



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

INTERVIEW PROCESS

Participants will be given contact information for 2-3 interviews. It is the DYB participant's responsibility to contact the agencies/organizations to schedule their interviews. The interview period is from **Tuesday, May 28, 2013 to Friday, June 14, 2013.** Host Site Supervisors are asked to complete the Participant Interview Evaluation Form, for each participant that he/she interviews, and return it to the Do Your B.E.S.T. (DYB) Youth Employment Specialist shortly after the interview.

The interview process is MANDATORY for ALL participants. Students will not be assigned to a work location until they complete all of their assigned interviews. DYB staff will be available during the interview period to provide assistance/advice to participants.

After completing all interviews, participants should contact the DYB Youth Employment Specialist to report which host agency they would prefer to be placed with for the summer. (This does not guarantee one will be placed at their first choice) Final placements will be based on participant interest/skills, requirements of Host Site, and interview feedback from DYB Host Site Supervisors and DYB Participants.

DYB Participants and Host Site Supervisors will be notified of final placements prior to the start date on **Monday, June 3rd** **Participants who do not complete the interview process will not be allowed to start work and will not get paid until they have completed the process.**

WORK ATTENDANCE

Work hours will be determined and set by the employer; participants are expected to work 5 hours each day. **The 5 hours does not include a lunch break.** Participants must work their 5 hours between 7am and 7pm. Adjustments to the 5 hour per day schedule are allowed as long DYB staff and the host agency approve.

Participants assigned to a work site must sign-in and sign-out on the time sheet daily. Participants who fail to sign-in or out will not be paid for that day. It is the responsibility of the DYB participant to sign-in and out everyday. Participants are not allowed to sign-in and/or out for other participants. **Signing in for a day(s) that a participant did not work will result in immediate dismissal from the program.**

Participants who will be late to work are to contact their Host Site Supervisor directly.



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

All DYB program fieldtrips are MANDATORY; missing a program field trip counts as **TWO UNEXCUSED** absences. If a field trip(s) is missed without a written excuse, participant may be subject to suspension. Students who miss more than one (1) DYB fieldtrip, without an acceptable written excuse, may not be invited to participate in future DYB programs. Acceptable written excuses may include, proof of participation in summer school or other structured summer programming, doctor's note, etc.

If there is an emergency, or a participant is sick and unable to go to work, participants must call their work site supervisor **AND** the DYB Administrative Assistant. In order for an absence to be considered an **EXCUSED ABSENCE**, the DYB Staff must receive some type of documentation, for example, a Dr.'s note, indicating that the participant was not able to work. (Information submitted to validate absences is subject to verification by the DYB Staff) If no documentation is submitted to the staff, the absence will be documented as an **UNEXCUSED ABSENCE**. It is the DYB participant's responsibility to make sure both their work site supervisor and the DYB Administrative Assistant are contacted.

Requests for vacation time and time off must be submitted in writing a week in advance in order to be considered. Time off requests will be considered on a case-by-case basis. **DYB Program Staff reserves the right to dismiss any participant from the program who accumulates 5 or more unexcused/unapproved absences during the program.**

Students are allowed to make up missed time from work due to doctor's appointments, extreme emergencies and school related activities, where written documentation is provided to the DYB staff prior to the absence. The decision to allow make up time is at the discretion of the host site supervisor.

If a participant has more than three (3) ABSENCES (including absences from field trips), he/she may not be invited to participate in future DYB Programs.

PERFECT ATTENDANCE

To be recognized for perfect attendance, a student must be present at work each day, and report to DYB field trips when required. In addition, a participant may not have more than 4 late arrivals and/or early departures from work. (A combination of five unexcused late arrivals or unexcused early departures equals one unexcused absence). These may be excused if documentation is provided that the student was affected by:

- Personal illness that would endanger the student's health or the health of others.
- Serious illness or death in the student's immediate family.



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

- Special and recognized religious holidays observed by the student's faith.
- Planned medical appointment

PAYROLL PROCESS

Time sheets for all Do Your B.E.S.T. (DYB) participants are typically due on every other Thursday, by noon (12:00pm). If there is a change in the DYB schedule, timesheets may be due on another day of the week. Participants and Host Site Supervisors will be notified, if this is the case. The 2013 DYB timesheet due dates are as follows:

- **Thursday, June 27th**
- **Thursday, July 11th**
- **Thursday, July 25th**
- **Thursday, August 8th**

Participants (and Host Site Supervisors) are responsible for ensuring that time sheets are accurate and submitted on time. If your time sheet is not received in a timely manner, you will not be paid for that pay period.

