

TEENWORKS

TEEN HANDBOOK 2018



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Section 1 - About TeenWorks

1-1. Mission

“To empower teens to achieve excellence in college, career, and community.”

1-2. TeenWorks Staff

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Michael Harris Director of Alumni Services mharris@teenworks.org 317-916-7953	Victoria Britton Alumni Services Manage vbritton@teenworks.org 317-916-7963
Markus Shobe Accountant mshobe@teenworks.org 317-916-7960	Monica Durrett Executive Administrative Assistant mdurrett@teenworks.org 317-916-7858

1-3. Voluntary At-Will Employment

Unless an employee has a written employment agreement with TeenWorks, which provides differently, all employment at TeenWorks is “at-will.” That means that employees may be terminated from employment with TeenWorks with or without cause, and employees are free to

leave the employment of TeenWorks with or without cause. Any representation by any TeenWorks officer or employee contrary to this policy is not binding upon TeenWorks unless it is in writing and is signed by the COO and/or President & CEO with the approval of the Board of Directors.

1-4. Equal Employment Opportunity

TeenWorks shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the TeenWorks will not discriminate against any employee or applicant in a manner that violates the law.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor. Note: If your supervisor is the person toward whom the concern is directed, you should contact any higher level TeenWorks personnel in your reporting chain. TeenWorks will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations. TeenWorks will keep reports confidential to the extent possible.

If TeenWorks determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions with or without pay, and terminations. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, TeenWorks will inform the employee who made the complaint of the results of the investigation.

1-5. Non-Harassment

It is TeenWorks policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to or have witnessed conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level TeenWorks staff member. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or

who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination. All employees must cooperate with all investigations.

1-6. Diversity Statement

TeenWorks provides a safe environment for our employees. As an equal opportunity employer, we offer the same benefits and opportunities to permanent employees irrespective of their gender, race, color, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, and any other class protected by federal, state, or local law. Our equal opportunity policy extends to all aspects of the company's practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and all other terms and conditions of employment.

1-7. Whistleblowing

A whistleblower as defined by this policy is an employee of TeenWorks who reports an activity that he/she considers to be illegal or dishonest to one or more TeenWorks staff. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The CEO will designate officials who are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. TeenWorks will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the party responsible for investigating and coordinating corrective action.

Section 2 - TeenWorks Programs

2-1. Summer

Overview

The TeenWorks Summer program is the foundational entry-point for all TeenWorks participants. Teens learn basic employability skills, complete six-weeks of employment and professional development, and earn a Job Ready Certificate by demonstrating proficiency in the soft-skills aligned with Indiana's Employability Skills Benchmarks.

During this program, teens will have access to basic case management support to address any workplace concerns, challenges, or economic barriers.

Expectations

Attendance

TeenWorks' Summer Program is a six-week, 27-day employment opportunity. Teen are required to complete the program in its entirety with no more than one unexcused absence to remain in good standing. Successful completion of each teen's work schedule ensures the teen, TeenWorks, and our Worksite Partners get the most from the program.

Transportation

Each teen will have a designated morning pick-up and afternoon drop-off location throughout the city. These locations were selected to serve the greatest number of students as efficiently as possible. Teens must be at their assigned location before their van leaves promptly at 7:00AM each day. If you have your own transportation to TeenWorks you must be at Ivy Tech by 7:30AM and be on your van, or it will count as an unexcused absence. You must arrive at your Summer Program worksite via a TeenWorks vehicle.

Payroll

Teens will be paid \$8.00 per hour, up to 30 hours a week, for the duration of the Summer 2018 Program. Teens will not be paid on Community Service Day, June 29, 2018 (June 20, 2018 for Muncie). TeenWorks' payroll is conveniently available in two forms: Direct Deposit to your bank account or a preloaded Debit Card (Aline Card). If there are payroll issues on a pay day, please inform TeenWorks staff immediately and allow one week for the situation to be resolved.

Contact Information

It is the responsibility of the teen and their parent/guardian to maintain an up-to-date email address and phone number with TeenWorks. Please contact TeenWorks if you ever need to update your contact information.

Uniform

TeenWorks will provide each teen with five (5) shirts which will serve as their uniform. Each teen will be required to wear long pants with a belt (khakis or jeans with no holes, rips, or tears) and closed-toe shoes that cover the foot (for example, tennis shoes). NO sandals, flip-flops, flats, etc. Failure to adhere to dress code will result in you being sent home with an unexcused absence.

