



CITY OF ALBANY

**Albany's LIGHT Summer Youth Employment Program**

Bleecker Stadium  
721 Clinton Avenue  
Albany, NY 12206  
(518-438-1082)

Kathy M. Sheehan  
Mayor

Jonathan P. Jones  
Commissioner

March 24, 2017

Greetings!

Welcome to **Albany's LIGHT Program for Learning, Initiative for Gaining Headway Together** Summer Employment Program (SYEP) for 2017! On behalf of Mayor Kathy Sheehan and Commissioner Jones, I would like to thank you for your interest and commitment to providing a meaningful work experience for our youth.

Enclosed is a Worksite Agreement. This year there are several ways to get involved or hire City of Albany youth. The **Hire Capital City Talent** initiative is an opportunity for Albany employers to help shape the future workforce by sponsoring and/or hiring at least one local youth employee for summer or year-round positions. Through these opportunities businesses can choose to hire youth directly on their payroll, or elect to have the City of Albany serve as the employer of record. A brochure with more information will follow shortly, but for starters; there are three employer participation levels:

- **Hire** one or more participating youth directly.
- **Sponsor** a youth with a \$1,000 pledge to the program.
- **Offer Subsidized Work** through supervised employment at your workplace.

If necessary, please attach additional Position Requests for each position and work location where youth will be working. Be sure to include the number of youth, preferred work hours and ages (if you have a preference). **The Worksite Agreement must be signed and returned to our office in person by April 14, 2017.**

- **Worksite Orientations** will be held on Wednesday, May 3<sup>rd</sup> at 10:00 am to 11:30 am and 6:00 pm to 7:30 pm. Both sessions will be held at the Youth Opportunity Office, 382 Clinton Ave. Please RSVP by Wednesday, April 19<sup>th</sup> as to which session you will be attending.
- In addition, Orientation for **on-site worksite supervisors** will be held on Saturday, June 24<sup>th</sup> from 10:00 am to noon at the SYEP Office in Bleecker Stadium. **(possible webinar option)**

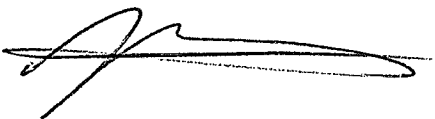
Please note the following:

- **The first day SYEP youth will be reporting to worksites is Wednesday, July 5<sup>th</sup>**
- There will be no Enrichment activities on Friday July 7<sup>th</sup>. Youth will attend worksites as scheduled.
- Summer youth employees will be 14 years of age or older.
- They will work a maximum of 16 hours per week at the worksite. Enrichment activities are scheduled for each Friday for which the students will be paid (July 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>).
- Worksites that provide comparable enrichment activities may be eligible to have assigned youth at their worksite for 20 hours per week. Applications for Worksite Waivers for enrichment activities must be submitted no later than May 26, 2017.
- All youth are required to attend all August 4<sup>th</sup> SYEP Recognition Activities.
- Payroll checks will be mailed directly to each youth employee's home or youth may opt for direct deposit. Their first paycheck will be dated Friday, July 14<sup>th</sup>. If youth employees have not received their check or direct deposit credit to their bank account by Wednesday, July 19<sup>th</sup>, please have them contact the SYEP Office at Bleecker Stadium at 438-1082.
- **Requests for specific youth(s) to be assigned to your worksite must be submitted no later than May 26<sup>th</sup>.** In addition to the youth's name, the request must include a justification for each youth. If you are requesting youth who previously worked for you, you must state what experiences the youth will be receiving that are different from last year.
- **Many of our youth will be attending summer school. The last class typically ends at 12:30 pm. If you have morning and afternoon shifts, if possible please schedule them so that the afternoon shift is 1:00-5:00 pm. If you have only one shift, please consider scheduling it in the afternoon for 1:00-5:00 pm.**
- A Worksite Supervisors Handbook is enclosed for your information.

Submission of **accurate** timesheets is critical to making this summer's program a success. All timesheets must be submitted by 2:00 pm each Thursday including youth employee's initials and supervisor signatures. There can be no exceptions. Timesheets may be faxed to 459-7649 or dropped off at Bleecker Stadium. Your worksite(s) will be visited by the SYEP Youth Coach assigned to you during the week of June 26<sup>th</sup>. Please make timesheet arrangements with your Youth Coach. If you have not been contacted by your Coach by Friday, June 30<sup>th</sup>, please contact the SYEP office at 438-1082.

Please contact me at 438-1082 with any questions. Your comments and suggestions are welcome as well! This summer promises to be one of our best ever!! Thank you again for your interest in partnering with the City of Albany and being part of our nationally recognized program!

Sincerely,



Paul Collins-Hackett  
Program Director

Enclosure

cc: Mayor Kathy M. Sheehan  
Jonathan P. Jones, Commissioner  
Raphael Tucker, Deputy Commissioner



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**Worksite Supervisor Information**

- The Albany's LIGHT Summer Youth Employment Program is a 5 week program which will run from Monday, July 3<sup>rd</sup> through August 4<sup>th</sup>, 2017. ALL SYEP Youth will receive MADATORY "Work Readiness Training" on July 3<sup>rd</sup> and will be **available to report to worksites July 5<sup>th</sup>**.
- Please familiarize yourself with the Worksite Supervisor's Handbook.
- **For most worksites, youth will work a maximum of 16 hours at the worksite each week unless granted an "Enrichment Waiver".**
- **Worksites with an approved Waiver of Participation will have youth at the worksite for 20 hours per week. Except the last week, youth will be at the worksite only 16 hours during the last week as youth are required to attend the Friday, August 4<sup>th</sup> Recognition Event.**
- Flexible work schedules may be approved through the Program Director's office.
- Enrichment activities sponsored by SYEP are scheduled for Fridays, for which the youth will be paid. Enrichment activities are mandatory for the youth unless your worksite has been granted a Waiver of Participation.
- Worksites with Friday work hours that do not have an approved Waiver of Participation must provide a schedule that allows the youth to participate in the enrichment activities.
- All payroll checks will either be mailed directly to each youth's home or delivered by direct deposit. **There will be no exceptions.** The first check will be dated Friday, July 14<sup>th</sup>. If they do not receive their check or direct deposit credit by the following Wednesday, July 19<sup>th</sup> please have them contact Bleecker Stadium at 438-1082.
- Submission of **accurate** timesheets will be critical to making this summer's program a success. Timesheets must be signed by the supervisor and initialed by each youth on the timesheet. All timesheets must be submitted by 2:00 p.m. each Thursday. Again, **there will be no exceptions.**
- **Timesheets may be faxed to (518) 459-7649; dropped off at the SYEP office at Bleecker Stadium or emailed to [syep@albanyny.gov](mailto:syep@albanyny.gov). Please make sure you discuss your method of delivery with your Youth Job Coach.**
- Please make those arrangements with the Youth Job Coach assigned to your worksite. If for some reason you have not met your Coach by Friday, June 30<sup>th</sup>, please contact Bleecker Stadium at 438-1082.
- An evaluation, attachment 6 in the Handbook, is required to be completed by the end of the program for each of your youth employees and a copy given to your Coach or delivered to the SYEP office.
- A resume, attachment 7 in the Handbook, should also be completed for each youth employee by the end of the program and a copy given to your Coach or delivered to the SYEP office.
- During the week of July 17<sup>th</sup> you will be asked to nominate youth at your worksite deserving of a Certificate of Appreciation or Special Recognition Award. Awards are presented on August 4<sup>th</sup> at the Recognition Event.
- An end of the program Worksite debriefing is scheduled for Tuesday, August 8<sup>th</sup> from 10:00 am to 12:00 pm at the Youth Opportunity Office, 382 Clinton Ave.
- Please contact your Coach and follow the procedures in the Handbook for work-related issues and workplace injuries or illness.



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## 2017 WORKSITE AGREEMENT

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail \_\_\_\_\_

Type of Organization:  Non-profit  Public/Government  Education  Religious  
 (check all that apply)

Day Care/Summer Camp  Other \_\_\_\_\_

For Profit (type of business): \_\_\_\_\_

EIN (Employer Identification Number): \_\_\_\_\_

If a license and/or certification is required to operate your business, please provide a copy and the following:

License No.: \_\_\_\_\_ Issued by: \_\_\_\_\_

Certification No.: \_\_\_\_\_ Issued by: \_\_\_\_\_

My organization is requesting a worksite waiver:  Yes  No

My organization has reviewed and approved the attached position request(s).

Organization Signatory: \_\_\_\_\_

(Signature)

(Date)

\_\_\_\_\_  
 (Printed Name)

**Please sign this page and page 2 and return the entire Agreement to:**

Summer Youth Employment Program  
 Bleecker Stadium  
 721 Clinton Avenue  
 Albany, NY 12206

## 2017 Worksite Agreement

A worksite employer agrees to make available to the Summer Youth Employment Program (SYEP) certain assurances in order to ensure a safe and productive summer.

### ASSURANCES:

- A. The worksite will only employ those participants who have provided documentation of their eligibility by the SYEP.
- B. Participants can start work only with **prior** approval from the SYEP.
- C. There will be adequate supervision of each participant.
- D. There will be adequate accountability for participant time and attendance.
- E. There will be adherence to the rules and regulations governing workplace employment of minors.
- F. No youth under 18 years of age shall be employed in any occupation to be found hazardous for person between 14 and 18 years of age (per Fair Labor Standards Act).
- G. The worksite agency will allow monitoring and evaluation by the SYEP to insure compliance with the Worksite Agreement.
- H. No participant shall be required to work or be compensated for work for more than 20 hours per week without prior approval of the Department of Youth & Workforce Services.
- I. Participants will be performing tasks described in this Worksite Agreement.
- J. Participants will not be paid for hours not worked, unexcused absences or recreational activities.
- K. Worksite agencies are responsible for approving and submitting accurate time sheets, including students' initials and supervisors' signatures, for participant's weekly paychecks.
- L. Accurate and approved time sheets must be submitted by worksite supervisors no later than 2:00 pm each Thursday of the Summer Youth Employment program.
- M. Sufficient work is available to employ youth during working hours.
- N. Sufficient equipment and /or materials are available to carry out work assignments.
- O. The worksite will provide contingency plans for inclement weather when worksites are outdoors.
- P. No person with responsibilities in the operation of any program will discriminate with respect to any program participant of any application for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs.
- Q. The supervisor and worksite agency will comply with the requirements that no program shall involve political activities.
- R. Participants in the program will not be employed on the construction, operation or maintenance of that part of any facility which is used for religious instruction or worship.
- S. The worksite agrees to evaluate each participant at least twice during the program period; share it with the participant; and submit it to the SYEP Office at Bleecker Stadium.
- T. Notify SYEP as soon as possible of any accidents, special situations or unusual occurrences.
- U. Notify SYEP of any planned trips away from the worksite.

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Organization Signatory

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Date

## SYEP EMPLOYMENT POSTION REQUEST

Please complete the following for each position type and worksite. Attach additional sheets if necessary.

Address of Worksite: \_\_\_\_\_

Worksite Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Back-up Worksite Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please select a job category:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Camp Counselor | <input type="checkbox"/> Maintenance                 | <input type="checkbox"/> Science/Technology           |
| <input type="checkbox"/> Day Care       | <input type="checkbox"/> Police/Fire Cadets          | <input type="checkbox"/> Business/Entrepreneurship    |
| <input type="checkbox"/> Elder Care     | <input type="checkbox"/> Gardening                   | <input type="checkbox"/> Other _____ (please specify) |
| <input type="checkbox"/> Office         | <input type="checkbox"/> Arts _____ (please specify) |   |

Position	# of Youth Requested	Days/Week	Hours: From-To
	Min. No. _____ Max. No. _____		-
DESCRIPTION: The duties to be performed by youth participants and the skills to be taught for this position:			
Duties: _____ _____			
Skills taught: _____ _____			
Other Requirements (if age preferences include reason): _____ _____			

\*I acknowledge Albany's LIGHT Summer Youth Employment Program (SYEP) is a 5 week program which will run from Monday, July 3<sup>rd</sup> through August 4<sup>th</sup>, 2017. ALL SYEP Youth will receive MADATORY "Work Readiness Training" on July 3<sup>rd</sup> and will be available to report to worksites July 5<sup>th</sup>.

\* I also acknowledge "Friday Enrichment and Recognition Celebrations" ( 7/14, 7/21, 7/28 & 8/4) activities are MANDATORY for ALL youth unless your worksite has been granted a "Waiver of Participation". Worksites with Friday work hours that do not have an approved "Waiver of Participation" must provide a schedule that allows the youth to participate in the enrichment activities.

\_\_\_\_\_  
Organization Signatory

\_\_\_\_\_  
Date

## HIRE LIGHT REQUEST

The HIRE Capital City Talent initiative is an opportunity for Albany employers to help shape the future workforce by sponsoring and/or hiring at least one local youth employee. Job ready LIGHT participants are available for summer or year round positions through this opportunity.

By hiring a youth (16 or older) your business may earn a "NYS Youth Works Tax Credit". If the amount of the tax credit exceeds your tax liability, you may receive the excess as a refund. If the youth is hired for a part time position (20-34 hours per week or 10-34 if age 16-19 and enrolled in school full time), the maximum tax credit is \$2,500. This is payable as follows: \$250 dollars per month, for a maximum of 6 months (\$1,500 maximum); \$500 dollars if the youth is retained for 6 months beyond the first 6 months of employment; and \$500 dollars if the youth is retained for a second full year.

Please complete the following for each youth. Attach additional sheets if necessary.

Address of Worksite: \_\_\_\_\_

Worksite Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Back-up Worksite Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please select a job category:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Camp Counselor | <input type="checkbox"/> Maintenance                 | <input type="checkbox"/> Science/Technology           |
| <input type="checkbox"/> Day Care       | <input type="checkbox"/> Police/Fire Cadets          | <input type="checkbox"/> Business/Entrepreneurship    |
| <input type="checkbox"/> Elder Care     | <input type="checkbox"/> Gardening                   | <input type="checkbox"/> Other _____ (please specify) |
| <input type="checkbox"/> Office         | <input type="checkbox"/> Arts _____ (please specify) |   |

\*To qualify for the tax credit, your business must be certified by the NYS Department of Labor:

<https://labor.ny.gov/careerservices/youth-tax-credit.shtm>

\* For more information regarding the tax credit contact NYS dept. of Labor at [NYYW@labor.ny.gov](mailto:NYYW@labor.ny.gov) or 877-226-5724

\_\_\_\_\_  
Organization Signatory

\_\_\_\_\_  
Date

Basic work skills and professional development are key to any work experience. Please check which skills you plan to provide youth participants:

- Taking supervision
- Working together as a team
- Organization skills
- Financial literacy
- Proper work dress/behavior
- Problem solving
- Communication skills
- Resume writing
- Interview skills
- Business etiquette
- Social etiquette
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Orientation: Youth participants and Families of Albany's LIGHT program will receive a mandatory orientation from Summer Youth Employment Program staff. In addition, all youth must receive a worksite orientation including, but not limited to:

- ◆ Overview of worksite: purpose; who is served; what is produced; who works there
  - ◆ Introduction of staff
  - ◆ Introduction to supervisor, including phone #
  - ◆ Site tour
  - ◆ Job description
  - ◆ Work schedule
  - ◆ What to do if youth will be absent
  - ◆ Dress code
  - ◆ Acceptable behavior
  - ◆ What to do in an emergency
  - ◆ Introduction to all tools and equipment and related safety issues
  - ◆ Payroll
  - ◆ Timesheets
  - ◆ Change of address
  - ◆ Other: \_\_\_\_\_
  - ◆ Other: \_\_\_\_\_
  - ◆ Other: \_\_\_\_\_
-