



## Dinwiddie County 2019-2020 Teen Staff Program Process Summary

### Program Overview

- Dinwiddie County Community Development, Dinwiddie County Public Schools, and businesses throughout the community are engaging in partnerships that offer students the opportunity to gain hands-on experience through the Youth Workforce Development Initiative (YWDI). Juniors and Seniors of DCPS will have the opportunity to gain (1) CTE elective course credit for participation in this program.
- Participants will work with a hosting organization for *approximately* 30 weeks or until the 396 hours requirement is met; whichever comes first. Employment is at the discretion of Dinwiddie County and the host organization.
- Participants are not permitted to exceed 396 hours for the duration of this program.
- Participants must submit a minimum 200 word journal entry weekly.
- Participants will receive minimum wage of \$7.25 per hour up to 396 hours. Ideally, students will work 12-15 hours per week. Students are not to exceed 28 hours in any given week.
- Seven *unexcused* absences will result in termination from the program. (*Unexcused is defined as not previously approved by the hosting supervisor or absences documented by a doctor's note/physician's statement*)
- For illness extending three or more consecutive business days, you **must** provide a signed doctor's note/physician's statement explaining the reason for your absence and your anticipated date of return.

### Selection Process

- Students interested in participating in the program must (1) be a currently enrolled junior or senior at Dinwiddie High School unless otherwise approved and (2) complete the Teen Staff Program Application.
- Students are required to be in good academic standing with a GPA of 2.0 or greater, have no current documented disciplinary actions to include in-school and out of school suspension. Additionally, students **must not** be deemed chronically absent from school at the time of selection.
- Students with early release schedules are preferred, but not required unless seeking course credit for their Cooperative Education course.
- Applications must be submitted to Crystal Spain, Human Resources Director at [hr@dinwiddieva.us](mailto:hr@dinwiddieva.us) no later than September 27, 2019 to receive consideration.
- Applicants will be contacted and scheduled for interviews (Applicants should dress appropriately for the interview process). *Please Note: A representative from your host organization of interest may choose to be a part of the selection process.*
- Applicants will receive notification of their selection or non-selection no later than October 23, 2019; selected applicants will be made aware of their job assignment on/or before this time.

### Orientation

- Program participants (selected applicants) are **required** to participate in an orientation session that will take place prior to assignments beginning. Orientation will occur during the week of October 28<sup>th</sup>.
- Participants must come prepared to complete employment forms (packets will be provided in advance to allow for proper preparation).
- Participants will receive an overview of the procedures and expectations of the program.

### Work Hours

- Program participants are expected to work 12-15 hours per week up to 396 hours for *approximately* 30 weeks beginning November 4, 2019 and ending no later than May 30, 2020. **\*\*Dates may be subject to change. \*Note that additional hours can be worked during holidays to assist in faster completion of the hours requirement, not to exceed 28 in any given work week.**



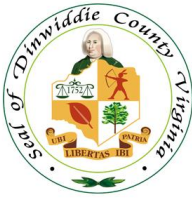
- Host organizations will determine and communicate the hours and weekdays the participant will work based on their school schedules; there is no guarantee that participants will be at a hosting agency who operates during his/her preferred hours.
- Participants will track their hours on a provided timesheet; the host organization will be responsible for certifying the hours and returning the time sheet to Cierra Gravely via email to [dinwiddieworks@dinwiddieva.us](mailto:dinwiddieworks@dinwiddieva.us) **weekly**. Timesheets should be submitted by close of business on the following Monday.
- Participants scheduled to work 8 hours or more on any given day are required to take a 30 minute unpaid break.

### Payment

- Program participants are expected to have logged the required hours outlined above in order to receive payment.
- Participants will receive payment for hours verified by their hosting agency, paid by Dinwiddie County on a monthly basis. Payroll is processed on the last working day of each month.

### Host Organization

- Program participants (student workers) are employees of Dinwiddie County reporting to various worksites and are covered under the County's Liability Insurance policy. Hosting Organizations are however, expected to comply with all relevant workplace health and safety requirements enforced by OSHA.
- The primary point of contact at each hosting organization is considered the student worker's supervisor. The supervisor is responsible for the whereabouts and safety of each student worker at his or her worksite. While this responsibility can be delegated among worksite mentors throughout the course of the work day, the hosting supervisor is ultimately responsible for each student worker's well-being.
- The supervisor must obtain a background check (*See Host Manual for Details*)
- The supervisor is responsible for ensuring that all student workers have practical tasks and projects with clear outcomes and timelines as outlined in the student's training agreement.
- The supervisor will hold students accountable for their actions, document and communicate any issues or concerns with their designated YWDI points of contact.
- Limit social media with student workers to professional use only.
- A representative from the Dinwiddie County Community Development Office and Dinwiddie County Public Schools will conduct site visits at hosting locations to ensure compliance of program guidelines, the participant's involvement and program effectiveness.
- Student Workers should not be transported in a host's personal vehicle, except in the case of an extreme emergency.
- Hosts should not meet with student workers in person outside of program work hours.
- If your student will be required to drive a company vehicle as a part of their job the student must be at least 17 years old and host organizations are required to insure the student under their own company policy.
- In the event of inclement weather, participants are to follow the policies and procedures of their host organization. In the event school is closed, student workers are not **required** to report to their host site.



**\*\*I acknowledge receipt of the Teen Staff Program summary as set in the above terms and agree to participate.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent Signature (if student is under 18)

\_\_\_\_\_  
Parent Name (Please Print)

  
\_\_\_\_\_  
YWDI Program Manager

Cierra M. Gravely

\_\_\_\_\_  
(Please Print)

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***For additional program information or questions please contact Cierra Gravely, Youth Workforce Development Manager at 804.469.4500 ext. 2154 or at [cgravely@dinwiddieva.us](mailto:cgravely@dinwiddieva.us)***