



YouthWorks Participant Handbook

This handbook is for the use of YouthWorks participants. Key elements of the YouthWorks participant handbook include general program information and region-specific details of operation and expectations.

This handbook should be seen as a guide and not as a complete document of all policies and procedures regarding a participant's engagement in the program.

JANUARY 2023



Glossary of Terms

Case Manager/Program Coordinator – The local programming person who provides direct support to participants

Employer of record – The company that takes on human resources responsibilities, onboards, pays, and provides support to you, the participant

Employer/worksite – The business/organization in which you, the participant, engages in the hands-on experience of programming

Executive Office of Labor and Workforce Development (EOLWD) – A Cabinet level agency supporting the work of the Governor. EOLWD is responsible for enforcing the Commonwealth’s labor laws and providing workforce training to citizens of the Commonwealth of Massachusetts.

Participant – An individual enrolled in the YouthWorks program

Signal Success – Commonwealth Corporation created curriculum that provides participants of the program with soft skills such as communication, time management, and self-advocacy

Very Important Information

YouthWorks participants are **not** employees of Commonwealth Corporation. Because a participant’s worksite is the employer of record, their limited employment relationship is with that organization, not Commonwealth Corporation.

This handbook reflects responses to frequently asked questions with relevant sections that apply to YouthWorks participants across the Commonwealth and includes additional information pertinent to the region in which a participant engages. YouthWorks participants must familiarize themselves with the member handbook in its entirety. After carefully reading this handbook, please retain it for reference.

Participants should familiarize themselves with its contents as soon as possible as it will answer many questions participants may have. It is the expectation that participants understand and be fully informed about all policies and procedures contained within this handbook.

The Fine Print

The policies and practices summarized in this handbook have been adopted voluntarily by Blackstone Valley Hub for Workforce Development and do not create any contractual rights, promises, or obligations of any kind with respect to the terms of YouthWorks engagement. Blackstone Valley Hub for Workforce Development reserves the right to revise, delete, or add to any and all policies, procedures, work rules, written or unwritten, including those set forth in this handbook in its sole and absolute discretion, with or without notice. Blackstone Valley Hub for Workforce Development will attempt to inform participants when such changes are made.

One of Blackstone Valley Hub for Workforce Development’s objectives is to provide a work environment that is conducive to both personal and professional growth. The information in this handbook is deliberately presented in an informal manner and, as such, is only a summary of, and general guide to our policies and practices. Because no two situations are ever exactly alike, Blackstone Valley Hub for Workforce Development reserves the right to exercise its sole and absolute discretion with respect to the application of policies and will work directly with Commonwealth Corporation to resolve issues related to these policies that arise during programming.

Failure to comply with this or any policy in this handbook may result in disciplinary action, including a suspension from the program or termination.

WELCOME

The YouthWorks program is facilitated by Commonwealth Corporation in partnership with the Executive Office of Labor and Workforce Development (EOLWD).

We are delighted that you have chosen to join the YouthWorks program through the Blackstone Valley Hub for Workforce Development!

We know, as a young professional, you have options for where you begin your career exploration, and we are excited you have decided to include us in your journey. As a participant of this program, you should expect to gain hands-on experience, soft and technical skills, and support in developing solid work habits. Your engagement with the *Signal Success* curriculum, a requirement of this program, will allow you to take real-life experience and put it into professional practice. We have crafted that curriculum to speak to the expectations of employers of varying fields to prepare you for your journey and career, aligned with your passion(s).

This handbook is a general outline, created to help you understand the YouthWorks program and your local worksite as it relates to important contacts, expectations, payroll and timesheets, and Your Rights. We understand the value of knowing what is expected of you and the importance of navigating new experiences. Know this is not a journey you will take alone, and we are all invested in your success. If there is a question you have about the program that is not addressed in this handbook, please contact Case Manager, Elyse Baumann at baumann.elyse@bvhub.org.

Best,

The YouthWorks Team
Blackstone Valley Hub for Workforce Development
www.bvhub.org

WHO WE ARE

Commonwealth Corporation (CommCorp) is a quasi-public agency that was established in 1996 through the merger of two Massachusetts nonprofit organizations: the Industrial Service Program and the Bay State Skills Corporation. The agency is responsible for administering and delivering a wide range of publicly and privately funded programs. CommCorp is governed by a 19-member board of directors that includes leaders from the private sector, organized labor, academia, and government.