Grounds for Termination

At any point in the program, Supervisors may make recommendations to the Program Director regarding the employment status of any student employee. Students will lose their employment status for the following reasons (this list is not inclusive):

- Failure to comply with attendance policy
- A teen receives a verbal and written warning
- Excessive attitude and /or behavior issues
- Failure to comply with leadership
- Failure to comply with drug, alcohol, and tobacco policy
- Repeatedly failing to comply with uniform policy

Indianapolis Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Intro to Working	June 11 NO WORK	June 12 NO WORK	June 13 OPENING DAY! PD!	June 14 WORK	June 15 WORK
Week 2 Money Talks	June 18 WORK	June 19 WORK	June 20 PD!	June 21 WORK	June 22 WORK
Week 3 Carrying Yourself Professionally	June 25 WORK	June 26 WORK	June 27 PD!	June 28 WORK	June 29 Community Service Day!
Week 4 Career Exploration	July 2 WORK	July 3 WORK	July 4 Holiday NO WORK	July 5 PD!	July 6 WORK
Week 5 INDemand Career Exploration Fair	July 9 WORK	July 10 WORK	JULY 11 Career Exploration Fair!	July 12 WORK	July 13 WORK
Week 6 Preparation for Finding a Job	July 16 WORK	July 17 WORK	July 18 PD!	July 19 Mock Interview Day	July 20 Closing Day!

Muncie Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Intro to Work	June 4 NO WORK	June 5 NO WORK	June 6 OPENING DAY! PD!	June 7 WORK	June 8 WORK
Week 2 Money Talks	June 11 WORK	June 12 WORK	June 13 WORK	June 14 PD!	June 15 WORK
Week 3 Career Exploration	June 18 WORK	June 19 WORK	June 20 Community Service Day!	June 21 PD!	June 22 WORK
Week 4 Carrying Yourself Professionally	June 25 WORK	June 26 WORK	June 27 WORK	June 28 PD!	June 29 WORK
Week 5 Preparation for Finding a Job	July 2 WORK	July 3 WORK	July 4 Holiday NO WORK	July 5 PD!	July 6 WORK
Week 6 INDemand Career Fair/Mock Interview Day	July 9 WORK	July 10 WORK	July 11 Career Exploration Fair!	July 12 Mock Interview Day	July 13 Closing Day!!

Roles and Responsibilities

All roles and responsibilities are not inclusive. TeenWorks reserves the right to assign additional roles and responsibilities as needed.

Teen Employees

The TeenWorks teen Employee will have the opportunity to experience various work opportunities at their assigned work site during a 6-week employment program which will prepare them to achieve excellence in college, career, and community.

- Communicate with the supervisors regarding daily tasks and responsibilities
- Cooperate with fellow employees to complete project or job assignment
- Engage in daily activities on the worksite or at professional development site

- Participate and engage in weekly professional development classes
- Utilize provided transportation to and from work everyday
- Make positive contributions toward completing each day's work
- Follow directions of Supervisor/Assistant Supervisors and Site Mentors
- Maintain a positive attitude throughout the duration of all work hours
- Represent themselves and TeenWorks in a positive manner
- Show up ready to work and have fun!

Supervisors

The TeenWorks Supervisor is responsible for managing and implementing all TeenWorks programming for his/her site.

- Facilitate coordination of work responsibilities with work site partner on a daily basis
- Work alongside student employees
- Identify and secure necessary equipment, instructional supplies, and materials using approved process
- Serve as a liaison and mentor for teens
- Manage and evaluate teens
- Deliver professional development
- Track teen attendance and hours

Assistant Supervisors

The TeenWorks Assistant Supervisor is responsible for assisting the Supervisor with managing and implementing all TeenWorks programming.

- Assist Supervisor with all roles and responsibilities
- Work alongside teens during work hours
- Serve as a liaison and mentor for teens

2-2. Pro

Overview

The TeenWorks Pro program offers teens comprehensive, career-focused professional development and career pathway experience throughout the academic year. Teens must complete the TeenWorks Summer program before entering TeenWorks Pro and must successfully graduate high school in order to complete the Pro program. TeenWorks Pro is distinct from the TeenWorks Summer program in many ways; however, the most fundamental difference is the “career pathway” structure of TeenWorks Pro.

