



**Boston Youth Fund  
2014 Summer Employment Program**

***\*RETURNING\* Community Based Organization Information & Application Packet***

The Boston Youth Fund (BYF), on behalf of Mayor's Office, invites your organization to apply for partnership in the 2014 BYF Summer Employment Program.

The BYF Summer Employment Program, funded by the City of Boston, is a FIRST TIME Job Experience, designed to assist teens in gaining valuable skills for their future in the workforce. It also assists community based organizations in providing services to the various communities throughout Boston.

Youth employed by BYF are placed in non-profit organizations throughout the City of Boston. These organizations can include, but are not limited to: community organizations (health, tenant, etc.), educational institutions, faith-based organizations, and government agencies and programs.

*This Information Packet has Three (3) Sections:*

- Section 1: General Policies & Procedures – *An Overview of the Policies & Procedures of the Summer Employment Program. More Information Available Upon Acceptance*
- Section 2: Conditions Required of Partnering Organizations – *Organizations Not Able to Meet These Requirements Should Reconsider Applying for Partnership*
- Section 3: Community Based Organization Application for Partnership **INSTRUCTIONS**

**Section 1: Program Processes, Policies & Procedures**

- General Program Information
- Community Based Organization Application Process & Timeline
- Community Based Organization Application Evaluation Process
- Teen Application Process
- Nepotism Policy
- Employee Selection Breakdown – BYF Selection(s) vs. Organization Selection(s)
- Employee Selection Process
- Partnership(s) with Other Summer Jobs Providers
- **\*NEW\*** **ALL** Worksite Supervisors will be Required to Attend a Mandatory Orientation Session in the Spring
- Assigned Employee Processing Appointment(s)
- Employee Processing Requirements
- Criminal (CORI) & Sexual (SORI) Offender Background Check Policy
- Immigration Policy
- Employee Training
- Employee Work Readiness & Skill Development Workshop(s)
- Commonwealth of Massachusetts Child Labor Laws
- 30 Minute Unpaid Break(s)
- Commonwealth of Massachusetts – Work Based Learning Plan Evaluation Form(s)
- Daily Timesheet Submittal Process
- Employee Check Distribution Process
- Dismissal of Partnering Organization from the Summer Employment Program
- Accident and/or Injury Reporting Procedure(s)
- Employee Complaint(s) and/or Harassment
- BYF Staff Visits

**Section 2: Conditions REQUIRED of Partnering Organizations**

- List of Conditions that Organizations Applying for Partnership **MUST** be in Compliance with, to be Considered for Partnership – *There are NO Exceptions – Organizations NOT Able to Meet ANY of the Conditions, Should Reconsider Submitting Their Application*

**Section 3: Community Based Organizations Application INSTRUCTIONS**

**SECTION 1: PROGRAM POLICIES & PROCEDURES**

**GENERAL PROGRAM INFORMATION**

- É The BYF Summer Employment Program will *begin on Monday, July 7, 2014* and will *end on Friday, August 15, 2014*
- É *Individual start dates may vary, based on Criminal (CORI) and Sexual (SORI) Offender Background Check Clearance from the City of Boston Office of Human Resources.*
- É ALL Partnering Organizations will be REQUIRED to Host a \*MINIMUM\* of Two (2) Teens
- É One of Those Teens will be REQUIRED to be Completely NEW to the Organization – *They CANNOT have had a Pre-Existing Relationship with the Organization, They MUST be a NEW Recruit to the Organization & to the BYF Employment Programs.*
- É BYF Teen Employees Compensation:
  - É \$8.00 Per Hour
  - É MAXIMUM of 25 Hours Per Week
  - É *More Information Pertaining to this Topic Can be Found in the Employee Scheduling Section*

**COMMUNITY BASED ORGANIZATION (CBO) APPLICATION PROCESS & TIMELINE**

*Estimated Timeline - BYF Reserves the Right to Edit/Change Dates*  
*\*Please Be Sure to Note that the 2014 BYF Job Fair will take place in Mid-February*

<u>Information</u>	<u>Date</u>
Community Based Organization Application for Partnership becomes Available on the BYF Website	Monday, December 16, 2014
Completed Applications are DUE to the BYF Office - CANNOT BE FAXED	Friday, January 31, 2014 (Before 4:00pm)
Boston Youth Fund Job Fair at the Boston Public Library (more details to follow)	Saturday, February 15, 2014
Notification of Application Status	Monday, March 31, 2014 - Friday, April 4, 2014

**COMMUNITY BASED ORGANIZATION (CBO) APPLICATION EVALUATION PROCESS**

- É Based on the level of interest in the Summer Employment Program, BYF Cannot Guarantee the Ability to Accept Every Organization that Applies for Partnership; the Application Process can be Very Competitive. Organizations will be Evaluated on for Partnership, Based on:
  1. CBO Application:
    - É Make Sure to Answer Each and Every Question Thoroughly and Concisely
    - É Include as Much Pertinent, Detailing Information as Possible
  2. Quality of Employment Experience Available at the Organization:
    - É BYF Provides Only Positive Employment Experiences and Workforce Development/Training. Organizations MUST be Able to Provide Employees not Only with a Job, but with Trainings, Workshops, and Skills Development Components.
    - É The Mayor’s Youthline is a resource available to work with organizations to fulfill the Trainings, Workshops, and Skills Development Components. The Mayor’s Youthline Career Peer staff is available to provide work readiness trainings at the organizations’ site, but it is the site’s responsibility to schedule these trainings.
  3. BYF Staff Evaluations of Previous Partnerships:
    - É *If* the Organization was Partner in ANY Previous BYF Program, Staff Evaluations on Ability to Successfully Complete the following Processes: Employee Selection, Hiring Process, Timesheet Submittal, Check Pick-Up & Distribution, and Site Visits.
    - É *Also* taken into consideration is the Organization’s completion of all Required Paperwork, such as the Massachusetts Work Based Learning Plan, the Employee Documentation, and Work Readiness Curriculum Description Forms.
    - É *If*, the Organization did not Receive a Favorable Evaluation, due to Continuously Late Payroll, Failure to Pick-Up Checks, etc., they may be placed on the Waiting List for Partnership.

- É Geographic location will also be taken into consideration, but overall, will not be considered a mitigating factor for partnership; a fair and equitable level of service is paramount in each neighborhood of the City.

### **TEEN APPLICATION PROCESS**

- É Teens interested in Employment with BYF, MUST Apply via the HOPELINE
- É The HOPELINE will be Open:
  - É ONLINE:
    - É Online Application is Available 24 Hours a Day, from 10:00am on 02/01/14 – 11:59pm on 03/03/14 at [www.bostonyouthfund.org](http://www.bostonyouthfund.org)
    - É Open: Saturday, February 1, 2014 @ 10:00am
    - É Close: Monday, March 3, 2014 @ 11:59pm
  - É PHONE:
    - É Phone Application is ONLY Available During the Dates Listed below. Teens Can Apply by Calling (617) 635-HOPE (4673).
    - É Tuesday, February 18, 2014 Open 10:00am – 2:00pm
    - É Wednesday, February 19, 2014 Open 10:00am – 2:00pm
    - É Thursday, February 20, 2014 Open 10:00am – 2:00pm
- É Teens interested in Applying for Employment with the Boston Youth Fund, MUST Meet the Following Requirements:
  - É MUST Turn 15 Years Old – On or Before, Sunday, July 6, 2014
  - É CANNOT Turn 19 Years Old – On or Before, Friday, August 15, 2014
  - É MUST be a Full-Time Resident of the City of Boston
  - É CANNOT be Registered for School with an Address Outside of the City of Boston
  - É MUST be Legally Authorized to Work in the United States
- É ADULTS are NOT PERMITTED to Apply for a Teen – *Teens MUST Complete the Entire Application, Including the Essay, for Themselves*

### **NEPOTISM POLICY**

- É To Avoid the Perception of Favoritism, Conflicts of Interest, Violations of Security, and/or Unlawful Discrimination, the City of Boston has Adopted a *STRICT* Policy Against Nepotism.
- É *ORGANIZATIONS PARTNERING WITH BYF WILL BE REQUIRED TO FOLLOW THIS POLICY.*
- É Individuals Holding a Position of Authority at, or Employed by, Organizations Partnering with BYF, are Not Permitted to:
  - É Influence the Hiring Process in Which a Person with a Familial Relationship is a Candidate
  - É Supervise BYF Employees that Have a Familial Relationship to Them
  - É Sign Off on the Schedules, Hours, and/or Timesheets of a Family Member.
- É *Family Members, as Defined by the City of Boston, Include, but are NOT LIMITED to: Parents, Siblings, Children, Aunts, Uncles, and ALL Other Relatives – INCLUDING Step-Relationships.*
- É FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN THE ORGANIZATION BEING DISMISSED FROM THE SUMMER EMPLOYMENT PROGRAM.

### **EMPLOYEE SELECTION BREAKDOWN – BYF SELECTION(S) VS. ORGANIZATION SELECTION(S)**

- É Organizations Selected for Partnership with the 2014 BYF Summer Employment Program, will be REQUIRED to Adhere to STRICT Stipulations Regarding their Employee Selection Process:
  - É ***ANY Organization in Attendance at the BYF Job Fair, will be Permitted to Select 40% of their Employees – The Remaining 60% will be Chosen via the BYF Random Selection Process.***
  - É ***ANY Organization NOT in Attendance at the BYF Job Fair, will Receive ALL of their Employees via the BYF Random Selection Process***
- É ONLY Those Teens that have Applied with the HOPELINE will be Eligible for Selection and Employment

### **EMPLOYEE SELECTION PROCESS**

- É If an Organization is Accepted into the Summer Employment Program, they may submit an Employee Selection List.
- É Organizations are Permitted to Choose 40% of their Employees, MUST Adhere to the Following Conditions:
  1. The Deadline for HOPELINE Applicants to Apply & Interview with an Organization CANNOT be Earlier Than March 10, 2014, Organizations MUST Accept Applications & Interviews Until AT LEAST March 10<sup>th</sup>).

2. Continuously Conduct Interviews as soon as HOPELINE Applicants begin inquiring, including throughout the Months of February and March
  3. Organizations MUST Complete Their Interviews for Employee Selection by Friday, MARCH 28, 2014 – *Traditionally, Employee Selection Lists are DUE to the BYF Office on the Second (2<sup>nd</sup>) Friday of April – NO EXCEPTIONS.*
- É ALL Organizations Partnering with BYF WILL be REQUIRED to Host a percentage of Teens that are COMPLETELY NEW to the Organization – *They CANNOT Have Participated in Programming at the Organization, nor can they have been Previously Employed by the organization through BYF (either in the Summer or School Year Programs).*

#### **PARTNERSHIP(S) WITH OTHER SUMMER JOB PROVIDERS**

- É BYF Encourages organizations to partner with any collaborations, programs, or agencies, that provide summer job funding.
- É However, we do have stipulations in regards to the BYF Teen Employees:
- É Teens Selected for BYF Employment, will be City of Boston Employees
  - É They CANNOT be Hired by another Program or Department within the City of Boston
  - É They MUST be Exclusive to the BYF Program, and CANNOT be Hired by Any of the Other Summer Jobs Providers, including, but not limited to: ABCD, Boston PIC, John Hancock Summer Scholars, YO Boston, etc. – *Funding from these Programs CANNOT be Used to Supplement Compensation for BYF Employees.*
- É The Intent of the Mayor’s Summer Jobs Campaign is to Hire the Maximum Number of Teens Permitted by Funding, therefore, Teen Employees MAY NOT Overlap between Programs.

#### **MANDATORY ORIENTATION SESSION**

- É **ALL Worksite Supervisors will be Required to Attend a Mandatory Orientation Session in the Spring**
- É Information to Follow

#### **ASSIGNED EMPLOYEE PROCESSING APPOINTMENT**

- É BYF will be Assigning \*ALL\* Partnering Organizations with an Appointment Date & Time for ALL of their Potential Employees to Complete the Hiring Process.
- É Appointments will Occur Monday – Friday, during After School Hours.
- É Appointment Date(s) & Time will be Listed in the Organization’s Acceptance Package.
- É *Organizations Requiring Criminal (CORI) & Sexual (SORI) Offender Background Checks will be Given Priority Appointment Date(s) & Time(s) to Allow for the Processing and Reporting of Results.*

#### **EMPLOYEE PROCESSING REQUIREMENTS**

- É EVERY Potential BYF Employee, MUST Present ORIGINAL Documents to the Boston Youth Fund – *NO EXCEPTIONS Made to this Policy*
- É If, a Potential Employee, Does Not Complete the Hiring Process, they Will Not be Permitted to begin working, nor will they be paid by the Boston Youth Fund.
- É Teens Participating in the 2014 BYF Summer Employment Program MUST Meet ALL of the Eligibility Requirements and Produce ALL of the Required Documentation.
- É BYF WILL NOT Process Any Potential Employee that is Missing Paperwork at the Processing Appointment – ALL of the Documentation MUST be Presented Together.
- É *Additional Information, Including Specific Documents, will be Available, Upon Acceptance*

#### **CRIMINAL (CORI) & SEXUAL (SORI) OFFENDER BACKGROUND CHECK POLICY**

- É BYF Teen Employees that will be Providing a Service to Anyone 18 Years or Under, or the Elderly, MUST have a Criminal (CORI) and Sexual (SORI) Offender Background Check Conducted on Them.
- É Questions Pertaining to this Policy are Included on the Application for Partnership.
- É The Answers to these Questions, as well as the Job Duties & Descriptions Provided, will be Used to Determine if the Employees will be Required to have CORI & SORI Background Checks Conducted on them.
- É NO Potential Employee will be Permitted to Begin Working UNTIL BYF has Notified the Worksite that City of Boston Office of Human Resources has Granted Clearance to do so.
- É BYF will Notify Organizations Upon Employee Clearance
- É Massachusetts State Law Prohibits BYF from Contacting the Organization, Regarding CORI & SORI Background Checks – BYF will Contact the Employee Directly.

- É ANY Employee Experiencing an Issue with their CORI or SORI, will be Contacted Directly by BYF – BYF DOES NOT Disqualify Potential Employees Based on CORI/SORI Results.
- É ANY Employee that Cannot Participate in the Original Position Offered, will be Transferred to an Alternative Position, Not Requiring a CORI or SORI.
- É BYF will keep ALL CORI & SORI Information Completely CONFIDENTIAL
- É BYF MUST Conduct ALL CORI & SORI Background Checks – Those Conducted by the Organization will Not Suffice.

**IMMIGRATION POLICY**

- É It is the Policy of the Boston Youth Fund (BYF), as well as the City of Boston, to Employ Only Those Individuals Entitled to Work in the United States.
- É ALL Employees will be Required to Provide Proof of Work Eligibility and Identification.
- É Potential Employees will be Required to Complete the Federal I-9 Form, and be in Compliance with Federal Immigration Requirements.
- É ALL Offers of Employment will be Contingent Upon the Applicant’s Ability to Provide Proof of Work Eligibility and Identification.
- É I-9 Forms will be Kept on File and Made Available for Inspection by the Immigrations and Customs Enforcement (ICE) Department, and the Department of Homeland Security, upon Written Notice.

**UNPAID EMPLOYEE TRAINING**

- ☀ BYF Does NOT Compensate Teen Employees for Training Prior to the Commencement of the Summer Employment Program.
- ☀ If, the Organization Requires Teens to Report to the Worksite Prior to the Beginning of the Summer Employment Program, they are REQUIRED (by State Employment Laws) to Compensate the Employees.
- ☀ UNPAID Trainings are NOT PERMITTED – Any Request for an Employee to the Report to the Organization/Worksite, is REQUIRED to Compensate That Employee.

**EMPLOYEE WORK READINESS & SKILL DEVELOPMENT WORKSHOP(S)**

- É Organizations will be REQUIRED to Offer a Varying Array of Skill(s) Development Opportunities to their BYF Teen Employees.
- É These Skill(s) can include, but are NOT Limited to: Resume Writing, Mock Interviews, Financial Literacy, Occupational Safety & Health, Anti-Bullying, etc.
- É Information on ALL Opportunities Should be Provided (in Detail) on the CBO Application for Partnership.
- É THIS IS A REQUIREMENT – BYF WILL be Monitoring the Progression of Development Opportunities of ALL Partnering Organizations.
- É Organizations can work with the Mayor’s Youthline to fulfill this requirement, but it is the responsibility of the organization to schedule and host that training to be in compliance with this item.

**COMMONWEALTH OF MASSACHUSETTS CHILD LABOR LAWS (SUMMER)**

- É ALL BYF Teen Employees MUST be working in COMPLIANCE with the Commonwealth of Massachusetts Child Labor Laws.
- É ANY VIOLATION OF THESE REGULATIONS WILL RESULT IN THE ORGANIZATION BEING DISMISSED FROM THE SUMMER EMPLOYMENT PROGRAM.
- É Please Note: ANY Teen working after 8:00pm, MUST be Directly and Immediately Supervised by an Adult, Full-Time Staff Member. Supervisor MUST be at the Worksite and Accessible to the Employee.

<u>AGE</u>	<u>HOURS PERMITTED TO WORK (BETWEEN)</u>	<u>MAXIMUM AMOUNT OF HOURS ALLOWED PER DAY</u>
15	7:00AM - 9:00PM	8 Hours**
16 - 17	6:00AM - 11:30PM	9 Hours**

**\*\*This is the MAXIMUM Amount of PAYABLE Hours Per Day\*\***

- É TEENS CANNOT BE SCHEDULED FOR MORE HOURS PER DAY, THAN THOSE LISTED ABOVE
- É COPIES OF THESE LAWS SHOULD BE DISTRIBUTED TO EVERY SUPERVISOR RESPONSIBLE FOR BYF TEEN EMPLOYEES

- É *A 15 Year Old Employee Can ONLY be Schedule to Work a MAXIMUM of 8.5 Hours Per Day (8 Hours of Work + 30 Minute UNPAID Break – REQUIRED by State Law)*
- É *A 16 or 17 Year Old Employee Can ONLY be Scheduled to Work a MAXIMUM of 9.5 Hours Per Day (9 Hours of Work + 30 Minute UNPAID Break – REQUIRED by State Law)*

**30 MINUTE UNPAID BREAK(S)**

- É ANY Employee Working SIX (6) Hours or More is REQUIRED BY STATE LAW to have an UNPAID 30 Minute Break Period
- É BYF WILL Remove 30 Minutes of Pay from EVERY Shift that is More Than Six (6) Hours:
  - É UNLESS it is Noted (Signed Out for), BYF WILL Deduct 30 Minutes from Every Shift of Six (6) or More Hours:
    - É A Teen Employee Scheduled to Work for Six (6) Hours (i.e. – 8:00am – 2:00pm), MUST Be Given (and Sign Out for) a 30 Minute Unpaid Break, Resulting in Their Total Hours for the Day = 5.5 Hours.
    - É A Teen Employee Scheduled to Work for More Than Six (6) Hours (i.e. – 8:00am – 2:30pm), MUST Be Given (and Sign Out for) a 30 Minute Unpaid Break, Making Their Total Hours for the Day = 6 Hours.
- É ALL BYF Employees Entitled to a 30 Minute Unpaid Break, MUST Note the Times (Sign Out/In) on Their Timesheets.

**COMMONWEALTH OF MASSACHUSETTS – WORK BASED LEARNING PLAN (MWBLP) EVALUATION FORMS**

- É ALL BYF Teen Employees MUST Have Massachusetts Work Based Learning Plan Evaluations (MWBLP) Completed With/For Them.
- É MWBLP's are a TWO Step Evaluation Process:
  - É First Evaluation: MUST be Completed for ALL Employees, On or Before, Friday, July 18<sup>th</sup> – *BYF will be Monitoring the Completion of the First Evaluation (within the First Two Weeks of the Summer Employment Program)*
  - É Second Evaluation: MUST be Completed for ALL Employees, No Earlier Than, Monday, August 4<sup>th</sup> – *BYF will be Monitoring the Completion of the Evaluations (to be Completed and Submitted to BYF at the End of the Summer Employment Program).*
- É BYF Employees MUST be Present at, and Sign for, the MWBLP Evaluations.
- É BYF will Provide the MWBLP Forms to ALL Partnering Organizations.

**COMMONWEALTH OF MASSACHUSETTS CAMP REGULATIONS & BYF**

- É BYF Will NOT be Responsible for the Collection and/or Retention of ANY Documentation Pertaining to the Commonwealth of Massachusetts Camp Regulations.
- É BYF Does NOT Require Teen Employees to Submit Medical Information, Employment History, and/or References.
- É It is the Responsibility of the Organization to Complete ALL Required Paperwork for BYF Teen Employees in Accordance with the Commonwealth of Massachusetts Camp Regulations – BYF Will NOT be Held Responsible, Should Any Organization be Disciplined and/or Closed Down, Due to Camp Regulation Requirements.

**DAILY TIMESHEET SUBMITTAL PROCESS**

- É It is the Responsibility of the Organization to Assign a Full-Time Staff Person, over the Age of 18, to Submit Daily Timesheets on a Bi-Weekly Basis.
- É Schedule of Payroll Dates will be Provided, Pending Acceptance.
- É *Failure to Submit Timesheets to BYF, in Accordance with the Payroll Schedule, will Result in Late Payment(s) to the BYF Teen Employees – This is Unacceptable.*
- É BYF will ONLY Allow Those Individuals Listed on the Application to Monitor, Review, and Verify/Confirm Hours on Timesheets.
- É ORIGINAL Timesheets MUST be Submitted to BYF – Timesheets CANNOT be Faxed, Scanned, or Mailed.
- É They MUST be Hand Delivered to the BYF Office.
- É SUPERVISORS are NOT PERMITTED to Sign for an Employee (Either Their Name, or Their Time In/Out)
- É *More Information Pertaining to Daily Timesheet Submittal will be Available, Pending Acceptance*

**EMPLOYEE CHECK DISTRIBUTION PROCESS**

- É A Supervisor from the Organization MUST Pick-Up the BYF Teen Employee Checks.
- É The Supervisor MUST Sign for and Count ALL Checks Received from BYF

- É Checks WILL NOT be Released to Individual Employees
- É *This is a MANDATORY Condition of Partnership – If, the Organization Cannot Comply, it will Result in Dismissal from the Program.*
- É *More Information Pertaining to Check Pick-Up will be Made Available, Upon Acceptance*

