



EMPLOYER GUIDE

NYC LADDERS FOR LEADERS



2024

NYC
Department of
Youth & Community
Development



**WORKFORCE
CONNECT**

DYCD Youth Employment Programs

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NYC LADDERS FOR LEADERS

Ladders for Leaders, a component of the NYC Department of Youth & Community Development's Summer Youth Employment Program, is a nationally recognized program that offers outstanding high school and college students the opportunity to participate in paid professional summer internships with leading corporations, nonprofit organizations, and government agencies in New York City. The program has been cited by the U.S. Chamber of Commerce Foundation and the Center for an Urban Future as a model program for connecting qualified youth to professional internships. Since its inception in 2006, Ladders for Leaders has helped introduce high-achieving and motivated young people to the world of work, while also providing the tools and skills they need to become successful young professionals. While creating a pipeline of career opportunities for a new, talented, and diverse young adult population, the program has provided businesses and organizations access to a skilled pool of potential future employment prospects.

Program Stakeholders

NYC Department of Youth and Community Development (DYCD)

The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to provide opportunities for New Yorkers and communities to flourish. Ladders for Leaders is part of the Summer Youth Employment Program (SYEP), the largest youth employment initiative in the nation. DYCD's workforce development initiatives help New York City residents ages 14 and older prepare for the world of work and set them on a path toward self-sufficiency. Programs are designed to provide academic support, life skills training, workplace readiness, financial literacy, and other social supports using youth development principles and practices.

Community Partners

There are currently three community partners within the Ladders for Leaders program: Commonpoint Queens, Children's Arts & Science Workshops, Inc., and PENCIL, Inc. These organizations are tasked with preparing participants for their summer internships, including providing pre-employment training, matching students with appropriate internships, and serving as the first of point contact to both students and employers during the internship.

Program Structure



Participants

Open to high-achieving NYC high school and college students 16-24 years old



Training

20-30 hours of pre-employment training to prepare youth for interviews with prospective employers



Selection

Interns are selected through competitive application, interview, and pre-employment process



Internship Structure

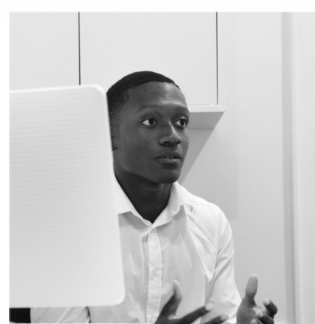
At least six weeks and 150 hours of professional internship and career exploration experiences during the summer

Who are our participants?