Individualized Career Plans

After completing the Indigo Assessment, teens in TeenWorks Pro work with their Program Managers to develop and consistently update Individualized Career Plans (ICPs). These plans ask students to identify their short-term and long-term career goals and devise concrete action steps for achieving their goals. In addition, ICPs log students' employability skills within Indiana's six Employability Skills benchmarks, track key indicators related to Indigo results, and

document how students are progressing toward their goals that align with their long-term desired career pathway.

Expectations

Work Attendance

TeenWorks Pro employees are expected to coordinate a work schedule that works for them and their worksite supervisor. All changes to the schedule should be made through the worksite supervisor. If you need to miss work for whatever reason, you must let your worksite know as soon as possible. TeenWorks will not manage the work schedule of teen employees.

****Reminder for TeenWorks Paid Positions: Do NOT exceed 30 hours per pay period (15 hours per week)**

Communication

It is expected that all TeenWorks teens, employed or not, will maintain open lines of communication with TeenWorks staff and their worksite coordinators. This means that all calls, text messages, emails, etc. will be answered. Worksite supervisors should be the primary contact for all work schedules, payroll, worksite issues, and any absences. TeenWorks Program Managers should only be contacted if all efforts have been exhausted to communicate with your worksite supervisor. Please inform TeenWorks immediately if there are any changes to your contact information.

Transportation

TeenWorks Pro employees are expected to coordinate their own transportation to and from their worksite. Please make arrangements once a placement has been made.

****It is important to have a plan B and C.**

Payroll

TeenWorks Pro employees will be paid every 2 weeks. Teens will be allowed to work 15 hours a week for all TeenWorks funded positions. All hours will be confirmed by your supervisor using a TeenWorks approved time card. This time card will be used to verify your hours by your Program Manager. If there are payroll issues on a pay day, please inform TeenWorks staff immediately and allow 5-7 business days for the situation to be resolved.

Uniform

All TeenWorks Pro employees will be required to follow the dress code of their worksite, including wearing the appropriate clothing for the work they will be performing.

Professionalism

While employed as a TeenWorks Pro employee, you will be expected to represent TeenWorks in a positive and professional manner. All TeenWorks Pro employees will be expected to abide by all worksite policies and procedures. If you are placed, you are expected to dedicate at least 6 months of work at the site (12 months for Walmart and Finish Line placements). If a TeenWorks Pro employee is terminated or voluntarily terminates their employment, disciplinary

action will range from a 6 month professional development period to termination. You will also be expected to adhere to the following TeenWorks policy and procedure guidelines:

- Appropriate language
- Drugs/Alcohol/Tobacco
- Dress Policy
- Harassment/Bullying
- Electronic Devices of any kind
- Attendance

Community Service

TeenWorks Pro teens are expected to complete community service at least two times while they are with TeenWorks, including their summer Volunteer Day. TeenWorks Pro participants will be expected to complete their second community service experience on their own and provide TeenWorks with a record of completion.

Professional Development

In order to stay in good standing with TeenWorks Pro, all teen employees must attend professional development training. These trainings will take place in the evenings during the fourth Thursday of each month (see calendar in TeenWorks Handbook). Teens should make arrangements to be present at all professional development days. If a teen misses two unexcused professional development sessions, they will be terminated.

Transcripts

In order to maintain good standing with TeenWorks, teens must also maintain good standing in school. TeenWorks will require updated transcripts from teen employees at prearranged times to confirm a teen's academic performance.

Roles and Responsibilities

Teen Employees

During TeenWorks Pro, teen employees have the opportunity to experience various work opportunities at community-based organizations and corporate worksite sponsors throughout the year or seasonally.

