

Employer Frequently Asked Questions (FAQs)

1. Q: How long will I have my summer worker?
A: The Summer Youth 2009 worksite employment dates will begin no earlier than June 1, 2009 and end on/before July 31, 2009.
2. Q: Can I change my Summer Worker's Schedule?
A: Participants can work up to 40 hours per week, between the hours of 8:00 a.m. and 3:30 p.m. for no more than 8 weeks. You, as the onsite supervisor, can schedule a worker's time to suit your needs as long as it falls within these guidelines. If your work schedule does not comply with this schedule, other arrangements may be made through contacting the Workforce Essentials (WFE) Youth Coordinator.
3. Q: How much will participants earn per hour?
A: Participants will be paid a minimum of \$7.25 per hour by Workforce Essentials. Funding is provided by the American Recovery & Reinvestment Act, therefore you do not need to add summer employees to your payroll.
4. Q: Will participants receive a check?
A: Yes. Checks will be hand delivered each week to the youth by WFE.
5. Q: Will the summer youth be covered by our Worker's Compensation Insurance?
A: No. All summer youth participants will fall under Workforce Essentials' workers compensation insurance. Workforce Essentials is the 'employer of record' thus covering the individual under its workers compensation as well as payroll through the Summer Youth Employment Program.
6. Q: When will I know the name of the youth who are assigned to my agency/company?
A: WFE will provide you with a list of participants assigned to your agency/company by June 1st.
7. Q: Can my agency/company conduct an interview prior to the assignment?
A: Although we are not able to offer this option, WFE will do our best to match the youth's skills & interests with the needs of the job. If for some reason, it appears that a youth is not suitable for your specific job, please let us know as soon as possible and we will try to arrange for an alternative placement.
8. Q: Can my agency/company conduct its own orientation for the youth assigned to my worksite?
A: Yes. We recommend that the orientation be conducted on the youth's first work day. If the orientation will take place at a different location from the worksite, please inform us.
9. Q: What is the process of assigning participants to job sites?
A: Workforce Essentials takes a number of factors into account. First, that the job provides meaningful work. Second, that the skills necessary for the job are skills the youth has or can learn. Third, that their expressed interests are considered. Finally, worksite location and transportation are considered, to make sure the youth is able to reliably get to and from the worksite.
10. Q: What is the process for worksite visits?
A: Before youth are placed at any agency/company, Workforce Essentials staff will make worksite visits to review all facilities in order to ensure that the youth will be doing meaningful work in a safe environment. Once the youth are placed, WFE will regularly visit each worksite to ensure a smooth operation.
11. Q: What are the timesheet responsibilities of a Worksite Supervisor?
A: Timesheets are important to ensure that participants develop good work habits and learn responsibility. Therefore, we need Worksite Supervisors to track participants' time accurately. WFE will maintain all participant timesheets.

12. Q: What is the role of the WFE Monitor?
A: The Monitor is a liaison between the jobsite's Worksite Supervisor and the youth. The Monitor is an advocate for the summer youth participant, and ensures that he or she has a meaningful summer work experience.
13. Q: How will an incompatible job match be resolved?
A: For many of these youth, this will be their first work experience. Lifelong attitudes towards work are often formed from our first work experience. If a participant is having difficulty, the Worksite Supervisor should first try to talk with the youth directly and candidly. If the problem continues, please call the WFE Monitor assigned to your agency/company.