

# DYCD

The Department of Youth  
& Community Development

# Worksite Handbook



2026

[NYC.GOV/HIRENYOUTH](https://nyc.gov/hirenyouth)



# MISSION & VISION STATEMENT

## **Our Mission**

The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

## **Vision Statement**

DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of our communities to help them develop, grow, and thrive.

## DYCD Workforce Connect Programs

The Department of Youth and Community Development (DYCD) provides New Yorkers with paid work experience, work readiness and occupational training, academic support, job placement services, and financial empowerment through a variety of programs.

- The **Summer Youth Employment Program (SYEP)** is the nation's largest summer work program for young people, providing six weeks of paid work experience for youth aged 14-24 at no cost to employers.
- **Ladders for Leaders**, the capstone experience for an SYEP participant, connects high-achieving high school and college students with employer-paid professional internships in competitive industries.
- Through **Advance & Earn** and **Train & Earn**, young adults who are out-of-school and out-of-work receive academic support to gain their High School Equivalency, occupational skills training and industry-recognized credentials, internships, and job placements.
- School-year programs for high schoolers, such as **Work, Learn & Grow** and **Learn & Earn**, provide college/work readiness training along with access to CUNY classes and afterschool internships.
- **Community Resources for Employment and Development (CRED-NYC)** offers pathways to employment and economic mobility for New Yorkers aged 18-40 via work readiness and occupational training, internships in in-demand sectors, and job placement services.

Hiring through DYCD's Workforce Connect programs offers employers the opportunity to tap into emerging talent and build a workforce that better reflects local communities, while reducing recruitment/onboarding costs and directly contributing to New York City's economic development.

## Table of Contents

WORKSITE APPLICATION & SITE ASSURANCES AND CERTIFICATIONS.....	5
A. Job Descriptions.....	5
B. Supervision .....	7
C. Special Tools .....	8
D. Evaluation of Participants.....	8
E. Recordkeeping.....	8
F. Timekeeping .....	9
BASICS FOR A SAFE WORKPLACE .....	11
A. Compliance with Laws, Rules, and Regulations .....	11
B. Activities and Supervision.....	12
C. Worksite Visits.....	12
D. Childcare Worksite Placements.....	12
E. Facilities Maintenance.....	14
F. Social Media Policy .....	14
G. Sexual Harassment Prevention.....	15
H. Public Health Emergency Regulations and Directives.....	15
SUPERVISORY GROUND RULES .....	16
INCIDENT REPORTING .....	18
A. Injury at Worksite .....	19
B. Dismissal of Participants.....	19
PROHIBITED ACTIVITIES.....	20
FORMS AND DOCUMENTS .....	22
PROVIDER INFORMATION .....	23



## WORKSITE APPLICATION & SITE ASSURANCES AND CERTIFICATIONS

The worksite application is designed to determine an employer's ability to provide an engaging work-based learning experience to DYCD Workforce Connect participants according to standards set forth by DYCD. The application asks the worksite representative to give specific details of the job/internship to be offered to participants, including typical tasks for each job title and, if applicable, special experience requirements. This must be completed and approved before participants can be assigned to the site for work.

Worksite applications will be reviewed by the program provider (a DYCD-funded community-based organization) and DYCD to ensure that:

- Constructive, appropriate, structured work experiences are offered.
- Work experiences do not include prohibited activities.
- Appropriate time/attendance verification procedures are in place and will be followed.
- Adequate arrangements have been made regarding the supervision of participants.

Any special experience requirements will be scrutinized closely to ensure that not only are qualifications met, but that they are non-discriminatory and relate specifically to the tasks to be performed.

### A. Job Descriptions

Worksites are responsible for providing participants with meaningful work experience in a structured environment. Therefore, jobs should encourage participants to acquire skills and habits that will lead to greater employability.

When providing each job description, the worksite must be detailed and provide a clear picture of what the participants will be doing. The following sample tasks, while not all inclusive, can provide a guide to the types of allowable work experiences:

- Participants may be assigned as a computer or technical aide assisting in data entry, program development, and/or network support.
- Participants may hold various office positions and perform duties such as typing, filing, answering telephones, and/or photocopying.

- Summer Youth Employment Program (SYEP) and Work, Learn and Grow (WLG) participants may be assigned to administrative tasks and non-medical services roles in healthcare settings. Their assignments cannot place them in direct contact with patients without direct supervision by permanent staff. Advance & Earn, Train & Earn, and CRED participants may only be assigned to clinical tasks if they have completed prior training and certifications required by the worksite and their oversight bodies for those duties.
- Participants assigned to animal care/veterinarian sites may perform administrative and clerical duties. Job duties that require interaction with or handling of animals must be directly supervised at all times. Proper training in animal care and maintenance must be provided, and appropriate safety measures must be in place. Participants assigned to these duties must comply with local laws and licensures applicable to individuals working in these types of facilities, and worksites are responsible for any fees incurred during this process.
- Participants may be assigned as community and social service aides and perform functions such as surveying the existing services within a community and distributing this information to community residents.
- Participants may assist in the performance of recreational and tutorial services for children, older adults, or people with disabilities. Job duties in this area may consist of escorting youth on trips, assisting in the supervision of younger children in day care settings, or assisting program staff with recreational activities in senior centers or adult care facilities. Participants assigned to these duties must be in compliance with required background screenings and state and local health laws applicable to individuals working in these types of facilities, and worksites are responsible for any fees incurred during this process.<sup>1</sup>
- Participants may take part in neighborhood beautification, such as assisting in landscaping, gardening, and the maintenance of parks. They may also assist in indoor maintenance activities, such as a custodial aide.
- Participants may assist in the preservation of cultural activities. Jobs in this area may include museum aide, photographer assistant, or performing arts support.

The experience level requested for each job should be in line with the duties to be performed by a program participant, taking into account their age, education, past training, credentials, and certifications. The requirements must comply with all applicable laws prohibiting discrimination. For example, in no case should requirements be based on race, gender, religion, national origin, or political affiliation. Nevertheless, the prohibition against discrimination shall not be interpreted to prohibit bona fide selection criteria that are based on statutory age restrictions or reasonable safety considerations.

The worksite must also determine whether the participant is required to complete any background screening, fingerprinting, licensure, certification, or other requirements based on the job description and worksite regulations. These requirements should be included with the job descriptions in the worksite application. The worksite is solely responsible for screening each participant to ensure compliance, and any fees or costs incurred during this process.

---

<sup>1</sup> All references in the Worksite Handbook to the "state" or "State" mean New York State.

Participants will not be responsible for any incidental costs or expenses associated with their placement at the worksite. The worksite is not allowed to pass through incidental costs or expenses associated with a participant's placement at the worksite to the participant.

If the worksite requests that participants sign confidentiality agreements or other legal documentation, copies of these documents must be made available in advance to the program provider. The worksite may not require any participants under the age of 18 to sign documents without parent/guardian approval and/or provider review.

*Program providers will assess each participant to determine their work-related interest and skills. The provider will make every reasonable effort to match participants with a role that complements these interests and skills. Submitting a worksite application does not guarantee that participants will be placed with the worksite. Program providers and DYCD can discontinue a worksite's participation in the program at any time.*

## B. Supervision

All worksites are required to identify at least two staff designated as points of contact for program providers and participants. A worksite supervisor may supervise a maximum of 12 participants.\* In the event that a worksite works with two (or more) different program providers, hosting 12 participants from one provider and 12 participants from a second provider, the worksite must designate at least two supervisors to comply with the 1:12 supervisor to participant ratio. Worksites must have enough supervisors to provide direction, training, and counseling to participants at a minimum of one supervisor for up to 12 participants during both in-person and remote work. Participants must be supervised in the required ratio at all times and may not be left unsupervised at a worksite at any time.

*\*The ratio may vary in the case of childcare-related worksites, which may be subject to different ratios that require increased supervision beyond these requirements.*

Designated staff and supervisors must be employed by the worksite and are required to participate in a worksite orientation led by the program provider or DYCD prior to the start of the program.



The worksite must perform background checks for all staff members, including permanent, seasonal, and volunteer staff, who will be working with participants. Such background checks must include, but is not limited to, employment history and state and federal criminal conviction history review, in accordance with applicable law, including the New York City Fair Chance Act, sex offender registry check, and, for organizations entitled to conduct database checks under New York State Social Services Law Section 424-a, child abuse and person with special needs registry check. Based on the background check, the worksite must decide whether staff may properly and safely supervise or work with participants. Staff with child abuse, person with special needs abuse, or sexual abuse convictions are prohibited from working with participants. The worksite must report any arrest or criminal conviction of any staff member who is working with participants to the provider as soon as possible. The worksite

must further certify that none of the officers, directors, or managing personnel of the worksite have been convicted of defrauding the City, State, or Federal government, or of obstructing an investigation with respect to such fraud, during the past three years.

### C. Special Tools

A worksite must provide any tools-of-the-trade and safety equipment that will be necessary for participants to carry out their jobs. For example, if the job involves photography, a camera should be available. If the job involves data entry, computers should be available. This includes any software or subscriptions required to maintain cybersecurity needs.

Worksites must understand that it is their responsibility to provide the equipment, materials, and services required, and in the quantities necessary, for participants to perform the work activities proposed. This includes any special uniforms (e.g., t-shirts, caps) for participants required to be worn to perform daily duties. Worksites may not ask participants or providers to cover the cost of any tools, materials, services, equipment, or uniforms.

Worksites must follow state and [federal child labor provisions](#) regarding workplace equipment and operations. SYEP and WLG participants may not operate motor vehicles and should not be tasked with lifting more than 50 lbs. Advance & Earn, Train & Earn, and CRED participants may only be assigned to these tasks if they have completed prior training and licensing required by the worksite and their oversight bodies for those duties.

Participants over the age of 18 must receive proper training before handling hazardous equipment, tools, or materials and must be supervised at all times. Participants under the age of 18 may not utilize hazardous equipment, tools, or materials, nor are they permitted to operate, feed, set up, adjust, repair, or clean any of these items. Participants under the age of 18 are also prohibited from utilizing power-driven saws and woodworking machines, manufacturing equipment, commercial culinary machinery, and/or hazardous chemicals, unless previously cleared based on their certification and licensure in the Advance & Earn, Train & Earn, and CRED programs.

### D. Evaluation of Participants

Worksite supervisor(s) must formally evaluate every participant assigned to their worksite twice during the program: once at the mid-point and again at the end of the program. The provider will provide standard DYCD evaluation forms. For the benefit of the participant, the worksite supervisor should review the evaluation with the participant and provide appropriate feedback. Each completed evaluation must be submitted to the provider to be placed in the participant's file.



### E. Recordkeeping

The worksite must maintain a file for each participant containing supervision summaries, evaluations, and copies of weekly timesheets. The worksite will be provided with and must maintain an up-to-date roster of all participants assigned to the worksite with the participant's name and DYCD Workforce Connect ID number to ensure complete participant accountability. The provider will explain the preceding responsibilities in greater detail during the program orientation and provide all forms and

documents that worksites are required to maintain throughout the program.

The worksite must maintain the confidentiality of participants' personal and identifying information (PII). Participant files, whether digital or physical, must be kept secured and the worksite must restrict access to participants' PII to persons who have a legitimate work-related purpose to access such information. The worksite must instruct staff to maintain the confidentiality of all participant PII. Should there be a breach of security of any data that contains participant PII, such as names, addresses, dates of birth, social security numbers or other personal identifying or sensitive information of participants, upon discovery of such security breach, the worksite must immediately notify the provider, take reasonable steps to remediate the cause(s) of the breach, and provide written notice to the provider of such remedial steps taken.

## F. Timekeeping

All worksites must provide participants with the opportunity to complete the weekly work hours as assigned, including all work assignments and Professional and Technical Development training. After five hours worked, participants must take at least a 30-minute unpaid lunch break, and after seven hours worked, participants must take at least a one-hour unpaid lunch break. Worksites must manage participants' work schedules accordingly.

*Hours worked are subject to the New York State Department of Labor (DOL) laws for minors. Please refer to the DOL's website for more information: <https://dol.ny.gov/hours-work-minors>.*

- Note: WLG participants may not work more than eight hours per day or 12 hours per week when school is in session and 20 hours per week during school breaks.
- Note: Train & Earn participants may not work remote or hybrid roles unless remote work takes place at their DYCD-funded provider's office location.

Participants are expected to work either in-person or remotely in accordance with their assigned work schedules. DYCD will not be responsible for compensating participants whose hours exceed the program limits. If worksites choose to compensate participants for hours worked beyond program limits, or if participants take part in events/activities outside of scheduled work hours, the worksite must obtain approval from the provider in advance by obtaining and submitting an acknowledgement signed/initialed by the participant (and their parent/guardian if participant is a minor) prior to the proposed participant work hours that exceed program limits or take place outside of schedule work hours. If participants are at worksites for more than 40 hours a week, the worksite is responsible for securing in advance:

- Compensation for the additional hours worked (if agreed upon).
- Appropriate meals and living accommodations; and
- Transportation for participants to travel between work and home.

### *Program Hour Compensation Limits:*

- SYEP participants will not be compensated by DYCD for more than eight hours per day or 25 hours per week, up to 150 hours total.
- Advance & Earn will not be compensated by DYCD for more than 29 hours per week or 250 hours per cohort.
- Train & Earn participants will not be compensated by DYCD for more than 29 hours per week or 150 hours total.
- CRED-NYC participants will not be compensated by DYCD for more than 29 hours per week or 300 hours total.
- WLG participants are not permitted to work beyond the hours listed above, regardless of compensation.
- All hours worked are subject to local labor laws.

A major responsibility of the worksite supervisor is the accurate daily monitoring of participants' time and attendance. Worksite supervisors or designated staff must ensure that participants accurately record their hours, which will be verified and collected on a weekly or biweekly basis for payroll processing.

Note: All time entry must be rounded to the nearest quarter-hour. Time should be rounded ahead for late arrival and rounded back for early departure to the nearest 1/4 of the hour (e.g., a 9:07 arrival should be signed in as 9:15 AM, a 4:50 PM departure should be signed out at 4:45 PM). It is important that participants keep a record of their hours worked and hours attending educational or career exploration activities. For pay issues, participants should contact their program provider immediately.

Weekly timesheets can be completed and approved electronically through the participant and worksite portals. For some programs, paper timesheets can be completed and signed and will be collected by the provider in person or electronically. It is important to remind participants to enter their hours in a timely manner (by Saturday at 11:59 PM each week).

Worksites must verify timesheets by Monday at noon. Providers will then submit the hours for payroll processing by the following day, on Tuesday, and participants will be paid on Fridays. Remote monitoring will be conducted by providers to ensure proper supervision/skills building for participants and must be documented according to DYCD's assessment policy. Worksite supervisors must be available to host check-ins with providers/DYCD staff to verify hours worked by participants and provide copies of participant timesheets, if requested.

Any worksite that fails to review and approve participant timesheets by the program deadlines will be responsible for compensating participants in accordance with State labor laws.

*Worksite supervisors are responsible for managing the submission of all timesheets to the provider. Participants are not allowed to transport timesheets. For instructional videos on timesheet submission, worksites should contact the program provider.*

# PART II

## BASICS FOR A SAFE WORKPLACE

### A. Compliance with Laws, Rules, and Regulations

The worksite must be a registered company or organization, with two or more staff, and maintain compliance with Federal, State, and local laws and licensure. Participants may not work in home businesses or residential buildings/units. In-person work may only take place in commercial buildings, public-facing storefronts, or public co-working spaces, or within similar units in mixed-use buildings.

The buildings, surroundings, and conditions at the worksite location must be compliant with all applicable Federal, State, and local laws, codes of conduct, and standards set forth by DYCD in this Worksite Handbook. All worksite locations must be listed on the worksite application and approved by the DYCD-funded provider and DYCD. Trips off-site or changes to worksite locations must be communicated in advance to the program provider to ensure liability coverage for participants. All in-person work must take place in New York State. Trips outside of New York State must relate to the approved work assignment and require approval by the provider in advance.

The worksite must comply with all regulations concerning Workforce Protections and prohibited activities of DOL's Rules and Regulations, as published by the DOL. See: [dol.ny.gov/workforce-protections](http://dol.ny.gov/workforce-protections)

All worksites are subject to laws promulgated by the DOL, including those regarding workforce protections and prohibited activities. Worksite supervisors must familiarize themselves with DOL laws governing the employment of minors, which may be found on the DOL website: [dol.ny.gov/workforce-protections](http://dol.ny.gov/workforce-protections).

Worksites are also required to post any rules, policies, and notices provided by the program provider on behalf of DYCD to inform participants of their rights as participants of the Workforce Connect program.

If a worksite is found in violation of any City, State, or Federal Government requirements or DYCD policies and procedures, DYCD reserves the right to unilaterally terminate the worksite's participation in the program.



## B. Activities and Supervision

The worksite must provide the activity described in the worksite application and must provide supervision in accordance with required supervisor-to-participant ratios. The worksite must account for and certify participants' time and attendance to ensure that the hours reported reflect the actual hours worked. (See details in Part III: Supervisory Ground Rules.)

Anyone supervising participants must attend training offered by the program provider or DYCD. Failure to attend the training will result in removal of participants and/or termination of the worksite's participation in the program.

## C. Worksite Visits

DYCD Workforce Connect providers are required to conduct a pre-assessment visit to the worksite before the worksite may be approved for participation in the program. Program providers will also make at least one visit or scheduled check-in per week to conduct program/worksite monitoring activities, as well as to communicate with participants. Worksites may also be monitored by DYCD, the DOL, and any other City, State, or Federal agencies through unannounced visits, and Worksites must provide to the provider and each monitoring agency information and documentation pertinent to the operation of the program.

*Worksites operating virtually will receive virtual site visits, which can be scheduled to ensure optimal availability of supervisors and participants.*

## D. Childcare Worksite Placements

### *Participants in Programs Operating under SACC Licenses*

Programs operating under School-Age Child Care Licenses/Registration are subject to New York State Office of Children and Family Services (OCFS) School-Age Childcare (SACC) regulations. Therefore, all operators must review and evaluate the backgrounds of all applicants for staff and volunteer positions. Comprehensive background clearances must be conducted as per OCFS Regulation 414 for School-Age Child Care, including but not limited to:

- Fingerprinting
- SCR
- Medical
- SEL
- Criminal Conviction Statement
- Qualifications
- References

Participants who are 18 years of age or older must follow the required clearances for any staff working in a SACC-licensed program and can only be left alone with children once they are fully cleared, provided that their supervisor is onsite (but not necessarily in the same room). 18+ year old participants can count towards the staff-to-participant ratio. Under supervision of cleared staff, participants may remain with children while awaiting background check clearances.

Participants under the age of 18 may not be left unsupervised with children even if cleared. They will also not need to complete comprehensive background check clearances (OCFS-6000 packet) and should sign in as visitors each work day. As these staff are considered volunteers, the \$25 Statewide Central Register (SCR) fee will be waived. Input "Z" (Prospective Volunteer) in the appropriate category to have the fee waived.

Worksites are responsible for any fees incurred during this process and must ensure that all participants receive clearance as required by the NYC Department of Health and Mental Hygiene (DOHMH).

### *Participants in Summer Programs Operating under Summer Camp Permits*

Worksites must ensure that all participants receive the same clearances as other staff working in a summer program operating under a summer camp permit, including, but not limited to:

- One medical required for all staff (TB not required for staff).
- Updated medicals and immunization record (TB not required for campers).
- Camp Director must ascertain whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to employment.
- A copy of prospective employee's or volunteer's information must be submitted to DCJS and a letter from DCJS indicating the search results must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response, and DCJS screener ID number.

For more information regarding the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit: [criminaljustice.ny.gov](http://criminaljustice.ny.gov).

### *Additional Requirements for School-based Programs*

In order to operate a youth program in a New York City Public Schools' (NYCPS) school site, all staff must be cleared and receive a status of "eligible" in NYCPS' PETS system. Current NYCPS students placed in school-based program worksites do not need to be fingerprinted and should not be added to a PETS roster. Participants who are not current NYCPS students, including participants who attend charter and/or private schools, must be fingerprinted and added to a PETS roster. If an NYCPS student graduates/drops out of school, they must be added to the PETS roster immediately.

See additional details on the NYC Department of Health website *Information for Child Care Operators*: [ocfs.ny.gov/programs/childcare/regulations](http://ocfs.ny.gov/programs/childcare/regulations).

### *Child Abuse Prevention*

DYCD has instituted specific procedures to protect *both* the participants and the young children who attend programs at childcare-related worksites. Worksites must:

- Attend the training/orientation session offered by the program provider.
- Ensure that staff are not allowed to touch children under their watch at any time.
- Participate in the screening and selection of participants to be assigned to their site(s). This process includes interviewing each potential assignee.
- Adhere to reporting and notification requirements relating to incidents of alleged child abuse, including immediately notifying:

1. The OCFS Child Abuse Hotline at (800) 342-3720; and
2. The program provider.

### *Summer Rising – NYCPS Authorized Summer Program*

NYCPS, in partnership with DYCD, operates the Summer Rising initiative each summer. All Summer Rising programs operate under NYCPS authorization. NYCPS has sent a letter to OCFS authorizing the program.

- Participants who are current NYCPS students do not need PETS clearance. Youth that have dropped out of school or graduated, and all non-NYCPS participants (e.g., charter, private school students) will need to be fingerprinted. Programs must keep a list of all participants working at the site.
- 18+ year old participants can count towards the staff/participant ratio and will be required to follow the required PETS clearances if they are a non-NYCPS student. Participants who are 18+ can be left alone with children once they are fully cleared, provided that their supervisor is onsite (but not necessarily in the same room). Participants under the age of 18 do not count towards the staff/participant ratio.



### **E. Facilities Maintenance**

Worksites must maintain facilities that are appropriately accessible and adequate for participants. Worksites must provide ample equipment and supplies and a safe, hazard-free work environment. This requirement also applies to virtual work environments and safe and appropriate use of social media between staff and participants.

Neither the provider nor DYCD shall be liable or responsible to the worksite for any unintentional damage to property or fixtures at the worksite that occurs during the program.

### **F. Social Media Policy**

Worksite staff may not communicate or interact with participants through personal social media and messaging. Worksite staff may not post photos or videos of participants, use participant names, or discuss participants or disclose participant identities through personal social media or messaging. All professional social media and messaging via worksite accounts must be reasonably related to the mission or business of the worksite and must be disclosed to the program provider. Use of participant

photos and video through worksite/business social media and messaging accounts must comply with permissions given in the Participant Enrollment Survey.

Although worksite staff generally may not communicate with participants using personal social media and messaging, worksite staff may create dedicated professional social media and messaging accounts that comply with this policy in order to facilitate work readiness training and skill building. For example, worksite staff may connect with participants via LinkedIn for post-program career-relevant networking.

## G. Sexual Harassment Prevention

Each worksite must comply with local and state laws regulating prevention of sexual harassment in the workplace, as applicable, including posting required information in a conspicuous location at the worksite and ensuring that staff receive required sexual harassment prevention training. Providers will give all participants sexual harassment prevention training issued by the New York City Commission on Human Rights prior to placement at the worksite.

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

## H. Public Health Emergency Regulations and Directives

Worksites shall comply with any applicable City, State, or Federal public health emergency regulations that may be in effect. Any requirements regarding public health vaccinations and/or screenings for participants assigned to the worksite must be communicated in the worksite application.



# PART III

## SUPERVISORY GROUND RULES

Prior to the start of the program, the DYCD Workforce Connect provider, a worksite representative, and each participant must complete the PARTICIPANT WORKSITE REFERRAL AGREEMENT. This informs the participant where they will be placed and outlines the terms and conditions of their placement. The provider will maintain the original form in the participant's individual file or via DYCD's online portals, and all worksites must also keep a copy for the participant file kept at the worksite or digitally.

Worksites must ensure that participants are adequately supervised on site, in accordance with required ratios, to guide and direct participants in completing their work assignments. Participants may not be left at the worksite unsupervised at any time.

Program provider staff may not serve as worksite supervisors at worksites not operated by the provider. Worksites must list an appropriate individual employed by the worksite as a participant's worksite supervisor on any forms, including, but not limited to the Worksite Application and the Participant Worksite Referral Agreement.

Additionally, worksites may require participants to complete additional onboarding or worksite training as it pertains to their onsite assignments; this will be considered a part of their daily tasks and will contribute to their weekly paid hours. Worksite supervisors are responsible for ensuring that participants receive job training prior to beginning a new task.



Worksites must ensure that participants' schedules do not exceed the program hour compensation limits as outlined above in Part 1: Timekeeping. Participant hours should be tracked as outlined below:

### *In-person Worksites*

- Participants must sign in and out daily on their physical timesheets, recording the exact time they arrive at and leave work. (Lunch hours must also be accurately recorded.)

- Supervisors must observe the sign in/out process.
- Participants are not allowed to sign in or out in advance of time worked or for time not worked.

OR

- Participants enter the exact hours worked in the participant portal site.
- Worksite supervisors will be responsible for reviewing and then verifying the hours entered to ensure providers may process hours on time for payroll commit.

### *Remote Internships*

- Participants must enter the hours worked in the participant portal site for the exact time they began and ended work. (Lunch hours must be accurately recorded.)
- Worksite supervisors will be responsible for reviewing and then verifying the hours entered to ensure providers may process hours on time for payroll commit.

At the end of each payroll period, paper timesheets must be signed by both the participants and worksite supervisor before they are given to the provider for input into the payroll system. A copy of each timesheet must also be kept at the worksite. For electronic timesheets, worksites are responsible for timely verification to ensure participants are paid on time.





# PART IV

## INCIDENT REPORTING

DYCD Workforce Connect providers are obligated to report incidents that take place during the program to DYCD. As such, the worksite must immediately report the following incidents to their provider:

- Bodily injury (e.g., a broken ankle, torn ACL, or serious laceration), threats to an individual's well-being, self-abusive behavior, property damage, shootings, and fires.
- Child abuse (actual and suspected), including incidents that may be sexual in nature, and occurrences involving inappropriate personal boundaries, communications, touching, and photos.
- Sexual harassment or abuse.
- Reports of discrimination.
- Incidents for which Emergency Medical Services or Police are called, and incidents which may be of media interest.
- Lapses in the supervision of school-aged children.
- If a worksite believes a participant may have been exposed to COVID-19 or other infectious diseases at work.
- Any other incident which potentially impacts the health, safety, or well-being of a participant, other individual, property, or the operation of a DYCD-funded program and any incident which stems from or is otherwise related to DYCD-funded programming.

Minor occurrences, such as incidents typical of childhood or otherwise minor (e.g., a scraped knee from a fall, an isolated and non-serious verbal altercation) need not be reported to the program provider. However, due to the nature of workforce development programs, supervisors and worksites should take into consideration the age, maturity, and experience of the participants and the need for appropriate supervision, training, and disciplinary action.

Worksites should work with the provider regarding *any* incident that the worksite deems appropriate to report or that the worksite is unable to resolve, including, for example, participants leaving the worksite without permission or prior notice or any inappropriate behavior by the participant towards the worksite supervisors or staff.

Program providers' contact information is available on the worksite portal. If a worksite is unable to reach the program provider immediately, incidents must be reported to DYCD via Community

Connect (1-800-246-4646). Upon receiving notification from a worksite of an incident, the provider will provide the worksite with an incident report template for the worksite to complete and return to the provider immediately, so that the report can be submitted to DYCD.

Following an incident report, the worksite must comply with all DYCD investigations, including those led by the program provider and/or other City, State, or Federal agencies.

Failure to report incidents or comply with investigations will result in removal of participants and/or termination of the worksite's participation in the program. DYCD reserves the right to terminate the worksite's participation in the program based on reported incidents.



### A. Injury at Worksite

If a participant is injured while working, the worksite must notify the provider as soon as possible and not more than 24 hours after being made aware of the injury. Participants are covered by a Worker's Compensation insurance policy administered by the Mayor's Office of Operations. All claims are subject to the approval of the insurance company processing the case and it is critical that prompt notice be given to the insurance carrier. Worksite supervisors can obtain guidance for reporting these injuries from the program provider, and providers will supply participants with the required documentation and directions on how to complete.

### B. Dismissal of Participants

If the worksite has determined that they no longer wish to have a participant working at their site, the worksite supervisor must adhere to the following procedures:

1. Contact the provider to notify them of the situation and await the provider's instructions.
2. Arrange for the return of the participant to the provider's office upon receiving instructions from the provider.
3. Prepare a written report supporting this determination.

Under no circumstance is the worksite authorized to send the participant home before having completed their workday or terminate the participant from the worksite without notifying and receiving consent of the provider. The worksite must inform the provider of the situation and await further instructions before releasing the participant.



# PART V

## PROHIBITED ACTIVITIES

To provide a safe, high-quality experience for participants, the following activities are prohibited:

- Participants will not be responsible for any incidental costs or expenses associated with their placement at the worksite.
- No currently employed worker shall be displaced by any participant, including partial displacement resulting in a reduction in the hours of overtime work, wages, or employment benefits.
- Participants assigned to a recreational facility may only participate in those activities that are part of their stated job duties.
- Participants are not allowed to handle heavy equipment or machinery, including kitchen equipment, without direct guidance of the supervisor and must follow all rules and regulations, including training, licensure, and certification, as outlined in this handbook.
- Participants may not be placed at worksites whose core business is the production or sale of alcohol, tobacco, cannabis, or related products.
- Participants may not serve or sell alcohol, tobacco, or cannabis. Worksites where alcohol, tobacco or cannabis are served or sold, or where any controlled activities take place, will be subject to additional review.
- Participants may not receive nor take cash tips. Monetary compensation in the same form as full-time/unionized staff outside of program wages during program hours is prohibited.
- Participants may not engage in political activities as part of the program. Neither the program nor the administration of the program shall be, in any way or to any extent, engaged in the conduct of 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-political aspects of the office.
- Participants placed at a site that is a component of a sectarian or religious institution may not perform activities involving the construction, maintenance, or operation of facilities that may be used for religious worship or sectarian instruction. They may, however, perform tasks related to the non-religious aspects of the institution, such as the maintenance of the gymnasium, lunchroom, and playground.
- Participants are not allowed to solicit, or otherwise engage in, any fundraising activities on behalf of a worksite, 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 DYCD Workforce Connect programs.
- Participants should not be assigned to work in the same office or affiliate where a relative or friend is in charge or has direct influence in supervision of the participant, creating possible bias or partiality.
- Worksites may not charge participants for uniforms, equipment, travel, or trips incurred while participants are performing program-related work for the worksite.
- SYEP and WLG participants are not allowed to operate any type of motor vehicle as part of their job duties or responsibilities. Advance & Earn, Train & Earn, and CRED participants may only be assigned to these tasks if they have completed prior training and licensing required by the worksite and their oversight bodies for those duties.
- Worksites may not require or request participants to work on private business or projects of any owner or employee of the worksite.
- Participants may not be assigned to work at unregistered businesses and/or worksites that do not have proper licensing as required by DOHMH regulations or other Federal, State, and local guidelines based on the nature of the business/organization.
- SYEP and WLG participants 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. Participants may not be assigned to provide direct assistance to physicians or other medical staff in the practice of medicine. All SYEP and WLG placements at a healthcare/medical worksite must be limited to administrative capacities. For example, participants may serve as receptionists answering phones at a healthcare clinic but may not assist with a medical procedure. Advance & Earn, Train & Earn, and CRED participants may only be assigned to clinical tasks if they have completed prior training and certifications required by the worksite and their oversight bodies for those duties.

Participant assignments must align with the Job Duties/Responsibilities and locations listed in the worksite application and Participant Worksite Referral Agreement. All work must take place in New York State. Work taking place in locations not listed on the worksite application or approved trip form must be provided to and approved by the program provider in advance. Trips outside of New York State must relate to the approved work assignment and require approval by the program provider in advance.

Placements of participants are contingent upon the committal of the worksite application and then the final approval by DYCD staff. All worksites are responsible for complying with the rules and regulations of the worksite handbook and the worksite certification and assurances to ensure the safe employment of all participants. If the worksite is not in compliance, participants may be removed immediately, and the worksite may not be approved to participate in the program in the future.

For a description of additionally prohibited occupations and activities for workers under the age of 18, please visit the DOL's website: [dol.ny.gov/state-prohibited-occupations-minors](https://dol.ny.gov/state-prohibited-occupations-minors).



# PART VI

## FORMS AND DOCUMENTS

The following forms and documents are available from the provider for all worksites:

- **Worksite Application:** Completed by the prospective worksite and used by the provider and DYCD to determine the eligibility of the worksite's participation in the program. This allows the prospective worksite to provide specific location and details of the job offered, including typical tasks for each job title, and if applicable, special experience requirements.
- **Participant Worksite Referral Agreement:** Must be completed, signed by the worksite and participant, and filed in the participant file and worksite file, digitally or by paper depending on program type. This form is a tool used to capture the responsibilities of the worksite supervisor and the program participant. The program provider will provide this document to the participant and worksite for review and signature prior to the start of the program.
- **Worksite Assurances and Certifications Agreement:** Acts as a contract between the provider and the worksite. This form must be signed by the worksite and placed on file digitally or by paper before participants can begin to work at the worksite.
- **Worksite Handbook:** Details the roles and responsibilities of worksites and supervisors.
- **Worksite Monitoring Log/Notes:** Given to the worksite by the program provider and used to maintain an on-site record of each visit that a program provider or DYCD staff member makes to the worksite.
- **Permitted Working Hours for Minors:** Must be physically displayed at worksite locations or electronically, e.g., on the worksite's website, if placements are virtual/remote.
- **Participant Evaluation Form:** Used by the worksite supervisor to formally evaluate participants' work performance.
- **Participant Timesheets:** Used to keep track of participants' weekly work hours for payroll purposes. Timesheets must be signed by the participant, authorized worksite representative and the provider representative. Timesheets must be maintained by the worksite supervisor. Timesheets may be completed electronically.



## PROVIDER INFORMATION

For additional information or concerns, please contact your DYCD Workforce Connect provider:

Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

For additional support, you may contact the NYC Department of Youth and Community Development at 1-800-246-4646.

[NYC.GOV/HIRENYCYOUTH](https://nyc.gov/hirenycyouth)  
[@NYCYOUTH](https://twitter.com/NYCYOUTH)



**DYCD**

The Department of Youth  
& Community Development