrooms and other gender-specific facilities that are consistent with the employee's gender identity or expression.

**Harassment and Hostile Work Environments**

All harassment and actions that create a hostile environment based on gender identity or expression shall be prohibited. The following behaviors may constitute evidence of unlawful harassment and hostile environment:

a. Deliberately misusing an individual's preferred name, form of address, or gender-related pronoun;

b. Asking personal questions about an individual's body, gender identity or expression, or gender transition;

c. Causing distress to an individual by disclosing to others that the individual is transgender; and

d. Posting offensive pictures or sending offensive electronic or other communications.

## Who do I contact for more information?

MBSYEP dates and information are subject to change. For the most up-to-date information about 2018 MBSYEP, 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

**DEPARTMENT OF EMPLOYMENT SERVICES**
**Deborah A. Caroll, Director**

Office of Youth Programs
4058 Minnesota Avenue, NE, Washington, DC 20019
**Phone:** (202) 724-7000 • **Fax:** (202) 673-6993
does.dc.gov