The rate of pay for the 2013 DYB Program is \$7.25/hour (25 hours per week for 8 weeks). Participants will be paid on every other Friday. All pay checks will be **MAILED**. Direct deposit is available. If participants are interested in the Direct Deposit option, they should notify the DYB Administrative Assistant.

2013 DYB Pay Dates

- **Friday, July 5th**
- **Friday, July 19th**
- **Friday, August 2nd**
- **Friday, August 16th**

If participants do not receive a pay check by the Monday after a pay day (see dates above), please notify the DYB Administrative Assistant immediately, at (202) 535-1109. Host Site Supervisors are not responsible for the DYB payroll process, so all payroll inquiries should be directed to the DYB Administrative Assistant.

APPROPRIATE BEHAVIOR

Participants are expected to conduct themselves in a professional manner at all times. The following will not be tolerated: excessive tardiness, inappropriate conduct and language and unwillingness to follow directions.



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

IN ADDITION TO THE DYB PROGRAM RULES AND REGULATIONS, PARTICIPANTS ARE EXPECTED TO FOLLOW THE RULES AND REGULATIONS AT THEIR PARTICULAR WORK SITE.

Work site supervisors will submit Conduct Reports to DCHA for participants who violate work site rules. Participants are responsible for adhering to DCHA's behavior code as well as the rules at their specific job placement.

Participants who do not follow the program rules and regulations and/or their specific work site rules and regulations may be subject to one or more of the following: suspension from the program and/or dismissal from the program. The DYB Program Supervisor will take each incident on a case-by-case basis and will determine appropriate administrative action.

DCHA reserves the right to dismiss any participant from the program for conduct deemed unprofessional at any time.

Participants in possession of and/or under the influence of any of the following items will be automatically dismissed from the program:

- Any controlled substance (drugs)
- Alcohol
- Weapons of any kind
- Cigarettes (participants under 18)

If the DYB staff receives a Conduct Report for a participant, he/she may not be invited to participate in future DYB Programs.

APPROPRIATE DRESS/ATTIRE

Participants are expected to adhere to the dress code at their respective job sites. Inappropriate attire or violation of the dress code will be grounds for a Conduct Report. Conduct Reports about inappropriate dress/attire will be handled as follows:

1st Report will result in a meeting with a DYB staff member.

2nd Report will result in suspension (with days to be counted toward totals days missed in the program).

3rd Report may result in dismissal from the program.

Participants may not wear the following at any time during work hours:



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

- Tight pants, shirts or shorts
- Low cut or cut off shirts or shorts
- Skirts that do not reach knee level
- Pants worn below the waistline
- Tank tops
- Halter tops
- Ripped or torn clothing
- Hats (indoors)
- Sunglasses (indoors)
- Skull caps or bandanas
- Flip flops
- Revealing clothing of any kind

During the fieldtrips (challenge course/teambuilding activity, college tour, community service project) all participants must wear their DCHA issued Do Your B.E.S.T. (DYB) t-shirt or polo shirt. Participants who do not wear their DYB shirts will not be allowed to go on the fieldtrip and will be marked absent.

TRANSPORTATION

Participants must provide their own transportation to and from their job site and fieldtrip pick-up/drop-off locations (every other Friday). DCHA will only provide transportation between the pick-up/drop-off location and the fieldtrip site. Limited transportation assistance may be available upon request, on a first come, first serve basis. Students must complete an application for transportation assistance before being granted assistance. Transportation assistance may be available for a maximum of 5 days; DCHA cannot guarantee that a full 5 days of assistance will be available.

RETURNING TO THE DYB PROGRAM

There is no guarantee that participants will be invited to participate in future DYB Programs. This decision will be based on the participant's attendance record, job performance, and conduct during DYB program activities and field trips.

The following offences will prohibit students from being invited back to the DYB Program:

- Termination from work site and/or DYB Program
- Conduct/ incident report
- More than 2 unexcused absences
- Absent for more than 1 DYB Field Trip



2013 Do Your B.E.S.T. Summer Youth Employment Program

PARTICIPANT RULES AND REGULATIONS

WAIT LIST

A wait list will be created when the total number of students meets maximum capacity. The criteria used to make decisions of normal acceptance will be used to identify who is placed on a wait list. The size of the program for each given year will determine the number of students on a wait list. Only students who have submitted completed applications with all supporting documentation will be considered for the wait list. Admission to the program from the wait list is on a first come first serve basis. If a student is not accepted from the wait list, he/she will be notified shortly after the start of the program.