As a nationally recognized leader in building industry sector partnerships that address the skill needs of specific employers in an industry, we create new or expanded capacity in education and training programs for demand occupations. We are committed to ensuring that Massachusetts businesses have access to a pipeline of highly skilled workers and that youth and adults in Massachusetts have pathways to good jobs in the knowledge economy.

Our Mission: Commonwealth Corporation fosters workforce equity in Massachusetts by delivering innovative and collaborative professional development solutions that help diverse communities and employers succeed.

Our Vision: A world where meaningful employment can lead to upward mobility for all.

YouthWorks (YW) is a state-funded program that helps teens and young adults develop skills and experiences needed to find and keep jobs as they emerge on their career journey. Funds for YouthWorks are provided from the Executive Office of Labor Workforce Development (EOLWD) to Commonwealth Corporation who facilitates programming. As indicated in line item 7002-0012 of the state of Massachusetts's budget, YouthWorks aims to reduce juvenile delinquency and youth and young adult homelessness in high-risk areas through employment of participants who are not more than the age of 25. YouthWorks provides Massachusetts teens and young adults with first jobs, leadership development, skills training, and career exploration. Participants of this program are 14-to-25-year-olds.

YouthWorks programs serve a wide range of participants in terms of ages, levels of career awareness, and goals. To provide all participants with effective and relevant youth workforce development services, YouthWorks consists of four specific tiers: Service and Project-based Learning for 14-15-year-olds, Early and Career Trajectory Experiences for 16-17-year-olds, Career Pathway Training and Support for 18-21-year-olds and Emerging into Career and Career Management for 22-25-year-olds.

While actively engaged in the program, participants are required to engage in 15 to 25 hours of career readiness curriculum via *Signal Success* in Cycle 1 or Cycle 2.

Blackstone Valley Hub for Workforce Development (BV Hub) is dedicated to creating a strong and diverse workforce in the Blackstone Valley region and beyond. We offer a wide range of workforce development services, including job training, career counseling, school partnerships, and apprenticeship training. Our goal is to help individuals develop the skills they need to succeed in the workforce, and to help businesses find the talent they need to grow and thrive.

BV Hub is a [YouthWorks](#) provider and [Connecting Activities](#) subcontractor through DESE, Commonwealth Corporation, and Central MassHire. Our vast partnerships with regional industry as well as support from the state legislation and private donors facilitates our expanding [vocational training courses](#) and career

placement for those we serve. Our offerings are assessed for effectiveness and adherence to labor market trends by our experienced [staff](#) and [Board of Directors](#). We pride ourselves on continuing to meet the current needs of students, businesses, and our regional economy by ensuring our programs are relevant and offerings are adjusted appropriately to reflect workforce trends.

Diversity, Equity, and Inclusion

As a leader in workforce development, Commonwealth Corporation is committed to having Diversity, Equity, and Inclusion embedded into the programs and services we offer, reflected in the people we impact and our workplace culture. Our vision of a society where upward economic mobility is possible for all—cannot be accomplished alone, but through the collective efforts and support of our staff, partners, board members and the communities in which we live and serve.

We are all in this together!

As aspiring champions of this work, CommCorp strives to identify and dismantle historical and existing barriers within systems, policies, and practices to create long term economic opportunity and access for all. We are one part of a larger community working to close equity gaps and drive the changes necessary for a thriving, diverse and inclusive workforce.

We lead with Equity

At CommCorp, we strive to increase our impact and productivity by fostering a workplace that welcomes diverse perspectives, experiences, and approaches to foster a more productive and impactful CommCorp. We accomplish this by:

- Placing diversity, equity, and inclusion as central to our work and to the well-being of our staff and the communities we serve.
- Supporting effective program development and building collaborative partnerships that empower and strengthen our communities.
- Balancing systems-wide impact with an explicit focus on the unique needs of individuals and organizations—particularly those belonging to marginalized groups that have been historically excluded from dynamic or innovative systems change.

Participating in YouthWorks Programming

Goals and Objectives

The primary goal of the YouthWorks program is to provide an opportunity of gainful employment to eligible participants between the ages of 14 and 25. Through partnerships of non-profit organizations, state entities, and private businesses; opportunities will vary by region.

The objective of the program is to provide youth and young adults with access and skills for employment through job readiness training workshops and on-going job coaching by employers and program staff.

Ultimately, while keeping with the goal and objective previously mentioned, the YouthWorks program and its partners will design program activities that focus on four tiers for participants. Tier 1 focuses on service and project-based learning, tier 2 focuses on early and career trajectory experiences, tier 3 focuses on career pathway training and support, and tier 4 focuses on career pathway credentialing and certifications. For younger youth, youth in need of a structured employment environment, or participants with no previous employment experience, the focus will be on providing career awareness and exploration activities and group projects appropriate for the “first” job. Participants who may have been engaged in previous programs or other workforce related activities (Connecting Activities, Workforce Innovation and Opportunity Act (WIOA programs), this will be a great opportunity to engage in career readiness activities.

Role of the Your Worksite

As a worksite, supervisors are responsible for the following items:

- 1. Onboarding and orientation to the specific duties outlined in job description(s)**
 - a. Including safety procedures**
- 2. Providing supervision and support while on site**
- 3. Adhere to all federal, state, and local labor laws**
- 4. Indicating proper and appropriate communication in the event of a participant needing to call out**
- 5. Ensuring participants are aware of office culture and expectations around dress**
- 6. Ensuring participants understand organizational rules**
- 7. Conducting background checks**
- 8. Outlining expectations around work hours**
 - a. Including time and length of breaks**
 - b. How time will be reported and tracked**

Screenings / Background Checks

[Name of Organization], conducts Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks as a part of this program.

Ethics and standards

The successful operations and reputation of the YouthWorks program is built upon the principles of fair dealing and ethical conduct of its participants. Blackstone Valley Hub for Workforce Development wishes to uphold the program's reputation for integrity and excellence, which requires careful observance of the spirit and all applicable laws and regulations, as well as the highest standards of conduct and personal integrity.

The continued success of the YouthWorks program is dependent upon our participants' trust, and Blackstone Valley Hub for Workforce Development is dedicated to preserving that trust. YouthWorks asks you to act in a manner that will merit the continued trust and confidence of the public and our partners.

Participants are expected to work while they are on site and actively engaged in assigned tasks. Additionally, we ask that you listen, pay attention, follow directions and be consistent with your work hours.

In general, the use of good judgment will guide you with respect to lines of acceptable conduct. If a situation arises with respect to which it is difficult for a participant to determine the proper course of action, the participant should consult with the worksite supervisor.

Punctuality & Attendance

Punctuality and regular attendance are essential functions in the workforce. Excessive tardiness and unreported or unexcused absences will not be tolerated and may result in disciplinary action. Participants are expected to show up to work in a timely manner as indicated on their discussed work schedule. YouthWorks participants are expected to contact their worksite supervisor directly as soon as they know they will be absent or late. Participants should call no later than 25 minutes before they are scheduled to report to their worksites.

Dress Code & Personal Appearance

YouthWorks participants are expected to use good judgment in matters related to appearance, attire, and hygiene. In general, YouthWorks participants are required to dress and present a personal appearance appropriate to their worksite environment. If uniforms are required, it is the expectation that a participant will adhere to the dress code of the worksite.

The Massachusetts Work-Based Learning Plan (WBLP)

In-school, aged, participants engaging in more than 60 hours of programming will create a Massachusetts Work-Based Learning Plan. The WBLP is designed to provide structure and depth to work-based learning opportunities like YouthWorks programming. It creates an opportunity for participants to identify skills of interest, open conversations about learning opportunities, engage in skill assessment, and encourage reflection.

The WBLP was developed by the Massachusetts Department of Elementary and Secondary Education.

Hours of Work/Work Week

YouthWorks participants must engage in career readiness workshops which include Signal Success. Participants at Blackstone Valley Hub for Workforce Development have a xx-hour work week that is comprised of xx-hours of work and xx hours of lunch or breaks. Standard business hours are from x:xx a.m. until x:xx p.m., Monday through Friday. Worksite supervisors establish the work schedule within their operating hours. Flexible hours are permitted if agreed upon by the worksite supervisor and participant ahead of time.

YouthWorks participants may also work remotely if agreed upon between participant and worksite prior to their start date. Participants should discuss their preferences and needs regarding remote work with the regional lead prior to beginning the program.

To best support YouthWorks programming during times of uncertainty related to COVID-19, regions are asked to plan and prepare for hybrid programming, wherever possible. This includes providing remote supervision and project management, as well as necessary equipment and access to materials to support participants.

Timekeeping Procedures

All participants are required to record time worked for payroll purposes. All time should be entered after the completion of the work week. No time should be automatically populated or pre-filled prior to the work being done.

[Please include information detailing how and when participants should submit time for payment]

Falsification of time records is prohibited and are grounds for termination from the program. Payments will not be made on incorrect timesheets.