Outstanding

students from top high schools and colleges



Diverse

representing various cultural and educational backgrounds

Trained

to work in a professional environment

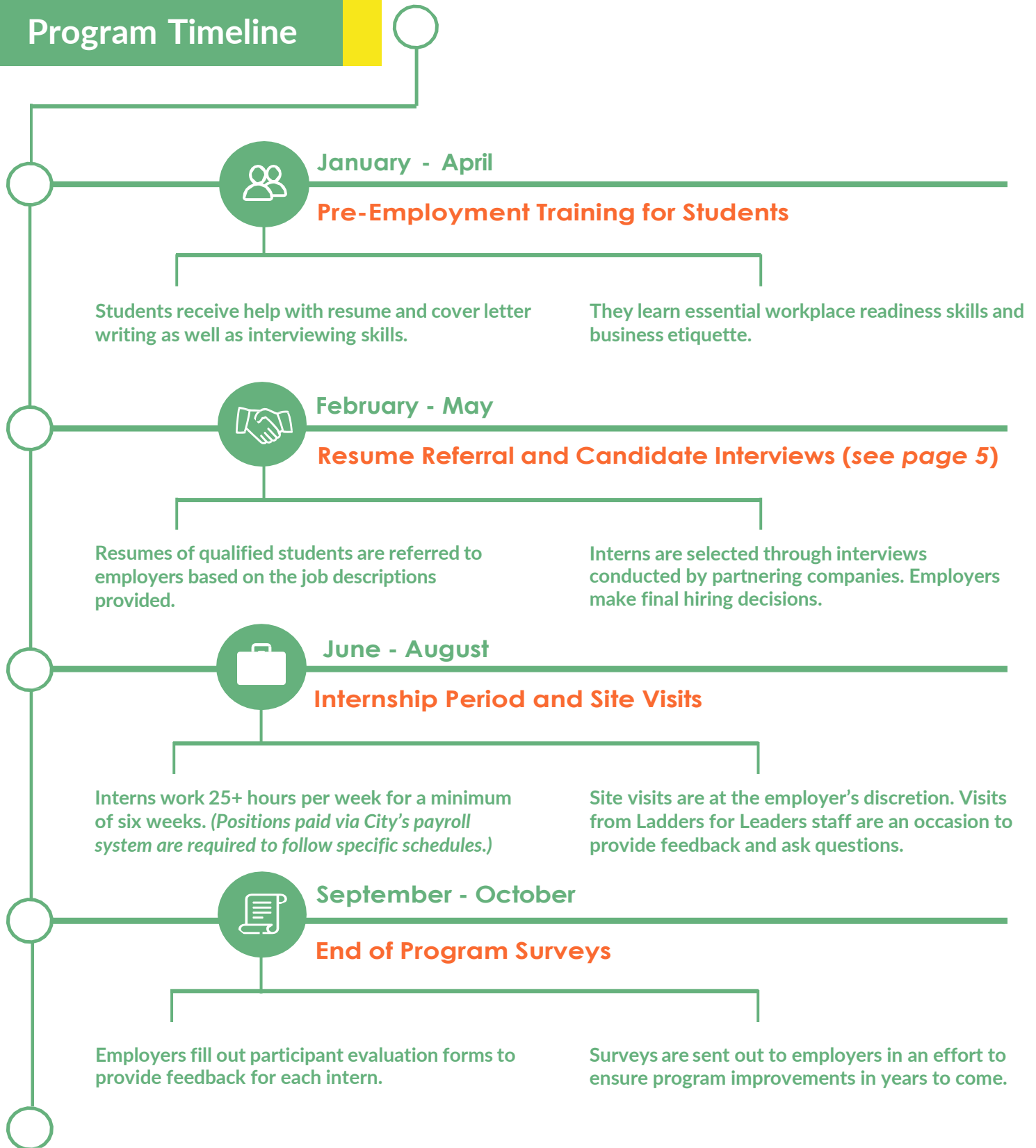


Skilled

in the use of technology and social media



Program Timeline



Hiring Process

Step 1

1

Receive Resumes

Based on the number of positions, the employer will receive a pool of resumes approximately two weeks after internship descriptions are finalized.

All referred candidates have expressed specific interest in the employer's industry and internship job description.

Step 2

2

Interview Selection

Within three business days, employers should identify which students they would like to interview.

Any candidates not selected for interviews will be released to be considered for other roles.

Step 3

3

Interviews

Employers should conduct interviews with selected candidates within two weeks. Interviews can be conducted via Zoom, phone, or in-person.

Employers can reach out to candidates directly, or Ladders for Leaders staff can assist in coordinating interviews as needed.

Step 4

4

Final Selection

Once hiring decisions have been made, employers should extend offers to their selected candidates and thank other students for their time. The employer should also notify Ladders for Leaders staff of their final decisions.

Employers will receive further instructions from Ladders for Leaders staff regarding next steps. In the meantime, they may begin the onboarding process with their hired interns.

Frequently Asked Questions

About Ladders for Leaders

What is NYC Ladders for Leaders?

NYC Ladders for Leaders is a nationally recognized program that offers outstanding high school and college students the opportunity to participate in paid, professional summer internships with leading corporations, nonprofit organizations, and government agencies in New York City.

Who are your participants?

Our participants are high-achieving high school and college students between the ages of 16-24 and residents of New York City. They come from various educational institutions including public high schools, Career and Technical Education schools, CUNY and SUNY institutions, and private universities including Columbia University, Cornell University, Harvard University, New York University, and more.

How are your participants selected?

NYC Ladders for Leaders participants are selected for the program through a rigorous application, interview, and pre-employment training process.

Resume Referral and Candidate Interviews

Can I interview candidates or do I have to accept the candidate referrals that are shared with me?

All employer partners can interview Ladders for Leaders students and make their own final hiring decisions.

When will I start receiving resumes for my review?

Your Ladders for Leaders community partner or DYCD representative will agree upon a resume referral date that works best for you and your intern onboarding process.

How does Ladders for Leaders identify the right candidates for my opportunities?

Through partnerships with educational institutions, student programs, specialized schools, state and city universities, and local organizations, the Ladders for Leaders program casts a wide net to recruit talented NYC students for the program. Our screening process aims to make the best match between your job specifications and student skills and career interests.

Am I obligated to hire Ladders for Leaders participants?

No. There is no obligation to hire Ladders for Leaders candidate referrals. If in your initial review of candidate resumes you do not find candidates fit for your roles, the Ladders for Leaders team can share more candidate referrals.

Can I request specific fields of study or academic years?

Yes. Through the Ladders for Leaders Worksite Agreement Form, you can specify all requirements.

How long do I have to review candidate resumes before I provide feedback?

Employers should review resumes and provide feedback as soon as possible. Within three days of receiving resumes, employers should determine which students they would like to interview. Within two weeks, all interviews should be completed.

Internship Dates and Schedules

When can interns start working at my company/organization?

For employers onboarding and paying interns directly, interns can start any time after the end of their academic calendars—typically early June for college students and early July for high school students.

For employers utilizing DYCD's payroll system, including employers donating interns' salaries to the New York City Mayor's Fund, students can work 25 hours per week from July 1-August 10 or July 8-August 17.

How many hours/days per week can Ladders interns work?

Employers must provide interns with the opportunity to work 25 hours per week for at least six weeks. Interns may not work more than eight hours per day. If the intern is under 18 years of age, all hours worked are subject to the New York State Department of Labor's laws for minors. DYCD is not responsible for compensating interns whose hours exceed these limits. Interns are not permitted to work past 9 PM or before 6 AM.

Are interns entitled to lunch breaks?

Interns are entitled to a break after completing five hours of work. One unpaid lunch hour is typical for most worksites but can also be broken up into two 15-minute breaks and one 30-minute break. This must be discussed at the start of employment and agreed upon by the intern and supervisor to ensure compliance with the New York State Department of Labor's rules and regulations.

Intern Pay and Timesheets

What are the different payment methods for Ladders for Leaders interns?

There are three options provided to employers to pay Ladders interns.

■ Pay Participant(s) Directly

- Employers pay intern salary through their own internal payroll system/process. Intern salaries are set at the employer's discretion but must meet New York State minimum wage or higher.
- Employers **MUST** meet a minimum commitment of six weeks, 25 hours of work per week for each intern.

■ Donate Participant(s) Salary

- Employer donates the lump sum salary for each intern based on a minimum commitment of six weeks, 25 hours per week at New York State minimum wage between early July and mid-August.
- For any hours worked outside of the weekly allowances or dates indicated above, the employer is responsible for paying the intern(s) directly at New York State minimum wage or higher.
- For all donations, the employer should coordinate directly with DYCD or their community partner for donation processing and payroll administration details.

■ Utilize DYCD's Payroll System

- Subsidies for Ladders for Leaders wages are limited and require prior approval. This payment method is only available for up to six weeks, 25 hours per week between early July and mid-August. Participants are paid New York State minimum wage by DYCD.

How does the timesheet process work? What do I need to do?

If you are paying the intern directly through your company's payroll, they should comply with your company policies regarding timesheet submission and approval. For all employers utilizing DYCD's payroll system, including employers making intern salary donations, supervisors will review and electronically approve intern timesheets online ([Training video available here.](#))

Internship Experiences

What does an internship experience look like in the Ladders for Leaders program?

Employer partners should provide interns with valuable workplace experience, including but not limited to project-based work where interns can contribute to company and team goals. Not sure if you can support an intern? Need help integrating interns into your workplace? Check out the Employer Best Practices Playbook: bit.ly/CYEplaybook

What type of work can I assign to my intern?

Interns can engage in a wide range of supervised, professional activities and tasks that include, but are not limited to:

- Coding, software engineering, hardware and network-related tasks, general IT projects
- Financial or market research and analysis
- Purchasing, accounting, data entry and analysis, event planning
- Social media research and content creation, photography, digital media projects
- Report writing, notetaking, scheduling, customer service, general HR tasks

What types of activities and workplaces are interns not allowed to engage in?

- Interns may not be engaged in partisan political activities. Neither the program nor the administration of the program shall be, in any way or to any extent, engaged in the conduct of partisan political activities. Participants who are placed in the offices of members of Congress, State, or local legislators may only perform tasks that are related to the non-partisan aspects of the office.
- Interns may not be allowed to solicit or otherwise engage in any fundraising activities on behalf of a worksite, program provider, or organization, group, or consortium thereof.
- No person shall receive or be caused to receive any money, gifts, or services of any kind as a requirement or inducement of participation as a worksite in Ladders for Leaders.
- Interns should not be assigned to work in the same office or affiliate where a relative or friend is in power or has direct influence in supervision of youth, creating possible bias or partiality.
- Worksites may not charge interns for uniforms, equipment, travel, or trips incurred while working.
- Interns may not be allowed to operate any type of motor vehicle as part of their job without approval.
- Interns may not engage in the practice of medicine, defined as diagnosing, treating, operating, or prescribing for any human disease, pain, injury, deformity, or physical condition. Interns may not be assigned to provide direct assistance to physicians and other medical staff in the practice of medicine. All placements at a healthcare worksite must be limited to an administrative capacity.

Workplace Protocols

Who should I contact if any issues arise with the interns?

If any incidents occur at your workplace with interns, please inform your community partner immediately. Please see page 9 of the Ladders for Leaders guide for your program representative.

Can I terminate/fire a Ladders for Leaders intern?

Worksites and supervisors should take into consideration the age, maturity, and experience level of the intern, as well as the need for appropriate supervision, training, or disciplinary action. Worksites should work with their community partner regarding any incident deemed appropriate to report or that the worksite is unable to resolve. If the worksite has determined that they no longer wish to have an intern working at their site, the supervisor must contact CBO staff to notify them of the situation and await their recommendation.

Workplace Protocols, continued

How do I report an incident involving Ladders for Leaders interns?

The following incidents must be immediately reported to your Ladders for Leaders community partner:

- Bodily injury, threats to an individual's well-being, self-abusive behavior, property damage, shootings, or fires.
- Child abuse, including incidents that may be sexual in nature, and occurrences involving inappropriate personal boundaries, communications, touching, or photos.
- Incidents for which Emergency Medical Services or Police are called.
- Incidents which may be of media interest.
- Any other incident which potentially impacts the health, safety, or well-being of an individual, property, or the operation of a DYCD-funded program and any incident which stems from or is otherwise related to DYCD-funded programming.

In the event that an intern is injured while engaged in a work activity, the worksite must notify their Ladders for Leaders community partner as soon as possible.

How should we report sexual harassment incidents?

Each worksite must comply with local and state legislation regulating prevention of sexual harassment in the workplace, as applicable, including posting required information in a conspicuous location at the worksite. Program providers will provide all participants with sexual harassment prevention training issued by the New York City Commission on Human Rights prior to the start of the internship.

In the event that a participant reports an incident of sexual harassment at a worksite to a worksite representative, the worksite must immediately notify Ladders for Leaders staff and cooperate with any investigation conducted by the provider and/or DYCD. The worksite must also allow participants the option to avail themselves of the worksite's internal sexual harassment prevention policy and the worksite must conduct an investigation in good faith in accordance with that policy.

Can I require interns to be vaccinated against COVID-19?

Worksites may request all participants be vaccinated prior to the start of in-person activities.

If a participant tests positive for COVID-19, is exhibiting symptoms, or is exposed to COVID-19 while at the worksite, supervisors should contact their community partner immediately to determine if the participant can continue working remotely or should be reassigned to temporary alternate work experiences during this time.

What additional workplace requirements are we responsible for?

Each worksite must comply with the City's drug-free workplace requirements at their sites, in accordance with instructions from community partners. In addition, worksites must conspicuously post at their sites the statement provided by the CBO notifying all staff and participants that the manufacture, distribution, dispensing, unauthorized possession, and unauthorized use of controlled substances are prohibited and specifying the actions that will be taken against employees for violation of such prohibition.

Worksite must ensure that if any staff member who is responsible for supervising participants is arrested or convicted for violation of a criminal drug statute occurring in the workplace, the community partner must be notified in writing as soon as possible and within five calendar days of the incident.

Contact Information



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PROGRAM PROVIDERS

**Children's Arts
& Science
Workshop**

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PENCIL

RAZIYAH EURE
Associate Director

reure@pencil.org
646-638-2256



General Information:

Employer Name:

Employer Identification Number (EIN):

Address:

Number & Street

City

State

Zip Code

Borough

Contact Name:

Phone:

Email:

Contact Title:

Company Website:

Please provide a brief description detailing the nature of your company/organization:

Industry:

If other, please specify:

Participant Supervisor(s):

How many staff will be responsible for supervising participants?

Please provide staff contact information below.

Staff Name	Title	Email	Phone

Payment Method and Schedule:

Please indicate how you will compensate Ladders participant(s).

Hourly wage?

What will be the weekly work schedule (hours) for Ladders participant(s)?

What is the total number of interns you would like to hire?

What will be the internship start and end dates?

All participants must be paid at least New York State minimum wage. Participants compensated directly may be paid more by the employer, at the employer's discretion. If utilizing DYCD's Payroll System, participants shall work up to twenty five (25) hours per week for six (6) weeks starting July 1 or 8 and will be paid at New York State minimum wage.

Qualifications and Requirements:

Are you looking for high school or college students?

Class/Year:

Preferred Major(s):

Age Requirement:

Job Descriptions: Please outline the internship(s) you are seeking to fill and attach additional pages if necessary

Job Title:

Internship Type:

Duties (please provide all details and special requirements):

Worksite Assurances and Certifications:

As the authorized representative of _____ (“Worksite”), located at _____ (Address), I hereby certify that the Worksite is and shall remain in compliance with all applicable provisions of the Federal Government, New York State (“State”) Labor Law and The City of New York (“City”) Department of Youth & Community Development (“DYCD”) Policies and Procedures.

If selected to be a SYEP/Ladders for Leaders Worksite, I certify that:

- 1

The Worksite will provide reasonably planned, well-supervised, and paid summer internships (“Internships”) for _____ (#) participants of the Ladders for Leaders Program, a component of SYEP, for a minimum of six (6) weeks, commencing no later than July 8, and with Participants working at least twenty five (25) hours per week and up to forty (40) hours per week. The Worksite may extend the internship beyond six (6) weeks at its discretion, but at no additional cost to the New York City Department of Youth and Community Development (“DYCD”) and at the sole cost and expense of the Worksite.
- 2

The Worksite will account for and certify Participants' time and attendance, and will ensure that hours reported reflect the actual hours attended and worked by Participants.
- 3

The Worksite location(s) where Participants are to be assigned and work are in compliance with all applicable Federal, New York State (“State”), and New York City laws, codes, regulations and standards, including the Americans with Disabilities Act.
- 4

The Worksite complies, and will make reasonable efforts to continue to comply, with all regulations concerning prohibited activities of the State Department of Labor Rules and Regulations.
- 5

The Worksite agrees and assents to be visited, upon prior notice, and during normal business hours of the Worksite, by DYCD and/or the Ladders for Leaders Provider that placed Participants at the Worksite (“Provider”) for the purpose of monitoring the Worksite’s Internship program, and the Worksite will provide both agencies with information pertinent to the operation of the Internship program. If applicable, the Worksite may require visiting personnel to execute a non-disclosure agreement acceptable to both parties prior to entering the Worksite.
- 6

The Worksite will immediately report to the Ladders for Leaders provider any incident involving Ladders Participant(s) which potentially impacts the health, safety, or well-being of an individual, property, or the operation of the Ladders internship, or which stems from or is related to Ladders, in accordance with DYCD’s Incident Reporting policy.
- 7

The Worksite will comply with all Drug-Free Workplace requirements outlined in the Employer Guide.
- 8

Upon request with prior notice, the Worksite will provide for review documentation demonstrating compliance with applicable laws relative to the use and treatment of Ladders Participants.
- 9

The Worksite acknowledges that DYCD may use the Worksite’s name and logo in connection with DYCD, SYEP, and Ladders for Leaders promotional, marketing, and advertising purposes.
- 10

The Worksite represents that all employees assigned to supervise Ladders participants have been properly onboarded as employees and an assessment has been made that each is an appropriate supervisor of young people.
- 11

Worksite agrees that it shall comply with any additional City, State or federal guidance from time to time with respect to public health provisions.

I agree to the above conditions and specifications of this “Worksite Assurances and Certifications Agreement” to provide the Ladders for Leaders Program services in connection with the statements above.

Worksite Representative

Name (print):

Title:

Signature:

Date:

Ladders Provider

Name (print):

Title:

Signature:

Date: