



The City of East Orange

"2018" Summer Work Experience Program (SWEP) REQUEST FOR SLOTS

(For 14 thru 18 Year Olds)



MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING
THE CITY OF EAST ORANGE

44 CITY HALL PLAZA
EAST ORANGE, NEW JERSEY 07018

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LADONNA JOHNS, ESQ.
DIRECTOR

TED R. GREEN
MAYOR

February 2018

To Whom It May Concern,

The City of East Orange, Mayor's Office of Employment and Training is accepting applications from local non-profit and private sector agencies for the "2018" Summer Work Experience Program (SWEP). The program provides youth the opportunities for career exploration and development. For most participants, SWEP is their first job. Participants may work 15 to 20 hours a week for six weeks, beginning July 9, 2018 through August 17, 2018.

The goals of the program are to (1) enhance the basic skills of youth, (2) encourage school completion or re-enrollment in school, (3) provide youth with exposure to the world of work, and (4) enhance the citizenship skills of youth. Through placement with quality worksites, the youth participants will learn new skills and practice them within real work settings. They will have opportunities to develop skills identified as essential for future employment, such as problem solving, reasoning and learning ability.

Although the Summer Work Experience Program (SWEP) is funded by the City of East Orange, if your budget permits, we encourage you to pay for at least one (1) summer worker (excluding the youth we fund).

Enclosed is the Request for Slots (RFS). Please review, complete and submit the following forms:

- Agency Information/Job Form
- Job Travel Form
- Worksite Agreement Form
- Certificate of Liability Insurance (if applicable)

You may submit completed forms via:

- USPS mail
- E-mail: youth-2000@eastorange-nj.gov
- Fax: (862) 520-3060 or (973) 673-4529
- Bring directly to the Mayor's Office of Employment of Training located at 90 Halsted Street, 2nd Floor, East Orange, NJ 07018.

Please submit completed forms no later than 4:00 p.m. on Friday, April 27, 2018.

For more information, please contact the Mayor's Office of Employment & Training at (973) 677-8914. Our office hours are Monday thru Friday, 8:30 a.m. – 4:30 p.m. Thank you in advance for your cooperation.

Sincerely,
Mayor's Office of Employment & Training
Enclosures

Designing a Learning-Rich Summer Youth Worksite

As you develop your job description, keep in mind that the majority of summer youth workers will be ages 14 through 18 years old. For most of these youth, SWEPP Program may provide the first opportunity for combining work and learning. This type of experience is necessary to ease the youth's transition from school to workplace.

A learning-rich worksite provides young people with an opportunity and structure to develop the behaviors, knowledge and skills necessary for success in employment and to understand the connections between work and learning. The job you develop should enable youth to gain exposure to the working world and its requirements. This work experience should help youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment.

Work-based learning is an instructional strategy that contributes to academic learning. Using this approach, participants plan, implement, complete and evaluate a valuable work experience. In this approach, learning, content, and process are totally integrated. Well-conceived, learning-rich work includes competencies, basic skills, academic content, specific vocational and occupational training, work maturity and life skills.

The challenge for your organization is to develop learning-rich work activities that provide an opportunity for youth to build their competencies. Planning makes the difference between "busy work" and learning-rich tasks.

Youth learn by doing. Work-based learning activities require that the youth is able to research, plan and implement the essential aspects of the job.

Summary of 14 through 17-Year-Old Child Labor Restrictions

During summer vacation:

- Not before 7 AM
- Not after 9 PM
- No more than 8 hours per day

Not more than 40 hours per week

No driving a motor vehicle.

No work performed on construction sites.

No use of ladders, scaffolds or their substitutes.

No bakery (any use of ovens) or cooking.

No use of power-driven meat slicers, meat grinders, paper balers, cardboard compactors, bakery equipment including mixers, chain saws, woodworking equipment, circular saws, and other machines prohibited by youth employment hazardous occupation orders.

No lifting, carrying or personally caring for patients in hospitals or nursing homes.

No welding of any kind.

No work in freezers or meat coolers.

No work in connection with warehousing and storage except office or clerical.

No work in processing occupations or work in rooms where goods are manufactured.

No use of laundry, dry cleaning and rug cleaning equipment or any work in workrooms where commercial laundering and dry cleaning takes place.

Clean up work and grounds maintenance OK but not maintenance or repair of a building or its' equipment.

For more information please visit:

http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/mw-129.pdf

Worksite Agreement Form

(Please make a copy for your records & return this form)

This agreement is entered into by the City of East Orange, The Mayor's Office of Employment and Training Program and the agency listed on the second page of this agreement (which is herein referred to as the SWEP Program Worksite) to provide summer youth employment and training services.

The intent and purpose of the SWEP Program is to provide safe, meaningful, and adequately supervised work experience, career exploration without discrimination because of race, color, creed, religion, political affiliation, disability, marital status, sexual orientation, or beliefs. All worksites must adhere to the rules and regulations governing youth employment including the following:

- Americans with Disabilities Act
- Right-to-Know Act
- EEO Affirmative Action Policy
- Both state and federal child labor laws and the NJ Child Labor Standards Act
- No SWEP PROGRAM WORKSITE shall allow youth workers to provide services or engage in political or religious activity as part of the work assigned

In order to assure that the purpose of the work assignment is fulfilled, the responsibilities of the SWEP PROGRAM WORKSITE are as follows:

SUPERVISION: To provide that all supervisors, who directly supervise SWEP Program youth, receive orientation as to their duties and responsibilities to the program and youth workers.

Worksite supervisors shall be of such age and experience as to fully meet the needs of the youth workers and the youth workers to Supervisor ratio shall not exceed 5:1. To assure that a substitute supervisor will be available when the regular supervisor is absent and that this substitute is also provided with sufficient orientation to assure compliance with program requirements. To provide that all youth participants are oriented as outlined in the supervisor's manual prior to the start of their job.

TIME, ATTENDANCE, AND COMPENSATION: To be accountable for time and attendance of youth workers, maintaining sign-in sheets in a form that provides for individual daily sign-in; and bringing, within the payroll deadlines, completed timesheet/payment requests to specific locations assigned to the worksite. To provide written evaluation of the youth worker's performance with each timesheet and at other times as required. Youth workers shall only be paid for hours worked (i.e., no pay for lunch breaks, holidays, or unworked hours). SWEP PROGRAM WORKSITES shall be responsible for all payroll costs for any hours worked beyond the maximum of 20 SWEP hours per week. To provide DETP staff, in writing, any reasons for youth worker termination as well as notification of deficiency in the youth worker's performance. Youth may be scheduled to work up to 20 hours per week, which will include the 5 hours that the youth may be assigned to attend Work Readiness at an off-site location. You should include a one or a half hour unpaid lunch period in the total hours for each workday.

THE CITY (DETP) DOES NOT AUTHORIZE YOUTH PARTICIPATION IN THE FOLLOWING:

- 1) OFF-SITE TRAVEL WITHOUT PROOF OF ADEQUATE INSURANCE COVERAGE; OR
- 2) ANY ACTIVITIES THAT OCCUR OR TAKE PLACE AFTER WORK HOURS
- 3) FURTHERMORE, FAILURE TO ADHERE TO NUMBERS 1 AND 2 ABOVE, PLACES ALL RISK SOLELY ON THE AGENCY.

WORK ASSIGNMENTS: To adhere to all memorandum procedural revisions, rules, and regulations governing the DETP SWEP PROGRAM. To assure sufficient equipment and/or materials to carry out all work assignments. To assure that sufficient work is available to occupy the participants during the regularly scheduled work hours. To provide contingency work plans during inclement weather if the worksite normally has workers doing out-of-doors work. Every worksite must have a signed copy of this agreement and approved job description(s) at the worksite. The City of East Orange shall provide worker's compensation insurance for youth workers.

ONE CITY, ONE COMMUNITY, ONE GOAL EQUALS PROGRESS

Worksite Agreement (cont'd)

(Please make a copy for your records & return this form)

ACADEMIC ENRICHMENT/WORK READINESS: To cooperate with the educational academic enrichment component and encourage youth workers to attend all scheduled educational activities. **A youth worker shall not be permitted to work during the time they are assigned to attend Work Readiness.** Selected SWEP PROGRAM WORKSITES will be involved in academic enrichment activities at the worksite and will be expected to cooperate fully. Failure to cooperate in academic enrichment activity will necessitate the termination of the youth workers at their SWEP PROGRAM WORKSITE.

MAINTENANCE OF EFFORT: No youth can be placed at a worksite where:

- A participant will displace current employees (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits);
- An individual is in layoff status from the same or similar job;
- The employer has terminated a regular employee or otherwise reduced its workforce with the intention of replacing paid employees with subsidized participants;
- A participant will in any way infringe upon the promotional opportunities of currently employed individuals; or
- Existing labor contracts are impaired unless the labor organization concurs.

No SWEP PROGRAM WORKSITE shall hire a youth worker at their worksite if a member of the youth worker's immediate family is employed in an administrative capacity (including supervisor) or an Officer of the Board of that agency. Immediate family means wife, husband, mother, father, sister or brother.

The SWEP Worksite accepts responsibility for teaching safety precautions and procedures, reporting all accidents and injuries, ensuring all injured employees receive required medical attention and for completing necessary injury report forms and submitting them to the Mayor's Office of Employment and Training within 24 hours of any accident or injury.

It is further accepted that failure to fulfill obligations of this agreement is just cause to terminate this agreement. DETP will seek appropriate placement of youth workers with another agency.

All promotional materials developed by worksite organizations must include acknowledgment to the City of East Orange and the Mayor's Office of Employment and Training Program for funding of youth worker wages.

AGENCY COMPLETES THIS SECTION		
NAME OF AGENCY	Click here to enter text.	
If you have more than one worksite, list the names of the worksites that are covered by this agreement (should match worksites from Job Description)	Click here to enter text.	
Click here to enter text. Director of Agency Signature	Click here to enter text. Phone	Click here to enter text. Date
Every worksite must have a signed copy of this worksite agreement and approved job description(s) and Addendum(s) at the worksite.		

Agency Information Form/Job Form

(Please make a copy for your records & return this form)

Agency Name: Click here to enter text.

Agency Address: Click here to enter text.

Agency's Phone: Click here to enter text.

Director's Name: Click here to enter text. **Director's Phone #:** Click here to enter text.

E-Mail address: Click here to enter text.

SWEP Program Contact Person

(Person who will Coordinate the SWEP Program for your agency if selected)

Contact Person's Name: Click here to enter text.

Phone #: Click here to enter text. **Fax#:** Click here to enter text.

E-mail: Click here to enter text.

Total number of youth requested: Click here to enter text.

Job Title(s): Click here to enter text.

TYPE OF JOB PERFORMED (select all that apply):

- Office, clerical Building maintenance, custodial, repair Recreation, camps, playgrounds
 Grounds, landscaping, conservation Classroom aide Day care Health service
 Libraries, museums, labs Food service
 Other (please specify Click here to enter text.)

Number of hours per week youth will work at your Agency: 20 (maximum) OR (if less)

Work schedule: 8:30 AM to 2:00 PM
 Other: (please list) Click here to enter text.

Days of week: M T W TH F

Are these days/hours flexible? yes no

Number of weeks (check one)

6 weeks from July 9, 2018 to August 17, 2018

Other, please indicate number of weeks & dates below:

Click here to enter text. weeks from Click here to enter text. to Click here to enter text. 2018

Are you willing to pay for additional summer worker(s)? Yes No

If yes, how many? Click here to enter text.

**** PLEASE BE ADVISED THAT YOUTH WORKERS WILL NOT BE ABLE TO START BEFORE JULY 9TH
OR WORK BEYOND AUGUST 17TH****

JOB TRAVEL FORM

(Please make a copy for your records & return this form)

You **must** complete and return this document even if no youth travel will occur. If travel will occur, you **must** attach your Certificate of Liability Insurance with your Request for Slots (if applicable).

PART I

Agency Name: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text.

SWEP Worker's Job Title(s) at my agency:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

IF NO TRAVEL WILL OCCUR, PLEASE SKIP TO PART TWO

SWEP travel necessary and associated with working under these job title(s):

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

Mode of transportation used for travel necessary and associated with these job title(s):

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

Detail any other travel that will or may occur during the SWEP worker's experience at your agency AND the mode of transportation utilized for this travel.

Click here to enter text.

PART II

SWEP workers are not involved in any travel while working under supervision at my agency (Certificate of Liability Insurance is **not** needed)

Our agency utilizes non-agency, privately owned, operated and insured transportation to transport SWEP workers. (Certificate of Liability Insurance is not needed)

Our agency utilizes agency owned vehicles for the above named youth travel needs. (Certificate of Liability Insurance **IS** needed)

It is agreed that necessary travel and mode of transportation noted on this form will be the only SWEP participant travel that will occur for the SWEP 14 – 17 year-old summer program in 2018.

Click here to enter text.

Signature of Agency Contact Person

Click here to enter text.

Date

Click here to enter text.

Signature of DETP Staff

Click here to enter text.

Date