**DISMISSAL OF PARTNERING ORGANIZATION FROM THE SUMMER EMPLOYMENT PROGRAM**

- É Should BYF be Contacted Regarding Issues at a Worksite, and/or Organization, and Believes that the Working Conditions are NOT Conducive to those Originally Indicated, we will NOT Hesitate to Remove Teen Employees.
- É It is IMPERATIVE that Teen Employees be Placed in a Work Environment that is BOTH Safe and Healthy for Them.
- É It is also Important that they Learn and Experience what it is like to have a Quality and Productive Employment Experience.
- É If a Situation Arises that Does Not Reflect These Goals, ALL Employees will be Removed from the Worksite and the Partnerships will be Discontinued.
- É *The Worksite will be Dismissed from the Summer Employment Program.*

**ACCIDENT AND/OR INJURY REPORTING PROCEDURE(S)**

- É If an Accident and/or Injury should occur while an Employee is Working, the Procedure is as Follows:
  1. If Medical Assistance is Required, Call 911 Immediately to Report the Situation
  2. Notify the Parent/Legal Guardian of the BYF Teen Employee – *BYF has Emergency Contact Information on File for ALL Teen Employees*
  3. Contact Your Organizations BYF Staff Representatives to Report the Incident
  4. Complete the BYF Incident Report Form
  5. Complete the City of Boston Accident/Injury Form
  6. Submit the Completed Forms to BYF
  7. BYF will liaise with City of Boston Human Resources and Contact the Necessary Parties Involved.
- \*If there are Additional Documents for Submittal, Please Inform Your BYF Staff Representatives*

**\*\*IF an Incident Occurs, Requiring the Instant Termination of a BYF Teen Employee, Please Contact BYF Immediately**

**EMPLOYEE COMPLAINTS AND/OR HARASSMENT**

- É It is the Desire of the Boston Youth Fund, as well as the City of Boston to Promote a Positive Work Environment for ALL Employees.
- É BYF Expects that ANY Complaints Regarding Sexual, and/or Other Forms of Harassment, will be taken VERY Seriously.
- É If a Complaint is Made, the Host Organization, MUST Agree to Ensure Steps be Taken to Investigate the Matter, and take Any Appropriate Action, if Necessary.
- É The City of Boston Office of Human Resources will be Available for Any Guidance and/or Support an Organization May Need.
- \*ALL Complaints of Harassment MUST be Reported to the Boston Youth Fund*

**BYF STAFF VISITS**

- É BYF Staff will be Making UNANNOUNCED Visits to Each and Every Partnering Worksite Throughout the Duration of the Summer Employment Program.
- É During these Visits, Staff will be: Monitoring Timesheets, Reviewing BYF Employee ID's, Observing Employees in their Work Environment, and Gauging the Overall Experience at the Organization.
- É Any Reports of Inappropriate Activities or Behavior at a Worksite from a Staff Visit, may Result in an Immediate Dismissal from the Summer Employment Program.
- É *If, a Staff Member Arrives at an Organization and the BYF Teen Employees are Not Present, a Courtesy Call will be Made.*
- É Additional Visits will be Made, Until Employees have been Observed.
- É *Continuous Visits to an Organization May Result in a Negative Evaluation, Thus Tainting Future Partnership Opportunities.*

**SECTION 2: RESPONSIBILITIES OF PARTNERING ORGANIZATIONS**

***Consideration for partnership will only be granted to those organizations that can capitulate to the requirements set forth by Boston Youth Fund.***

**\*There are new Conditions of Partnerships which ALL Organizations, including Returning Partners, will be Required to comply to.**

Many of the Conditions of Partnership are Listed below; however, this may not be all of the requirements. As Summer moves closer, stipulations may be added to partnership requirements, based on information parameters of grants and additional funding sources. BYF reserves the right the edit, update, or add, any conditions of partnership.

**Conditions of Partnership include:**

**Organizations Applying for Partnership, may be Requested To Attend the BYF Job Fair:**

- ALL Organizations Applying for Partnership in the 2014 BYF Summer Employment Program may be Requested to Attend the BYF Job Fair, and Promote the Positions Available at their Organization.
- The Date of the Job Fair is Saturday, February 15, 2014.
- Organizations Requested to Attend that Do Not, may have a Larger Portion of their Employees Placed via the BYF Random Selection Process.

**Organizations May be Subject to Additional Stipulations or Requirements, Based on Previous BYF Partnership Evaluations:**

- Organizations may be subject to additional requirements throughout their partnerships, based on past experiences within the BYF Employment Programs. The organization will be contacted specifically; if/when any additional stipulations have been enacted. These requirements can pertain to timesheets, checks, work readiness curriculums, failure to comply with Child Labor Laws, etc. BYF will make your organization aware, if any additional conditions have been placed on the partnership.

**Organizations CANNOT Require ANY Pre-Requisites for Obtaining a BYF Position:**

- Organizations are NOT Permitted to Require Teens Applying for Positions Funded by BYF to:
  - É Attend Mandatory Events/Sessions
  - É Complete a Program
  - É Complete an Internship or Community Service Hours
  - É Have Prior Experience in/for Position
- ONLY Those Steps Permitted by BYF Can be Used to Determine who will Obtain the Allocated BYF Positions.
- Any Organization Found to be Requiring Applicants to Complete Steps, in order to obtain a position funded by BYF, will be dismissed from the Program, terminating their partnership.

**Organizations CANNOT Require Teens that have Accepted a BYF Position, to Attend an \*UNPAID\* Training, Prior to the Start of the BYF Summer Employment Program:**

- Organizations Partnering with the BYF Summer Employment Program, are NOT Permitted to Require their BYF Teen Employees Attendance at Mandatory \*UNPAID\* Training Sessions, Prior to the Start of the BYF Summer Employment Program.
- If, the Organization will be Requiring their BYF Teen Employees to Attend a Mandatory Training Session, Prior to the Start of the BYF Summer Employment Program, *it is the Responsibility of the Organization to COMPENSATE the BYF Teen Employees for their Time. This is a Commonwealth of Massachusetts Employment Law; you Cannot Require an Employee to Report to the Work Site without Compensating Them.*

**BYF is NOT Responsible for Compensation to Teen Employees, Prior to the Start of the BYF Summer Employment Program:**

- To Reaffirm the Conditions Above, BYF is in No Way Responsible for Compensating Teen Employees, Prior to the Start of the BYF Summer Employment Program.
- Any Teen Employee or Parent, Inquiring About Compensation Prior to the Start of the Summer Employment Program, will be Referred to the Organization – *which is Required to Compensate the Teen Employee for ANY Hours Required, Prior to the Start of the BYF Summer Employment Program.*

**Organizations MUST be Able to Accept Teens Until the 3<sup>rd</sup> Week of the Program:**

- Traditionally, BYF is not made aware of additional funding sources until very close to the beginning of the Summer Program, in order to except and expend all funding that is available, BYF needs work sites to be accommodating and flexible on start dates. *If your organization cannot continue to accept teens until (at least) the end of the 2<sup>nd</sup> week of the Summer Program, please reconsider applying.*

**Organizations CANNOT Hire Teens Under Multiple Funding Sources, Nor Can a Teen Employee Hold More Than One City of Boston Position:**

- Employees funded by BYF cannot be funding by another, additional Summer Employment funding source, such as: ABCD, Boston Private Industry Council, MLK Summer Scholars Program, Youth Options Unlimited, and Summer in the City, etc. – *This is to Ensure that Each Program is Able to Hire the Maximum Amount of Teens Possible with Funding Available.*
- BYF is a Department of the City of Boston; therefore, our employees are Government Employees. They CANNOT be hired by more than one City of Boston Department. This includes departments such as: The Boston Centers for Youth & Families, the Boston Police Department, etc. Any organization attempting to hire teens through a City of Boston Department, in addition to BYF, will be in Violation of the Commonwealth of Massachusetts Conflict of Interest Laws, and may be Dismissed from Partnership within the Summer Employment Program.

**Organizations will be REQUIRED to Host Employee Training & Skill(s) Development Workshops:**

- A Major Goal of BYF is to prepare our employees for their future in the workforce; which, we rely heavily on our partnerships to facilitate. Organizations hosting teens through the BYF Summer Employment Program are required to provide employees with a job readiness curriculum that can include, but is not limited to: resume writing, mock interviews, financial literacy, occupational safety and health, anti-bullying workshops, etc.

**Organization MUST be Able to Submit Paperwork to BYF, in Person, Every Week:**

- Partners are required to submit paperwork to BYF, in person, at least once a week. Whether it be to submit timesheets, or to pick up checks, a trip to the BYF Office is required, once each week. BYF does not allow organization to fax any paperwork pertaining to timesheets or payroll. Also, upon receipt, supervisors MUST sign for employee checks, prior to distributing them.

**Organizations MUST Have the Ability to Accept NEW Teens for Employment:**

- Partners MUST be Able to Accept Teens that have NEVER been Employed through BYF, for the Programs Managed by the Organization.

**Organizations MUST Abide by All BYF Employee Selection, Placement, & Processing Requirements:**

- Only those Teens that have applied with the City of Boston HOPELINE will be eligible for hire.
- Organizations MUST conduct interviews to determine who their employees will be.
- BYF will be placing 60% of the allocated employees with an organization, the remaining 40%, may be chosen by the organization.
- Each organization will be assigned an Employee Processing Appointment – Potential Employees MUST be informed of the appointment date & time, as well as the paperwork/documentation that is required for employment.

**Organization MUST be in COMPLETE Compliance with the Commonwealth of Massachusetts Child Labor Laws:**

- Every Teen Employee MUST Obtain a MA Teen Employment Permit – Prior to the Beginning of the Summer Program
- *Teens CANNOT Work More Than 8 or 9 Hours Per Day – Depending on Age*
- Teens CANNOT be Asked to Complete Tasks that are Prohibited by the Commonwealth

**SECTION 3: COMMUNITY BASED ORGANIZATION APPLICATION INSTRUCTIONS**

**Make Sure to Save the Completed Application – DELETE the Information Portion of the Packet Before Submittal**

**Instructions**

1. Complete the Application – **Application MUST be Typed**
2. Attach Additional Documentation – **Licensure, Schedules, etc.**
3. Submit the Completed Application to the Boston Youth Fund – **Application CANNOT be Faxed**
4. Application Can be Returned via Hand Delivery, Mail, or Email:
  - Mail: 125 Magazine Street, Boston, MA 02119
  - Email : bostonyouthfund@boston.gov
5. **Application DEADLINE is 4:00pm on Friday, January 31, 2014**
  - Applications Received BEFORE the Deadline will be Given Preference
  - Applications Received AFTER the Deadline will be Placed on the Waiting List – BYF Will Accept Late Applications

***This is a Brief Overview of the Policies & Procedures in Place. Organizations Partnering with BYF will be REQUIRED to Adhere to ALL of the Policies & Procedures in this Packet, as well as Listed in the Information Provided Upon Acceptance. If you have any questions pertaining to the information in this packet, please contact the Boston Youth Fund at (617) 635-4202.***



**Boston Youth Fund  
2014 Summer Employment Program  
Community Based Organization Partnership Application**

**\*\*Returning Partnership Application\*\***

**\*\*ONLY Those Organizations that Successfully Completed the 2013 Summer Employment Program will be Considered Returning\*\***

**Instructions**

1. Complete the Application – **Application MUST be Typed**
2. Attach Additional Documentation – **Licensure, Schedules, etc.**
3. Submit the Completed Application to the Boston Youth Fund – **Application CANNOT be Faxed**
4. Application Can be Returned via Hand Delivery, Mail, or Email:
  - Mail: 125 Magazine Street, Boston, MA 02119
  - Email : [bostonyouthfund@boston.gov](mailto:bostonyouthfund@boston.gov)
5. **Application DEADLINE is 4:00pm on Friday, January 31, 2014**
  - Applications Received BEFORE the Deadline will be Given Preference
  - Applications Received AFTER the Deadline will be Placed on the Waiting List – BYF Will Accept Late Applications

**ORGANIZATION INFORMATION**

*\*All Organizations Applying for Partnership MUST be a Registered Non-Profit in the Commonwealth of Massachusetts. BYF will be Confirming Eligibility with the Commonwealth. Organizations CANNOT Use the Tax Exempt Number of an Umbrella Organization, but MUST Possess their own. Expired Numbers will NOT be Accepted.*

**IRS Tax Exempt Number:**

**Expiration Date:**

**Organization Name:**

**Program Name (if Different):**

**Mailing Address:**

**Neighborhood, State, & Zip Code:**

**Phone:**

**Fax:**

**Website:**

**Executive Director Name:**

**Phone:**

**Email:**

**Primary Contact Person (Name & Title):**

**Phone:**

**Email:**

**Alternative Contact Person (Name & Title):**

**Phone:**

**Email:**

What Other Summer Jobs Providers will the Organization be Applying with, for Partnership (Check All that Apply)?

Action for Boston Community Development (ABCD) Summer Works

Boston Private Industry Council (PIC)

John Hancock MLK Summer Scholars

Youth Options Unlimited (YOU) Boston

Other: \_\_\_\_\_

Does this Organization Require (Check All That Apply):

*\*If Yes, Attach a Copy to this Application Prior to Submittal*

\*A Recreational Camp License or Exemption from the City of Boston Inspectional Services Department, or the Massachusetts Department of Public Health?

\*A Child Care License from ECCS?

Are There Any New Programs Being Offered/Managed by the Organization?

Yes  No

If Yes, Please Describe the Program(s):

Is your organization listed on Boston Navigator?

Yes  No

Is your programs information up to date on Boston Navigator?

Yes  No

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## **Total Number of Positions**

*\*Please Only Apply for a Realistic Number the Organization is Able to Adequately Host & Supervise – DO NOT Request More Than Capable to Manage Accordingly*

*\*BYF CANNOT Guarantee that, if Accepted, an Organization will Receive the Number of Positions Requested*

*\*\*ALL Organizations Applying for Partnership will be REQUIRED to Host AT LEAST TWO (2) Teen Employees (One (1) of the Teens MUST be NEW to the Program)*

Total Number of Positions your organization is requesting:

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## **Job & Work Readiness Curriculum**

*\*BYF will be REQUIRING partnering organizations to offer Teen Employees a job/work readiness component. Each and every organization will be Required to submit information pertaining to: specific skill(s) or training development workshop(s) given, dates and times, and thorough descriptions of curriculum.*

Describe (in General) the Overall Skills & Training Development Curriculum Provided by the Organization:

List the Skills Targeted by the Workshops & Training Development Workshops Provided (*i.e. – Resume Writing, Mock Interviews, etc.*):

Overall, How Many Hours Throughout the Summer Employment Program will be Dedicated to Skills Development and Training Workshops?

Does your organization plan to utilize the Mayor's Youthline as a resource for meeting this requirement?

Yes  No

## Position Information

*\*This Section is to be Completed for EACH & EVERY Position Offered to BYF Teens*

1. Position Title:

2. Job Type:

- Arts/Media/Communication
- Business
- Child Care/Camp Counselor
- Construction/Design
- Education
- Environmental

- Health Care
- Hospitality/Tourism/Recreation
- Human Services
- Information Technology
- Law/Government/Public Service
- Maintenance/Landscaping

- Manufacturing/Science/  
Technology/Engineering/Math
- Marine Industries
- Retail Services
- Transportation

3. Will the Position be Providing a Service to Anyone 18 Years or Under, of the Elderly?

- YES     NO

4. LIST ALL of the Duties & Responsibilities of this Position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. LIST Any Required Qualifications of this Position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. LIST the Schedule for this Position (*Maximum of 25 Hours Per Week*):

- MONDAY: \_\_\_\_\_
- TUESDAY: \_\_\_\_\_
- WEDNESDAY: \_\_\_\_\_
- THURSDAY: \_\_\_\_\_
- FRIDAY: \_\_\_\_\_
- SATURDAY: \_\_\_\_\_

7. Would this Position be Available to Teens that are Required to Attend Summer School?

- Yes     No

9. LIST the Schedule for Summer School Position(s) (*Maximum of 25 Hours Per Week*):

- MONDAY: \_\_\_\_\_
- TUESDAY: \_\_\_\_\_
- WEDNESDAY: \_\_\_\_\_
- THURSDAY: \_\_\_\_\_
- FRIDAY: \_\_\_\_\_
- SATURDAY: \_\_\_\_\_

10. LIST Any Career Exploration Opportunities of this Position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Supervisor Information**

*\*Information is REQUIRED for All Staff Members that will be Supervising BYF Teen Employees – Attach Additional Sheet if Space Needed*

<i>Supervisor Name</i>	<i>Title/Department</i>	<i>Phone</i>	<i>Email</i>

**Who Will be Responsible for Monitoring, Verifying, and Confirming the Timesheets for the BYF Teen Employees at the Organization?**