- Communicating with worksite supervisor and TeenWorks Program Manager
- Attend mandatory, monthly professional development
- Abide by all policies, rules, regulations of worksite and TeenWorks
- Be proactive
- Maintain a positive attitude
- Maintain up-to-date contact information with TeenWorks
- Represent themselves and TeenWorks in a professional manner
- Practice employability skills
- Secure transportation to and from worksite

Program Managers

- Communicate with worksite supervisor for payroll and any problems that arise during teen employment
- Create and maintain relationships with worksite partners
- Create and provide professional development for teen employees

- Compose Individual Career Plans for each teen employee in their pathway

Worksite Supervisors

Worksite Supervisors are tasked with leading one or several TeenWorks teen employees in their experiences in the workplace. These responsibilities include but are not limited to:

- Provide meaningful duties and responsibilities to teen employees;
- Assist teen employees with developing employability skills;
- Perform quarterly employability skills evaluations using TeenWorks' Employability Skills Rubric

2-3. Alumni Services

Overview

Teens who participate in the TeenWorks Pro program are eligible to receive Alumni Support services once they have successfully completed all TeenWorks activities and requirements. TeenWorks alumni continue to have access to basic case management services, access to “barrier busting” funds related to employment, and access to professional development sessions. The goal of Alumni Support services is to ensure teens remain on their pathway to success in college and career. As the program continues to evolve and the cohorts move further along in programming, TeenWorks will continue to build out Alumni support services to best support the needs of participants.

Section 3 - Professional Development

3-1. Job Ready Certificate

Throughout the six-week Summer Program, teens participate in 25 professional development sessions. These sessions are based on TeenWorks' Summer Curriculum, delivered through presentations, workshops, and activities facilitated by Pathway Managers, Supervisors, and/or guest speakers. The curriculum focuses on developing soft-skills in alignment with Indiana's Employability Skills Benchmarks. These include:

- **Mindsets** (e.g., intellectual risk-taking, appreciation of diversity, self-confidence, and sense of belonging);
- **Self-Management** (e.g., ownership, responsibility, self-discipline, independence, perseverance, stress management, time management, adaptability, integrity, professionalism, and work ethic);
- **Learning Strategies** (e.g., written communication, decision making, initiative, attention to detail, organization, problem solving);
- **Social Skills** (e.g., oral communication, teamwork, leadership, conflict management, and self-advocacy); and
- **Workplace Skills** (e.g., personal safety, following directions, allocating resources, and customer service).

Upon completion of the Summer Program professional development and scoring 2.5 or higher on each benchmark of the Employability Skills Rubric, teens earn a Job Ready Certificate. This certificate proves that teens have mastered all six Indiana Employability Skills Benchmarks and it appears as a qualification on their Project Indy profiles.

3-2. TeenWorks Pro 101

In their first year of TeenWorks Pro, students complete one in-person professional development session per month, totaling 30 hours. These sessions will follow the TeenWorks Pro 101 Curriculum and include Indigo Assessments and preparation for the National Career Readiness Certification.

Indigo Assessment

Upon entering the TeenWorks Pro, teens participate in a comprehensive Indigo Assessment to determine their strengths, goals, motivators, interests, and areas for improvement. This assessment not only enhances students' self-awareness but offers key employer-centric language that students can use in building resumes, cover letters, and online profiles/portfolios.

National Career Readiness Certification

Teens will use ACT Career Ready 101 to prepare themselves for the National Career Readiness Assessment. These sessions are completed independently as online modules; however, TeenWorks will host monthly discussions to review major highlights. At the end of TeenWorks Pro 101, teens will take the National Career Readiness Assessment. Teens are expected to receive at least a bronze level in order to receive their National Career Readiness Certification.

2018-2019 Pro 101 Calendar – Indianapolis

MONTH	DATE/TIME	TOPIC
AUGUST	August 30, 2018 (5:00pm-7:00pm)	Meet and Greet/Orientation ***Professional Email Homework (cc)
SEPTEMBER	September 27, 2018 (5:00pm-7:00pm)	Professional Communication, Dress for Success, & Workplace Etiquette ACT Career Ready 101 INDIGO Homework***
OCTOBER	October 25, 2018 (5:00pm-7:00pm)	Cover letters / Resumes* ACT Career Ready 101
NOVEMBER	November 29, 2018 (5:00pm-7:00pm)	Personal Brand ACT Career Ready 101
DECEMBER	December 20, 2018 (5:00pm-7:00pm)	INDIGO Results / Discussion Career Exploration

		ACT Career Ready 101
JANUARY	January 24, 2019 (5:00pm-7:00pm)	Real Talks/Integrity ACT Career Ready 101
FEBRUARY	February 28, 2019 (5:00pm-7:00pm)	Public Safety
MARCH	March 28, 2019 (9:00am-2:00pm) (5:00pm-7:00pm)*	College/Trade Tour Career Exploration/Recap Activity MAKE UP: Virtual Tours/Recap Activity*
APRIL	April 25, 2019 (5:00pm-7:00pm)	Networking Event with Community Volunteers ACT Career Ready 101
MAY	May 23, 2019 (5:00pm-7:00pm)	Financial Literacy ACT Career Ready 101
JUNE	June 27, 2019 (9:00am-1:00pm)	College/Trade Tour ACT Career Ready 101 Final Review
JULY	July 25, 2019 (9:00am-12:00pm)	ACT Career Ready 101 Assessment

2018-2019 Pro 101 Calendar – Muncie

MONTH	DATE/TIME	TOPIC
SEPTEMBER	September 19, 2018 (5:00pm-6:00pm)	Meet and Greet/Orientation ***Professional Email Homework (cc)
SEPTEMBER	September 26, 2018 (3:15pm-5:15pm)	Professional Communication, Dress for Success, & Workplace Etiquette
OCTOBER	October 24, 2018 (3:15pm-5:15pm)	Cover letters / Resumes* ACT Career Ready 101
NOVEMBER	November 28, 2018 (3:15pm-5:15pm)	Personal Brand ACT Career Ready 101
DECEMBER	December 19, 2018 (3:15pm-5:15pm)	INDIGO Results / Discussion Career Exploration ACT Career Ready 101
JANUARY	January 23, 2019 (3:15pm-5:15pm)	Real Talks/Integrity ACT Career Ready 101
FEBRUARY	February 27, 2019 (3:15pm-5:15pm)	Public Safety

MARCH	*March 28, 2019 (9:00am-2:00pm)	College/Trade Tour Career Exploration/Recap Activity
APRIL	April 24, 2019 (3:15pm-5:15pm)	Networking Event with Community Volunteers ACT Career Ready 101
MAY	May 22, 2019 (3:15pm-5:15pm)	Financial Literacy ACT Career Ready 101
JUNE	*June 27, 2019 (9:00am-1:00pm)	College/Trade Tour ACT Career Ready 101 Final Review
JULY	July 25, 2019 (9:00am-12:00pm)	ACT Career Ready 101 Assessment

3-3. TeenWorks Pro 201

After teens complete the TeenWorks Pro 101 Curriculum and the ACT-NCRC Assessment, they will move on to complete the TeenWorks Pro 201 Curriculum in their second year of the program. This higher-level curriculum will focus on pathway-specific skills and technical knowledge. As in Year One, students in Year Two will participate in monthly in-person sessions for a total of 30 hours.

In Years Three and Four, teens will continue to hone their professional development skills through experiential learning at their specific employer/internship sites. Student will focus on applying the soft and technical skills they have gained in sessions to real-life scenarios in the workplace. Students will also continue to have access to ongoing professional development events, networking opportunities, and skill-building activities.

2018-2019 Pro 201 Calendar

MONTH	DATE/TIME	TOPIC
AUGUST	August 30, 2018 (5:00pm-7:00pm)	Meet and Greet/Orientation
SEPTEMBER	September 20, 2018 (5:00pm-8:00pm)	Professional Communication, Dress for Success, & Workplace Etiquette/Resume INDIGO Homework***
OCTOBER	October 18, 2018 (5:00pm-7:00pm)	Chase Networking Event: Mentoring Meet & Greet
NOVEMBER		INDIGO Follow Up/ICP's
DECEMBER	December 13, 2018 (5:00pm-7:00pm)	Personal Brand

JANUARY		ICP Follow Up
FEBRUARY	February 28, 2019 (5:00pm-7:00pm)	Public Safety
MARCH	March 28, 2019 (9:00am-2:00pm) (5:00pm-7:00pm)*	College/Trade Tour Career Exploration/Recap Activity MAKE UP: Virtual Tours/Recap Activity*
APRIL		ICP Follow Up
MAY	May 16, 2019 (5:00pm-7:00pm)	Financial Literacy
JUNE	June 27, 2019 (9:00am-1:00pm)	College/Trade Tour
JULY		ICP Follow Up

Section 4 - General Standards of Conduct

4-1. Professionalism

Those individuals acting on behalf of TeenWorks have a general duty to conduct themselves in a manner that will maintain and strengthen our community's trust and confidence in the integrity of TeenWorks and take no actions incompatible with their obligations to TeenWorks.

With regard to professional conduct, those acting on behalf of TeenWorks should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner in all interactions internally and externally on behalf of TeenWorks;
- Fair mindedness by treating others with impartiality;
- Accountability by owning your role in meeting the needs of TeenWorks and other employers;
- Respect by treating others with civility and decency

4-2. Punctuality and Attendance

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

When reporting any absence to your supervisor, you should indicate the general nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

4-3. Use of Social Media

At TeenWorks, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

All of the TeenWorks' policies apply to the use of social media regardless of whether the employee is engaged in social media during working time, on the TeenWorks' premises and/or through the employee's own equipment. In particular, please remember that the TeenWorks' anti-harassment and non-discrimination policies govern employee use of social media. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

4-4. Use of Company-Provided Communication Devices

On occasion, the company-provided portable communication devices (PCDs), including cell phones, smartphones, and tablets should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law.

4-5. Health and Safety

Teen employees should obey all rules and regulations on the health and safety of employees based on their current worksite. Not following these rules and regulations can result in injury or death.

4-6. Employee Attire

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

4-7. Criminal Activity

Drug, Alcohol, and Tobacco Use

TeenWorks employees will not partake in the use of illegal or unprescribed drugs, alcohol, or tobacco of any kind. If an employee is suspected of being under the influence or in possession

of drugs or alcohol, they will be sent home immediately pending termination. Smoking tobacco of any kind, will not be permitted during the hours employees are with TeenWorks. If a teen is caught smoking or in possession of tobacco of any kind, they will be sent home immediately pending termination. TeenWorks reserves the right to inform police of any illegal activity conducted by teen employees, supervisors, assistant supervisors, or TeenWorks staff.

Workplace Violence

Threats, threatening language or any other acts of aggression or violence made toward or by any TeenWorks employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees are prohibited from carrying weapons while with TeenWorks.

TeenWorks reserves the right to terminate and pursue legal charges against any employee carrying or possessing a firearm, knife, or other weapon while participating in TeenWorks related activities.

Section 5 - Appendix

5-1. Summer Employee Agreement

Attendance

We understand emergencies can happen but please remember this is a six-week, 27-day employment opportunity. You are required to complete it in its entirety with no more than one unexcused absence to remain in good standing. Successful completion of your work schedule ensures the Teen, TeenWorks, and our Worksite partners get the most from the program.

Contact Information

It is the teen and their parent/guardian's responsibility to maintain an up-to-date email address and phone number with TeenWorks. Please contact TeenWorks if you ever need to update your contact information.

Transportation

TeenWorks will have designated morning pick-up and afternoon drop-off locations throughout the city. These locations were selected to serve the greatest number of teens as efficiently as possible. Please be at your assigned location by 6:50AM each day. Vans will leave immediately at 7:00AM. *If you have your own transportation to TeenWorks you must be at Ivy Tech by 7:30AM and on your van, or it will count as an unexcused absence. You must arrive at your Summer Program worksite via a TeenWorks vehicle.*

Payroll

Teens will be paid \$8.00 per hour, up to 30 hours a week, for the duration of the Summer 2018 Program. Teens will not be paid on Volunteer/Community Service Day, June 29, 2018. TeenWorks' payroll is conveniently available in two formats: Direct Deposit to your bank account or a preloaded Debit Card (ALINE Card).

Uniform

TeenWorks will provide you with five (5) shirts which will serve as your uniform. You will be required to wear long pants with a belt (khakis or jeans with no holes, rips, or tears) and closed-toe shoes that cover the foot (for example, tennis shoes). NO sandals, flip-flops, flats, etc. Please provide us with your size and plan on wearing a fresh shirt every day you come to work. *Failure to adhere to dress code will result in you being sent home with an unexcused absence.*

Professionalism

You are expected to represent yourself and TeenWorks in a professional manner. Adhere to the following TeenWorks policy and procedure guidelines:

- Appropriate language
- Drugs/Alcohol/Tobacco
- Dress Policy
- Harassment/Bullying
- Electronic Devices of any kind
- Attendance

Failure to comply with TeenWorks policies and procedures may result in disciplinary action up to and including termination.

Termination of Employment Policy

At any point in the program, Supervisors may make recommendations to the Program Director regarding the employment status of any student employee. Students will lose their employment status for the following reasons (this list is not all inclusive):

1. Failure to comply with attendance policy
2. A teen has already received a verbal warning and a written warning
3. Excessive attitude and/or behavior issues
4. Failure to comply with leadership
5. Failure to comply with drug, alcohol, and tobacco policy
6. Repeatedly failing to comply with uniform policy

5-2. Pro Employee Agreement

Work Attendance

TeenWorks Pro employees are expected to coordinate a work schedule that works for them and their worksite supervisor. All changes to the schedule should be made through the worksite supervisor. If you need to miss work for whatever reason, you must let your worksite know as soon as possible. TeenWorks will not manage the work schedule of teen employees.

****Reminder for TeenWorks Paid Positions: Do NOT exceed 30 hours per pay period (15 hours per week)**

Communication

It is expected that all TeenWorks teens, employed or not, will maintain open lines of communication with TeenWorks staff and their worksite coordinators. This means that all calls, text messages, emails, etc. will be answered. Worksite supervisors should be the primary contact for all work schedules, payroll, worksite issues, and any absences. TeenWorks Program Managers should only be contacted if all efforts have been exhausted to communicate with your worksite supervisor. Please inform TeenWorks immediately if there are any changes to your contact information.

Transportation

TeenWorks Pro employees are expected to coordinate their own transportation to and from their worksite. Please make arrangements once a placement has been made.

****It is important to have a plan B and C.**

Payroll

TeenWorks Pro employees will be paid every 2 weeks. Teens will be allowed to work 15 hours a week for all TeenWorks funded positions. All hours will be confirmed by your supervisor using a TeenWorks approved time card. This time card will be used to verify your hours by your Program Manager. If there are payroll issues on a pay day, please inform TeenWorks staff immediately and allow 5-7 business days for the situation to be resolved.

Uniform

All TeenWorks Pro employees will be required to follow the dress code of their worksite, including wearing the appropriate clothing for the work they will be performing.

Professionalism

While employed as a TeenWorks Pro employee, you will be expected to represent TeenWorks in a positive and professional manner. All TeenWorks Pro employees will be expected to abide by all worksite policies and procedures. If you are placed, you are expected to dedicate at least 6 months of work at the site (12 months for Walmart and Finish Line placements). If a TeenWorks Pro employee is terminated or voluntarily terminates their employment, disciplinary action will range from a 6 month professional development period to termination. You will also be expected to adhere to the following TeenWorks policy and procedure guidelines:

- Appropriate language
- Drugs/Alcohol/Tobacco
- Dress Policy
- Harassment/Bullying
- Electronic Devices of any kind
- Attendance

Community Service

TeenWorks Pro teens are expected to complete community service at least two times while they are with TeenWorks, including their summer Volunteer Day. TeenWorks Pro participants will be expected to complete their second community service experience on their own and provide TeenWorks with a record of completion.

Professional Development

In order to stay in good standing with TeenWorks Pro, all teen employees must attend professional development training. These trainings will take place in the evenings during the fourth Thursday of each month (see calendar in TeenWorks Handbook). Teens should make arrangements to be present at all professional development days. If a teen misses two unexcused professional development sessions, they will be terminated.

Transcripts

In order to maintain good standing with TeenWorks, teens must also maintain good standing in school. TeenWorks will require updated transcripts from teen employees at prearranged times to confirm a teen's academic performance.

Termination of Employment

At any time during the program, recommendations may be made to the Program Director regarding the participation/employment status of any TeenWorks Pro employee. Teens will lose their participation/employment status for the following reasons (this list is not all inclusive):

1. Termination from a worksite (will be investigated by TeenWorks Staff)
2. Two unexcused absences from professional development
3. Frequent lack of communication
4. Frequently denying employment opportunities
5. Failure to follow TeenWorks General Standards of Conduct (TeenWorks Handbook can be found at teenworks.org/about/what-we-do/)

By signing below, teen employees and their parent/guardian agree to the above expectations and will allow TeenWorks to share teen information with potential worksite partners in order to assist in recruiting and work placement.

5-3. Receipt and Acceptance

I hereby acknowledge receipt of the TeenWorks Teen Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with TeenWorks that provides otherwise, I have the right to resign from my employment with TeenWorks at any time with or without notice and with or without cause, and that TeenWorks has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the TeenWorks Teen Handbook.

Signature _____

Print Name _____

Date _____