Pay Period

Blackstone Valley Hub for Workforce Development works on a [weekly or bi-weekly] pay schedule. Blackstone Valley Hub for Workforce Development seeks to ensure that participants are paid promptly and properly on their scheduled payday. Please see below for the pay schedule:

Taxes Information [revise as needed]

- ✓ Blackstone Valley Hub for Workforce Development WILL issue a 1099 MISC Form to participants at the end of the program detailing payments made.
 - o If receiving a stipend, a 1099 MISC Form will be issued to any participant who receives \$600 or more.
- ✓ Participants and parents/guardians are encouraged to seek tax advice regarding the 1099 MISC Form and income tax, specifically your eligibility for the earned income tax credit.
- ✓ Blackstone Valley Hub for Workforce Development will issue a statement of Deductions and Earnings (Form W-2), if earning wages, for the preceding calendar year each January. W-2 forms will be mailed to the address on record.

STIPENDS AND WAGES

Upon being accepted into the YouthWorks program, participants will be required to submit hiring documentation to receive a stipend or wage. When entering and/or sharing information i.e. your address use your permanent address or speak to a case manager if you do not have one. Having the most updated address on file is important in the event a paper check or paper W2 needs to be mailed to you. Payments to YouthWorks participants may be paid via direct deposit or paper checks.

All subsidized placements in the YouthWorks program include hourly wages no less than the Massachusetts minimum wage of \$15.00. Programs must pay an hourly wage or provide a comparable stipend for participation in all programming components. Blackstone Valley Hub for Workforce Development will make every effort to maximize the financial benefits offered to participants through wages, stipends, and appropriate program incentives. Note: Programs are encouraged to offer stipends to participants involved in project-based learning and training opportunities. Stipends are aligned with attendance and performance-based measures.

A stipend payment is given to participants who are participating in an internship, project-based learning opportunity, apprenticeship, or a fellowship, and represents a payment to help the recipient defray living expenses. A stipend is typically not based on the number of hours worked in a week, but rather on a prearranged set of factors regarding the type and amount of work that is expected be completed in a period. It represents a payment that enables somebody to be exempt from waged or salaried employment to undertake a role that is normally unpaid.

Incentives:

Incentives vary and are often used by youth programs to encourage participants. Note: Incentives are not wages, since they do not represent value transferred in exchange for services performed within an employer-employee relationship.

SUMMARY OF MASSACHUSETTS LAWS REGULATING MINORS' WORK HOURS- CHILD LABOR LAWS IN MASSACHUSETTS¹

Individuals under 14 years of age may NOT work. The exceptions to this are: news carriers, working on a farm, and working in entertainment (with a special permit).

Individuals under 16 may NOT:

- Operate, clean or repair power-driven machinery (except office machines or machines in retail, cleanup, or kitchen work not otherwise prohibited)
- Cook (except on electric or gas grills that do not have open flames)
- Operate fryolators, rotisseries, NEICO broilers, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers

¹ This is a compilation of the state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries.

- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit
- Work in freezers or meat coolers
- Work in a manufacturing facility or occupation (e.g., in a factory, as an assembler)
- Work on or use ladders, scaffolds, or their substitutes
- Work in garages, except dispensing gas and oil
- Work in brick or lumber yards
- Work in amusement places (e.g., pool or billiard room, or bowling alley)
- Work in barber shops
- Work in door-to-door street sales, including work as a sign waiver (except directly outside employer establishment)
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the jobsite)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Work doing laundry in a commercial laundry or dry-cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, or poultry catching, cooping, cracking nuts, bulk or mass mailing)
- Work around boilers or in engine rooms
- Do industrial homework
- Work with dangerous electrical machinery or appliances
- Engage in work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors
- Work in any of the occupations or tasks prohibited for persons under age 18

Individuals under 18 may NOT:

- Drive a vehicle or forklift (except golf carts sometimes)
- Ride as a passenger on a forklift
- Operate, clean or repair power-driven meat slicers, grinders, or choppers
- Operate, clean, or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular, chain, or band saws; guillotine shears; woodchippers; and abrasive cutting discs
- Use power-driven woodworking machines
- Use hoisting machines
- Operate paper balers, paper box compactors, or other power-driven metal forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion
- Work in any job requiring the possession or use of a firearm

Legal Work Hours for Teens in Massachusetts

Note: After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is in the workplace and is reasonably accessible to the minor, unless the minor works a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.

14- & 15-Year Olds Work Hours:

- During the school year: Between 7:00am & 7:00pm
- Not during school hours: Between 7:00am & 7:00pm; exception: Summer (July 1 – Labor Day)

Maximum Hours

- When school is in session: 18 hours per week, 3 hours per day on school days, 8 hours per day on weekends and holidays, 6 days per week
- When school is not in session: 40 hours per week, 8 hours per day, 6 days per week

16- & 17-Year Olds Work Hours:

All YEAR ROUND:

- Only between 6:00 am & 10pm (on nights preceding a regularly scheduled school day)
- If the establishment stops serving customers at 10:00pm, the minor may be employed until 10:15 p.m.
- Only between 6:00am & 11:30pm (on nights not preceding a regularly scheduled school day) except in restaurants and racetracks until midnight

Maximum Hours

- All year round: 48 hours per week, 9 hours per day, 6 days per week

Work Permits

All teens under 18 must obtain a work permit from the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: www.mass.gov/dos/youth.

This is a compilation of the state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries.

COMMITMENT TO SAFE AND APPROPRIATE WORKING ENVIRONMENTS

Whether participants are visiting a worksite for a few hours or are placed there for the whole program, all worksites must be safe and appropriate spaces for all program participants. Worksites that demonstrate bias against specific populations should not be considered for program participation. All programs must have clear and youth-friendly support policies to prevent harassment in the workplace and address any issues that may arise. Worksites sponsored by faith-based organizations may not engage participants in activities that are religious in nature.

It is important that YouthWorks participants and programs do not endorse or promote, or appear to endorse or promote, religion or a specific religious belief. Consequently, we impose one limitation. YouthWorks members are free to pursue this activity on their own initiative during non-YouthWorks time. The limitation is:

- Participants may not give religious instruction, conduct worship services, or engage in any other religious activity as part of their YouthWorks position or would be perceived as part of their duties.

Inclement Weather

We fully recognize that during inclement weather conditions, there may be times when travel to a worksite will be difficult or impossible. During these times, YouthWorks participants should communicate directly with the worksite. If travel to the

worksite is deemed unsafe, but the worksite is not closed, the participant may gain program hours through the completion of self-paced Signal Success or through the completion of other work-related items with approval from the worksite supervisor or region lead.

CONDUCT

Standards of Conduct

YouthWorks expects its participants to conduct business in a manner that earns the confidence and respect of the public and our partners. Accordingly, YouthWorks participants are expected to maintain the highest standards of conduct and performance. Blackstone Valley Hub for Workforce Development strives to create a workplace where all participants feel comfortable and motivated to produce their best work.

CommCorp recognizes that participants may experience work-related problems from time to time. In the event of a conflict or misunderstanding, participants should make every attempt to discuss the issue with their worksite supervisor. Program staff are available for consultation and support in this process. If the problem cannot be resolved between the participant and the worksite supervisor, the lead organization should be notified. Blackstone Valley Hub for Workforce Development will work with all parties on a resolution and consult with CommCorp, as necessary.

While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may lead to disciplinary action by Blackstone Valley Hub for Workforce Development and/or CommCorp including removal from the program:

- 1) Distribution, sale, or being under the influence of alcohol, illegal drugs, or other controlled substances during work time or while on program business;
- 2) Theft of or intentional damage to program property or the property of any participant, employee, vendor, or contractor;
- 3) Removal of program property from premises without prior written authorization;
- 4) Unauthorized use of program equipment, materials, or facilities;
- 5) Possession of firearms, knives, or other dangerous weapons or material on program property;
- 6) Criminal conduct, whether or not related to performance;
- 7) Insubordination, including the failure or refusal to follow the instructions of a supervisor or other member of management;
- 8) The use of threatening, profane, abusive, harassing, or other inappropriate language or conduct;
- 9) Sexual or other harassment;
- 10) Unexcused tardiness and absenteeism;
- 11) Commission of or participation in any illegal or fraudulent act, serious breach of trust, or breach of fiduciary duty;
- 12) Unauthorized disclosure of proprietary or confidential information;
- 13) Unsatisfactory performance;
- 14) Inappropriate use of email, voicemail, or other electronic communication systems;
- 15) Violation of any policy in this handbook;
- 16) Failing or refusing to abide by safety and security rules, policies or instructions;
- 17) Smoking in “No Smoking” areas or anywhere within the worksite;
- 18) Failing to report unsafe actions or conditions;
- 19) Site abandonment; and
- 20) Excessive or unexcused absences.

For the purposes of this handbook, the “worksite” is defined broadly to include any office, vehicle, parking area, facility, or other property owned, leased, or occupied by CommCorp, Blackstone Valley Hub for Workforce Development and its partners where participants are assigned, outsourced or sent on Blackstone Valley Hub for Workforce Development behalf as well as any location where employees or YouthWorks participants may be or congregate either for work-related reasons or at

program expense.

Again, this list is not intended to be an exhaustive list of prohibitions.

YouthWorks Programming's Zero-Tolerance Policy for Offensive Behavior in Virtual Spaces

YouthWorks is committed to providing a safe, inclusive, and welcoming environment for all virtual programming in which participants, including youth/young adults, program staff, speakers and professionals gather to engage. There is a zero-tolerance policy for any form of offensive behavior including harassment, intimidation, or discrimination in any form.

Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendees including YouthWorks participants, YouthWorks program staff, speakers, volunteers and/or other event guests.

Virtual Event Registration

- All attendees must register ahead of time.
- Registration ends one-hour before each chat begins.
- Attendees should join meetings using personal meeting links, with the exception of attendees who join as a group led by a local YouthWorks staff person.
- Attendees who attend as one group led by YouthWorks program staff person should join meeting under program staff person's unique meeting link
- Attendees who attend as group are still required to register individually ahead of time to ensure accurate registrations numbers
- To ensure accurate attendance numbers, YouthWorks program staff person must send CommCorp meeting host a full list of participants who attended each chat no later than following day of chat
- For programs who have three or more participants registered, staff person from organization should be in attendance

YouthWorks participants are expected to adhere to the following rules to engage in virtual opportunities:

- Enter meeting space and update name to include first name, last initial and region
- NOT share meeting links
- Remain muted during conversation in the main room (for large events).
- Communicate via chat box or raise hand before being instructed to unmute from host
- NOT use of profanity, racially insensitive comments, and other discriminatory language
- Turn on videos, if comfortable doing so and are in an environment with little to no distractions

LIMITATION ON FRATERNIZATION

Relationships between YouthWorks participants and Blackstone Valley Hub for Workforce Development staff members (including volunteer and contracted personnel) of YouthWorks that are exploitive or that have the appearance of partiality, preferential treatment, or the improper use of position for personal gain, are prejudicial to the morale of YouthWorks will not be tolerated.

Inappropriate relationships between YouthWorks participants and the aforementioned staff members are prohibited. Inappropriate relationships are those that compromise, or appear to compromise, supervisory authority or could result in preferential treatment. Relationships are prohibited if they appear to involve the improper use of rank or position for personal gain.

Non-professional relationships between members and the aforementioned staff include, but are not limited to:

- Intimate/sexual relationships
- Borrowing or lending money, automobiles, or other personal property
- Engaging in financial or business dealings, or acting as an agent or sponsor with any commercial services
- Gambling for goods, services, or money
- Any activity and/or relationship that, in the judgment of the YouthWorks Director, may be reasonably perceived to undermine discipline, good order, and/or morale
- Socializing that might lead to the perception of a relationship or overtures to activities listed above Inappropriate relations include, but are not limited to:
- Non-professional relationships between a YouthWorks participant supervisor and a YouthWorks participant the supervisor oversees
- Non-professional relationships between a Peer Leader and a YouthWorks participant.

TECHNOLOGY, INTERNET & MEDIA

Use of equipment at your worksite

YouthWorks participants' use of computers, laptops, email, internet connection and other electronic equipment or systems at the worksite is primarily for business purposes. Participants are prohibited from using these systems for inappropriate purposes, including the transmission of messages that may be considered inappropriate including but not limited to, its workplace harassment policy.

Participants are prohibited from using worksite equipment for routine personal use. Playing computer games on worksite owned equipment is prohibited, whether on or off duty. Playing games during the business day in the office does not convey the public image appropriate for a professional environment. All participants should use discretion when using company equipment. Content viewed and created is subject to review by the worksite and must comply with standards of conduct. The YouthWorks program reserves the right to examine all data transmitted on company equipment without notice.

Use of Telephone at the worksite

Non-work-related calls are occasionally necessary during work time. Blackstone Valley Hub for Workforce Development expects that personal telephone calls made during office hours must be kept to a reasonable amount of time and must not interfere with actual duties.

Use of personal cell phone at the worksite

To minimize distractions during the workday and to promote productivity, YouthWorks participants who use a communication device (i.e. a cell phone or smart device) in the workplace are required to adhere to the following guidelines:

- During the workday, participants are expected to exercise discretion in using personal cellular telephones
- Communication devices should only be used in an emergency, and thus infrequent, basis during the workday
- Participants are expected to engage in any personal calls on non-work time and to ensure that friends and family members are aware of this policy
- Ringtones must be switched off or to a “vibrate” mode to prevent distractions to co-workers
- Unapproved or condoned recording of audio or visual via camera, cellphone, tablet, computer, etc. is prohibited on site.

ELECTRONIC COMMUNICATIONS POLICY

Electronic communications systems are integral to Blackstone Valley Hub for Workforce Development operations. Accordingly, YouthWorks has established the following policy governing the use of these systems to send or receive both internal and external communications and to receive information over the internet:

- 1) Blackstone Valley Hub for Workforce Development email, voicemail, other electronic communication systems, and its provision of Internet access are intended to serve the interests of their work, as such, are to be used primarily for Blackstone Valley Hub for Workforce Development business. Use of these systems and the internet must be consistent with all policies and practices of Blackstone Valley Hub for Workforce Development, and violations of such policies and practices may result in loss of use of the system in question and/or in other forms of disciplinary action, up to and including unpaid suspension or termination of employment.
- 2) The use of language or imagery that Blackstone Valley Hub for Workforce Development deems to be foul, obscene, sexually explicit, harassing, or otherwise inappropriate when sending messages on email, voicemail, or other electronic communication systems is prohibited, as is the circulation of messages that may harass, annoy, or intimidate other employees or third parties.
 - a) Participants who receive such inappropriate messages should immediately report this activity to their worksite supervisor. YouthWorks participants may not use the internet, including web browsers, to send, display, download, or print potentially offensive messages, pornographic or sexually explicit pictures, or derogatory religious or racial materials.
- 3) Copyrighted materials belonging to third parties may not be transmitted without proper authorization.
- 4) All messages, internal or external, transmitted through electronic communication systems must be treated with the same degree of security and confidentiality as written documents.
- 5) Blackstone Valley Hub for Workforce Development electronic communications systems (including all computer hardware, software, voice mail, the network, and all stored data) are the property of Blackstone Valley Hub for Workforce Development. Blackstone Valley Hub for Workforce Development may monitor the usage of electronic systems by its participants and may review any communications on its systems for any legitimate business purpose.
 - a) While participants may need a password or other personal code to access their computers, email, or voicemail systems, Blackstone Valley Hub for Workforce Development is able to override all passwords and access these systems without using the password.
 - b) Although Blackstone Valley Hub for Workforce Development respects employees' privacy, participants should not expect their privacy to extend to communications and information on Blackstone Valley Hub for Workforce Development communication systems or the use of Blackstone Valley Hub for Workforce Development-owned equipment and supplies. Users of these systems do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on email, voicemail, other electronic communication systems, or in their use of the internet.
 - c) Passwords to these systems exist for the benefit of Blackstone Valley Hub for Workforce Development, to enable participants to properly manage their work product and protect that work product from third persons. Participants should have no expectation that the ability to choose a password for a system in any way limits Blackstone Valley Hub for Workforce Development the ability or right to monitor their activity on that system.
- 6) Blackstone Valley Hub for Workforce Development regularly retains and deletes email and voicemail messages from its systems and maintains the right to alter its practices in this area at any time with or without prior notice to employees.
- 7) Sensitive email communications should be clearly labeled "Confidential."
- 8) The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
 - a) As a rule, if a participant did not create the materials, does not own the rights to it, or has not obtained

authorization for its use, it should not be put on the Internet.

- b) Participants are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.
- 9) For purposes of this policy, a “legitimate business purpose” for reviewing email, voicemail, other electronic communications, and internet use includes, but is not limited to, the following situations:
 - a) routine monitoring to ensure proper operation of the systems and compliance, expectations and policies, including its policies on harassment and discrimination;
 - b) investigations to determine if there have been violations of Blackstone Valley Hub for Workforce Development workplace policies or criminal or civil wrongdoing by email, voicemail, and internet users where the wrongdoing may have included the use of Blackstone Valley Hub for Workforce Development electronic systems;
 - c) routine monitoring to ensure proper operation of the systems and compliance by participants, including its policies on harassment; investigations to determine if there have been violations of program policies or criminal or civil wrongdoing by email, voicemail, and Internet users where the wrongdoing may have included the use of electronic systems; and
 - d) where the user is unavailable and there is a business need to review the contents of electronic communications on an expedited basis.

OTHER WORKPLACE POLICIES

Violence and dangerous weapons

Blackstone Valley Hub for Workforce Development does not tolerate any type of workplace violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, that involve or affect YouthWorks participants or that occur on the premises or at an event of the worksite or YouthWorks program will not be tolerated, even if one is allegedly “joking.” Examples of workplace violence include, but are not limited to, the following:

- 1) Hitting, shoving, or other physically aggressive actions;
- 2) Threats of harm against an individual or their family, friends, associates, or property;
- 3) The intentional destruction or threat of destruction of program property;
- 4) Harassing or threatening phone calls;
- 5) Harassing surveillance or stalking; and
- 6) Unauthorized possession or use of firearms or weapons.

Any person who becomes aware of an act or threat of workplace violence should immediately report this information to their supervisor.

Drug and Alcohol Policy

Participants suspected of being under the influence at the worksite are subject to disciplinary action including but not limited to suspension from the program.

TERMINATION FROM PROGRAM

Early Termination for Cause

Blackstone Valley Hub for Workforce Development may terminate you as a YouthWorks participant based on your conduct or



performance (termination for cause) for any of the following reasons:

- Failure, refusal, or inability to perform duties as outlined in the position description, application or assignment description and as directed by the worksite to which you are assigned;
- Involvement in activities that substantially interfere with your performance of project duties;
- Intentional false statement, omission, fraud, or deception in obtaining selection as a participant;
- Any conduct that substantially diminishes your effectiveness as a program participant; or
- Unsatisfactory performance at worksite;
- More than (3) consecutive days without notice, is considered grounds for termination;
- Excessive absences will also be grounds for termination.

Grounds for termination for cause also include a participant's failure to meet expectations or perform assignments given during orientation/on-boarding; a participant's failure to punctually submit Human Resources documentation; being absent without notice from a worksite (even for a day); and failure to return or respond to program staff communication.

Removal from worksite

Removal of a YouthWorks participant from a particular worksite sometimes occurs. There are two common ways such a removal may occur: (1) a worksite requests a participant's removal, or (2) a worksite cannot continue to operate as a partner with the YouthWorks program.

Regarding the first scenario, the worksite requests the removal in writing with a supported statement of reason.

Blackstone Valley Hub for Workforce Development has the authority to terminate the participant based on the reasoning or give the participant the opportunity to go to another worksite. The worksite's request for removal of a participant, including a written statement addressing the circumstances, will be shared with CommCorp. During the period when Blackstone Valley Hub for Workforce Development is assessing whether proposing termination for cause is warranted, or instead, providing the participant an opportunity to transfer to another worksite, the participant may not return to the worksite. The participant will be notified in writing of the final decision. Whether the participant will receive pay during the transition period is decided by Blackstone Valley Hub for Workforce Development.

Regarding the second reason a participant may be removed from a worksite, the removal may occur because a worksite cannot continue to operate all or part of its YouthWorks programming. The participant's removal from the worksite, in this case, is due to no fault of their own, and the participant will have the opportunity to work with the lead organization to secure reassignment. If, despite the efforts of the lead organization to secure reassignment, no appropriate reassignment is secured within the prescribed opportunity period, the participant may be given the opportunity to complete an additional project, engage in micro career pathway courses or terminate for lack of suitable assignment.

Termination for Lack of Suitable Assignment

If a YouthWorks participant does not secure reassignment within the prescribed period, the participant may be terminated from YouthWorks programming for lack of a suitable assignment. If a participant is offered an appropriate reassignment and declines the new assignment, the YouthWorks program has no obligation to offer additional or alternative assignments.

Termination for lack of suitable worksite, does allow a participant to re-apply for the program for the next cycle or program year.

Resignation

You may also choose to resign from the YouthWorks program for personal reasons. Resignations should always be in writing. Participants who intend to resign should notify their worksite supervisor, who will contact Blackstone Valley Hub for Workforce Development.

COMPLETING THE PROGRAM

All YouthWorks participants are encouraged to continue to build their personal and professional network by staying in contact with the program. One way to do this is through getting connected and engaging with Alumni programming. To join through LinkedIn please search "MA YouthWorks Network". Participants in this group must be 16 and older.

Reporting Personal Changes

YouthWorks participants are responsible for promptly notifying the worksite and/or updating the database of any changes in personnel data, including name, physical address, e-mail address, telephone number, or emergency contact information.