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## **Worksite Information**

*\*BYF MUST have Information on File for ALL Work Sites & Departments Hosting Teen Employees*

1. Worksite/Department Name:

2. Worksite Address:

3. Supervisor Name & Title:

4. Supervisor Phone & Email:

5. Is the Worksite Handicap Accessible?

YES     NO

6. Will the BYF Employees be Working Outside?

YES     NO

7. If Yes, What is the Plan for Inclement Weather?

8. What Languages (Other than English) are Available at this Worksite?

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## **Assigned Processing Appointment Date & Time**

*\*BYF will be Assigning an Appointment Date & Time to ALL Partnering Organizations – if Your Organization has a Conflict on Any Date from Monday, May 5<sup>th</sup> – Friday, June 27<sup>th</sup>, List Them Below, to Avoid Scheduling Issues*

**LIST Any and/or All Dates that a Representative from the Organization CANNOT Attend an Assigned Processing Date & Time:**

## Conditions of Partnership

Before Application Submittal, Make Sure to Read & Review the Following Policies. After Reviewing, Please Check the Box Next to Each Policy, in Recognition of Understanding. Please, refer to the Information Packet, for Details Pertaining to All of the Conditions Listed below.

**ALL of the Following Provisions of Partnership are REQUIRED by Organizations Applying for Partnership with BYF. These Policies will be in Place throughout the Duration of the Summer Program, and MUST be Capitulated:**

- Organization Applying for Partnership, May be Requested to Attend the 2014 BYF Job Fair, with Failure to Participate Resulting in More Positions Filled via the BYF Random Selection Process (Lottery)
- Organizations May be Subject to Additional Stipulations or Requirements, Based on Past BYF Partnership Evaluations – *These Additional Requirements will be Relayed to the Organization Prior to Acceptance*
- Organizations CANNOT Require ANY Pre-Requisites to Obtaining a BYF Position – Organizations are NOT Permitted to Require Teen Applicants to: Attend Mandatory Events/Sessions, Complete a Program, Internship, Community Service Hours, Have Prior Experience, or ANY Other Type of Activity as a Condition or Necessity, to Receive a BYF Position. THIS WILL BE GROUNDS FOR DISMISSAL FROM THE BYF PROGRAM.
- Organizations CANNOT Require Teens that have Accepted a BYF Position to Attend an UNPAID Training Prior to the Beginning of the Summer Employment Program – *If Organization Requires Teens to Attend Training Before their Employment Begins, the Organization is REQUIRED by State Employment Laws to Compensate the Employees*
- BYF is not Responsible for Compensation to Teen Employees Prior to the Start of the Summer Employment Program on Monday, July 7, 2014. *Any Compensation Due to Teen Employees Prior to this Date, is the Responsibility of the Organization.*
- Organizations MUST be Able to Accept Teens Until the 3<sup>rd</sup> Week of the Program
- Organizations CANNOT Hire Teens Under Multiple Funding Sources, Nor Can a Teen Employee Hold More Than One City of Boston Position
- Agree to the Exclusivity of BYF Employees – *Cannot Supplement with Funding from Other Programs/Benefactors*
- Abide by ALL of the BYF Employee Selection & Placement Requirements
- Follow ALL of the BYF Employee Processing Requirements – *Including the Assigned Processing Appointment Date & Time*
- Conform to ALL of the Commonwealth of Massachusetts Child Labor Laws
- Provide BYF Employees with a Job/Work Readiness Curriculum Throughout the Duration of the Summer Program
- Comply, FULLY, with the City of Boston Nepotism Policy
- Allow BYF to Conduct Criminal (CORI) and Sexual (SORI) Background Checks on BYF Employees
- Not Allow BYF Teen Employees to Begin Working UNTIL Organization has Received Clearance from BYF Staff
- Have the Ability to Submit Timesheets & Pick-Up Checks, On-Time, and in Person – **FAXING IS NOT PERMITTED**
- Investigate ALL BYF Employee Complaints, Accidents, or Injuries
- Facilitate the MA Work Based Learning Plan Evaluations with ALL of the BYF Employees – *This is a Two Step Evaluation Process, with Submittal of Evaluations REQUIRED for Partnership*
- Agree that BYF is in NO WAY Responsible for Organizations Completion of Requirements for Camp Licensure – *BYF does NOT Require Medical Documentation or References from Employees – This is the Responsibility of the Organization for Licensure*

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## Certification of Application

- Application Deadline is 4:00pm on Friday, January 31, 2014
  - Applications Received Before 4:00pm will be Given Preference
  - Applications Received After 4:00pm will be Placed on the Waiting List
- Depending on the Amount of Applications Received – Not All Organizations Applying for Partnership May be Accepted
- All Community Based Organizations Applications are Reviewed and Evaluated Based on Application Content
- We hereby certify, as the Authorized Representatives of the Above Organization, that to the best of our knowledge, all of the information included in this application is true and accurate. We also verify that submittal of this application implies that the above organization will comply with all BYF Policies and Procedures, including timesheet submittal and check pick-up requirements. If any of the information pertaining to the BYF Employees has been falsified and/or omitted, it could result in disqualification and/or dismissal from the BYF Summer Program.
- We have Read, Reviewed, and Understand ALL of the Conditions of Partnering with the Boston Youth Fund – *Including ALL of the NEW Conditions*
- *If Application is Received via Delivery or Mail – Signatures of the Executive Director and Primary Contact are Required.*
- *If Application is Received via Email, BYF will Consider the Received Email Signatory Consent of the Above Certification.*

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Primary Contact Signature:

Date:

Executive Director Signature:

Date: