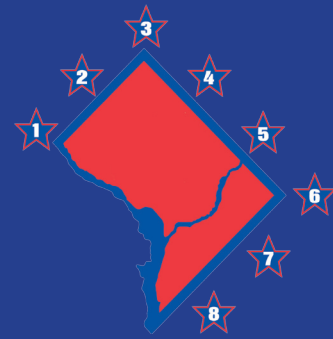


# SYEP 2012

Mayor Vincent C. Gray's **One City**  
Summer Youth Employment Program



# Employer

## Information Packet



The Department of Employment Services 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.

District of Columbia  
Department of  
**EMPLOYMENT  
SERVICES** ★★



Government of the District of Columbia  
Vincent C. Gray, Mayor

Department of Employment Services  
Lisa María Mallory, Director

## What is the Summer Youth Employment Program (SYEP)?

The Summer Youth Employment Program (SYEP) is a locally funded initiative administered by the DC Department of Employment Services (DOES) that provides District youth ages 14 to 21 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through SYEP, 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 SYEP is a short-term employment and training program, our goal is to introduce District youth to employers who will positively impact their futures.

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 the SYEP?

This year, SYEP will begin on [Monday, June 25, 2012](#) and will end by [Friday, August 3, 2012](#). (Wednesday, July 4 is observed as a holiday, and youth will not be paid for this day).

## How do employers apply for SYEP?

All employers interested in participating as a host employer for SYEP 2012 must submit a Host Employer Application online at [www.summerjobs.dc.gov](http://www.summerjobs.dc.gov) by no later than [Friday, March 23, 2012](#).

Applications will be reviewed on a rolling basis. Once your application is submitted, a DOES Representative will contact you within 3-5 business days to schedule a date and time to visit your worksite. Once a site visit has been conducted, you will receive confirmation from our office regarding your acceptance. Final decisions will be made by [Monday, April 2, 2012](#).

## What are the expectations for employers?

We believe that one of the most important aspects of the SYEP is the experience that youth will have at your worksite(s). As such, we expect employers to provide a safe, structured, and properly supervised worksite and to provide youth with appropriate tasks and duties to perform throughout the duration of the program. We will provide the support needed along the way to help make this happen.

The online SYEP Host Employer Application (which is available at our website [www.summerjobs.dc.gov](http://www.summerjobs.dc.gov)) will require you to provide us with important information about your agency/organization. You will be asked to:

- List the address and contact information for all of the worksites where youth will be assigned to work within your agency/organization;
- Identify a primary point of contact for your agency who will be responsible for communicating with DOES about all matters pertaining to youth assigned to your agency/organization;
- Provide the names and contact information of all employees at your agency/organization who will be directly supervising youth (we require a minimum of one (1) adult supervisor to twelve (12) youth workers);
- Identify at least one Payroll Coordinator who will be responsible for entering and submitting hours worked into our online time entry system at the end of each week of the program; and
- Provide job descriptions detailing the specific job opportunities to be offered, along with the age and skill criteria required for the position(s).

Once your application is approved, each employee at your organization/agency who you identify as a Supervisor will be required to attend a mandatory SYEP Supervisor training session. These sessions are tentatively scheduled to take place from Monday, May 7, 2012 – Friday, May 18, 2012.

All employees at your agency/organization who will be providing direct supervision to youth participants under the age of 18 years old will be required to obtain a criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program. DOES will provide these clearances free of charge and will work with you to schedule an appointment for your organization that is convenient for your schedule. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance.

Finally, all approved host employers will be expected to provide your assigned youth workers with an on-site orientation on their first day of work. You will be provided with a guide to assist you in administering this orientation

## What are the expectations for youth?

SYEP is not a program where youth just “sign up” and get a check. Once a youth is assigned to a job, they will be expected to attend their worksite daily and to follow all rules established by their employer.

Youth workers are expected to be active, engaged, and to always put forth their best effort. If they are unable to maintain good standing with their employer, youth are subject to termination from the job and potentially can be excluded from the SYEP in future years.

## How do youth apply for SYEP?

District youth who are between the ages of 14-21 will be able to apply online at [www.summerjobs.dc.gov](http://www.summerjobs.dc.gov).

Space is available on a first come, first served basis. To secure a space, youth must complete an application and provide DOES with documentation to prove they are eligible to participate. To maintain their space, youth will be required to complete several important tasks prior to the start of the program. DOES will work with youth applicants to ensure they 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 them. Youth who do not complete the required steps by the posted deadlines could potentially forfeit their space.

## How are youth assigned to worksites?

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

Only youth who are a part of our eligible applicant pool will be able to participate in SYEP. If you have existing relationships with youth who meet our eligibility criteria, please encourage them to apply early!

Beginning on [Monday, April 2, 2012](#), eligible youth applicants will be able to access an online database to view and apply for specific jobs that they are interested in. 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 access their resumes/self-profiles and their contact information so that they can begin conducting telephone interviews.

DOES will sponsor the SYEP 2012 Career Exploration Fair on Thursday, April 5, 2012 and Friday, April 6, 2012 (location TBA). 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.

Employers will have until [Saturday, May 5, 2012](#) to make their final hire selections.

Employers who do not wish to screen or interview youth may request that DOES place youth on their behalf. Youth will be placed based upon the criteria specified in your posted job descriptions. You will be able to determine how you would like your assigned youth to be placed when you complete your application.

Employers who wish to screen or interview youth, but require assistance from DOES, may request this on their application.

## How are youth compensated?

All participants in the 2012 SYEP who are 16-21 years old will be paid the federal minimum wage of \$7.25/hour. All participants in the 2012 SYEP who are 14-15 years old will be paid a stipend of \$5.25/hour. All wages are fully paid by DOES.

If you would like to compensate your youth participants at a higher wage, employers are welcome to contribute funds to meet their desired pay rate. If you are interested in providing your youth participants with a higher wage, please indicate this when completing your online application.

Participants will only be compensated for time worked up to the maximum number of hours permitted by the program. Youth will not be paid for any additional hours worked per week.

- 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.

The tentative pay dates for SYEP 2012 are as follows:

PAY PERIOD	PAY DATE
Pay Period 1 (June 25 –June 30)	Wednesday, July 11, 2012
Pay Period 2 (July 1 –July 14)	Wednesday, July 25, 2012
Pay Period 3 (July 15 –July 28)	Wednesday, August 8, 2012
Pay Period 4 (July 29 –August 4)	Wednesday, August 15, 2012

## Whom do I contact for more information?

If you have additional questions about SYEP 2012 or need assistance completing your application, please contact the appropriate DOES Liaison listed below:

Name	Sector	Phone	Email
Vanessa Weatherington	Community-Based Organizations	202-698-5135	vanessa.weatherington@dc.gov
Richard Russell	Government (District and Federal)	202-698-5098	richard.russell@dc.gov
Peter Wahlberg	Private	202-698-4203	peter.wahlberg@dc.gov
Lesley Long	Schools	202-698-3493	lesley.long3@dc.gov

Program dates and information are subject to change. For the most up to date information about SYEP 2012, please visit:

**[www.summerjobs.dc.gov](http://www.summerjobs.dc.gov)**

If you have additional questions, please contact us at:

DC Department of Employment Services  
Office of Youth Programs  
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](http://www.youthjobs.dc.gov)

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