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2021 Work-Based Learning

**Worksite**

**Supervisor Handbook**

Rev. June 25, 2021

**IMMEDIATELY REPORT ACCIDENTS TO:**

**Workforce Solutions Representatives**

1. {INSERT NAME} {INSERT PHONE NUMBER WITH EXTENSION AND EMAIL ADDRESS}
2. {INSERT NAME} {INSERT PHONE NUMBER WITH EXTENSION AND EMAIL ADDRESS}
3. **Employer of Record: G&A Partners**

Korin Piritz, Human Resources

Kpiritz@gnapartners.com

Direct: 281-657-9589

**www.wrksolutions.com** 1.888. 469.JOBS (5627)

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. **Relay Texas:** 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

**Contents**

[1. INTRODUCTION 2](#_Toc261423361)

[Background 2](#_Toc261423362)

[Project Objectives 2](#_Toc261423363)

[Employment At-Will 2](#_Toc261423364)

[Equal Employment Opportunity 3](#_Toc261423365)

[Nepotism 3](#_Toc261423366)

[Americans with Disabilities Act 3](#_Toc261423367)

[Whistleblower Policy 3](#_Toc261423368)

[2. WORK BASED LEARNING INTERN RESPONSIBILITIES 4](#_Toc261423370)

[3. CODE OF CONDUCT 4](#_Toc261423371)

[Teasing and Bullying (Harassment) 4](#_Toc261423372)

[4. DRESS CODE 5](#_Toc261423373)

[5. WORK BASED LEARNING INTERN Schedules 5](#_Toc261423374)

[6. ATTENDANCE POLICY 6](#_Toc261423375)

[Sick Leave and Vacation 6](#_Toc261423376)

[Inclement Weather Guidelines 6](#_Toc261423377)

[7. TIME AND ATTENDANCE RECORDS 6](#_Toc261423378)

[8. PAYMENT OF WAGES 7](#_Toc261423379)

[9. PARTICPANT JOB-RELATED PROBLEMS 7](#_Toc261423380)

[10. SAFETY IN THE WORKPLACE 7](#_Toc261423381)

[On-the-Job Injuries 7](#_Toc261423382)

[11. MONITORING 8](#_Toc261423383)

[12. OTHER APPLICABLE LABOR LAWS AND INFORMATION 8](#_Toc261423385)

[13. Grievance Procedure 9](#_Toc261423386)

[14. TERMINATION POLICY 10](#_Toc261423388)

# 1. INTRODUCTION

# The purpose of this handbook is to provide the worksite supervisors of Work Based Learning interns with an informational guide for addressing the most common areas related to the Work Based Learning project operated by Workforces Solutions. This handbook answers general questions about the Work Based Learning project, as well as project rules, policies, and procedures. Please use the handbook as your guide as you work with interns. Please read this information carefully and keep it accessible at all times; we suggest you keep it in a convenient place for reference. Please contact the Workforce Solutions representative listed on the front cover for assistance or clarification.

Workforce Solutionshas contracted with G&A Partners to process payroll and serve as the employer of record. As such, all interns are employed by G&A. For assistance with questions regarding payroll, timekeeping or related issues, call Korin Piritz with G&A Partners at 281-657-9589.

## *Project Objectives*

## The mission of the 2021 Work Based Learning project is to provide meaningful work based learning for our customers ages 16 – 24.

## We hope that from this project interns will:

## Gain useful work based learning and practical skills

## Increase their confidence through successfully holding a job

## Receive motivation and encouragement to continue education

## Have opportunities to interact and network with peers and professionals

## Gain solid work-based learning for their resume and/or future job application

## Have an opportunity to experience working and identify the kind of training they need to pursue their future goals

## Through participation in this project, interns will gain valuable knowledge in the areas of personal development, career development, and academic achievement.

## Worksite supervisors and backup supervisors agree to:

* Attend an orientation that covers the requirements of the program
* Provide interns with adequate instruction to perform the job
* Ensure interns are treated the same as employees in similar positions
* Provide contact information to Work Based Learning interns
* Provide evaluations to Workforce Solutions as requested
* Contact Workforce Solutions and G&A Partners if problems with interns arise

## *Employment At-Will*

Work Based Learning interns are not guaranteed employment for any specific duration. Both the intern and Workforce Solutions have the right to terminate the employment relationship at any time with or without cause, notice, or reason.

## *Equal Employment Opportunity*

Workforce Solutions and G&A Partners provide equal employment opportunities without regard to race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), sexual orientation, national origin (including limited English proficiency), age, disability, political affiliation or belief, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual’s citizenship status or participation in any WIOA Title I–financially assisted program or activity (including the COVID-19 NDW project), military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws.

Gulf Coast Workforce Board EEO Officer

Sabrina Parras

P.O. Box 22777 Houston, TX 77227-2777

Phone: (832) 681-2586

Fax: (713) 993-4578

*Nepotism*

Work-Based Learning interns may not be supervised on a worksite by a member of his/her immediate family.

“Immediate family” includes a wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparent, aunt, uncle, niece, nephew, stepparent and stepchildren.

Every attempt will be made not to place interns where their immediate family members are employed. If you discover an immediate family member has been placed under your supervision at a worksite, please contact the Workforce Solutions representative listed on the front of this handbook.

## *Americans with Disabilities Act*

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities. A reasonable accommodation is defined as a change in the work environment or in the performance of a job that allows that intern to perform the essential functions of their position more effectively without causing undue hardship to the employer.

Workforce Solutions is an Equal Employment Opportunity employer and fully complies with the ADA. If an intern feels they require a reasonable accommodation, they should be instructed to inform the Workforce Solutions representative immediately. We will promptly respond and work with them to determine the most appropriate action.

## *Whistleblower Policy*

A whistleblower as defined by this policy is an intern who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are tasked with these responsibilities. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an intern has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should contact his or her Workforce Solutions representative or the Workforce Solutions office. Sound judgment to avoid baseless allegations must be used, and an intern who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Workforce Solutions and the worksite will not retaliate against a whistleblower. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Department, which will in turn oversee any investigation or corrective action.

# 2. WORK BASED LEARNING INTERN RESPONSIBILITIES

Work Based Learning Interns must be informed of their responsibilities and duties while participating in the project. All job duties will be explained to interns by the supervisor at their worksite(s) on the **first day** of work. Interns will receive a detailed job description and the name and contact information for their supervisor and assigned Workforce Solutions representative.

\*\*Work Based Learning interns must never be asked to perform work at someone’s home or personal business\*\*

3. CODE OF CONDUCT

Work Based Learning interns are expected to follow acceptable business etiquette in matters of conduct and exhibit integrity and professionalism. This involves respect for the rights and feelings of others and that they refrain from behavior that might be harmful to themselves, their colleagues and supervisors, or that might be viewed unfavorably by project administrators and the public at large. Conduct that the project considers inappropriate and may result in immediate termination from the project include, but are not limited to, the following:

* Falsifying time and attendance records
* Excessive absenteeism or tardiness
* Excessive, unnecessary, or unauthorized use of property and supplies, particularly for personal purposes
* Reporting to work under the influence of drugs or alcohol, in addition to the illegal manufacture, possession, use, sale, distribution, or transportation of drugs
* Unauthorized possession of firearms or other weapons on worksites
* Theft of property from co-interns or the worksite
* Excessive use of cell phone, which should be turned off during working hours
* Disregarding safety or security regulations
* Insubordination (not following instructions)

Should a Work Based Learning intern’s performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other project policies, rules or regulations, they will be subject to disciplinary action, up to and including termination.

Any such behaviors or incidents should be immediately discussed with the Workforce Solutions representative in order to determine the appropriate course of action.

## *Teasing and Bullying (Harassment)*

Unkind behavior in the form of teasing and/or bullying will not be tolerated and may be considered harassment. We ask supervisors to be aware of how interns interact with others. Please ensure that there is respect in the workplace. Behavior which creates and perpetuates a hostile environment will not be tolerated.

4. DRESS CODE

Workforce Solutions requires all interns participating in the project to dress in a professional manner as defined by their assigned worksite. Their dress and grooming should be appropriate to the job performed and meet reasonable employer expectations.

Here are some general tips given to Work Based Learning interns:

* Comply with uniform policy where required
* Pants should sit at natural waistline and should be jeans, dark colored, or khaki pants
* No torn, cut, or ripped jeans
* Skirts should be no more than 2” above the knee
* Avoid capri pants, shorts, or short skirts, spaghetti straps or revealing or tight-fitting clothing
* Tops should extend past the beltline and not be transparent
* Belts and closed-toe shoes are recommended, no flip-flops
* IDs must be worn at all times, if provided
* Clothing must be clean and without wrinkles
* No t-shirts with artwork or messages
* Hair should be clean and arranged appropriately
* Jewelry should be suitable to the work environment and not oversized or noisy
* Sunglasses, hats, and headwear cannot be worn inside buildings unless part of the uniform

We have informed interns that additional or more specific policies may be required at assigned worksites.

Violations of the dress code should be addressed immediately and brought to the attention of the Workforce Solutions representative.

# 5. WORK BASED LEARNING INTERN Schedules

Work Based Learning interns are assigned a schedule based on availability of individuals, funds, and worksites. No changes may be made to established schedules without prior approval from Workforce Solutions.

Overtime should never be worked by Work Based Learning interns unless approved in writing by Workforce Solutions. In the event that a Work Based Learning intern will reach more than 30 hours in a work week, the worksite supervisor should immediately send the intern home and notify the Workforce Solutions representative within a 24-hour period.

Work Based Learning interns are required to take at least a 30-minute unpaid break for every four consecutive hours worked.

Work Based Learning interns will be assigned a designated worksite and provided a schedule. They must adhere to their agreed upon work schedule determined by the worksite. Changes in the work schedule must be discussed with the assigned Workforce Solutions representative. Work Based Learning interns’ assigned work schedules should not be altered with prior approval from worksite supervisor and Workforce Solutions representative.

# 6. ATTENDANCE POLICY

## All Work Based Learning interns are expected to attend work as scheduled and to arrive on time. If interns are tardy and have multiple absences the supervisor must notify the Workforce Solutions representative. This will allow both individuals to discuss action that needs to be taken including a joint conference with the intern. Continued tardiness and absences will be cause for termination from the project. Of course, there may be times when attendance is impossible due to extenuating circumstances. In such cases, Work Based Learning interns have been instructed to contact their direct supervisor and Workforce Solutions representative with an explanation of why they will not be reporting to work and their estimated return. Work Based Learning interns will only be paid for work that they actually perform. It is, therefore, important for work sites to make note of actual time worked and attendance issues with interns.

## *Sick Leave and Vacation*

There are no provisions for sick leave or vacation time. Advanced written notice or a telephone call is expected if an intern cannot report to work. Absences should occur only in extreme emergencies (i.e., death in the family, illness, or hospitalizations). Work Based Learning interns should notify the worksite supervisor of their tardiness or absence at least one hour prior to their scheduled start time. More than three unapproved absences and/or instances of tardiness will be considered cause for dismissal from the project.

## *Inclement Weather Guidelines*

Worksites may be closed in the event of inclement weather such as flooding, severe thunderstorms, hurricanes, and the like. If a worksite determines it will be closed or close early due to weather conditions or other extenuating circumstances, it is the responsibility of the worksite supervisor to notify the intern and the Workforce Solutions representative.

Work Based Learning interns will not be paid for absences due to inclement weather and must consider their personal safety when deciding whether to report to their worksite. Work Based Learning interns are required to notify their supervisor and Workforce Solutions representative on days that they cannot attend work.

# 7. TIME AND ATTENDANCE RECORDS

Work Based Learning interns will be required to track their time worked daily via an electronic time tracking system with unique username and password.

Worksite Supervisor(s) will verify the time entered by Work Based Learning interns in order to make sure their time and attendance is recorded properly before approving time sheets.

It is important that Work Based Learning interns sign in and out when they arrive and depart the worksite; neglecting to do so could result in a question of the number of hours worked and/or delay in payment. The Workforce Solutions representative is also required to approve all time entries. Work Based Learning interns may not leave their worksite during regular working hours without prior notification from their Worksite Supervisor or Workforce Solutions representative.

Payroll for interns will be based on the time worked according to the payroll schedule received during the orientation. Any change in an employee’s hours or job duties must be approved by Workforce Solutions.

# 8. PAYMENT OF WAGES

Work Based Learning interns need their time sheets verified and signed by the worksite supervisor. Payroll will be disbursed by G&A Partners. Work Based Learning interns will be paid by direct deposit or with a pay card.

# 9. PARTICPANT JOB-RELATED PROBLEMS

Should an intern have a job-related problem, they have been instructed to first contact their direct supervisor at the worksite. Supervisors are encouraged to contact the Workforce Solutions representative to arrange a meeting with the employee and the Workforce Solutions representative present.

10. SAFETY IN THE WORKPLACE

Safety on the job is a shared responsibility. Worksite supervisors are responsible for taking steps to ensure

a safe work environment for the intern, and interns are responsible for contributing to workplace

safety by following policies, procedures, and other guidelines set forth in this handbook, the worksite,

the Workforce Solutions representative, and/or any other stakeholders Preventing accidents is

everyone’s responsibility. Accidents usually occur because: (1) people engage in horseplay, (2) they do

not follow safety instructions and; (3) because they believe that accidents only happen to others.

Interns should be alert and aware of everything around them and of what others may be engaged in doing.

We ask that you as the supervisor anticipate and eliminate activities which may cause an accident or pose a threat to their or others safety and discuss safety on the job weekly during the intern’s assignment.

Accidents are not planned, or intended, but they can be prevented. Here are some ways you can help interns stay safe and prevent accidents:

* Ensure interns are aware of all safety rules
* Follow safe job procedures
* Do not take short cuts
* Keep work and training area clean and free from slipping and tripping hazards
* Use prescribed personal protective equipment and clothing
* Use care when lifting or carrying objects
* Observe restricted areas and warning signs
* Know emergency procedures
* Report unsafe conditions to your supervisor
* Follow the care prescribed by the attending physician when treated for an injury or illness.

By law, employers must provide:

* A safe and healthy workplace
* Safety and health training, in many situations, including providing information on chemicals that could be harmful to Work Based Learning interns’ health
* First aid and/or call for emergency assistance in the event of an illness or injury

Work Based Learning Interns’ Rights:

* Work without racial or sexual harassment and in an environment free of hostility
* Refuse to work if the job is immediately dangerous to their life or health

## *On-the-Job Injuries*

Call 9-1-1 immediately if there is a life-threatening emergency. As soon as it is safe to do so, contact the G&A Partners staff member listed on the cover of this handbook. Worksite Supervisors are directly responsible for ensuring the situation is reported immediately.

# 11. MONITORING

As a publicly funded project, this project may be monitored by local, state or federal officials to ensure contract compliance. You may be asked questions about your participation in the project including work activities, time and attendance, paychecks, and overall impression of the project.

Workforce Solutions representatives will monitor the Work Based Learning interns during their internship to observe their progress and give feedback. The Workforce Solutions representative may visit (virtually or in person) the worksite monthly, or more frequently if needed. They will work in coordination with worksite supervisors in order to ensure success for both the Work Based Learning interns and the worksite.

# 12. APPLICABLE LABOR LAWS AND INFORMATION

* Minimum wage in Texas is equal to federal minimum wage. It is currently $7.25 per hour as of July 24, 2009.
* There are several basic labor posters that virtually every employer should always have displayed at each Worksite in a visible location. These posters are required at all Worksites. These posters can be obtained free of charge by contacting your assigned Workforce Solutions' Representative. They include:
	+ Texas Payday Law
	+ USERRA
	+ Fair Labor Standards Act
	+ Employee Polygraph Protection Act
	+ Family Medical Leave Act
	+ OSHA Job Safety and Health
	+ Equal Employment Opportunity Act
	+ Americans with Disabilities Act
	+ Notice of Ombudsman Project
	+ Workers’ Compensation Coverage Notice
	+ Child Labor Laws

# A first aid kit should be on hand for use in case of emergency. Emergency contact information listed in this handbook should be kept at the Worksite for quick reference. Emergency services should be called immediately in the case of severe or life-threatening injury or illness. Supervisors or other parties should not provide medications to interns and should not let injured or ill interns leave alone unless the injury or illness is clearly minor and will not interfere with the intern’s ability to drive safely.

# FLSA AND CHILD LABOR LAW The child labor provisions of the Fair Labor Standards Act (FLSA) are designed to protect the educational opportunities of Work Based Learning interns and to prohibit their employment in jobs and conditions potentially detrimental to their health and well-being. Once a Work Based Learning intern reaches 18 year of age, he or she is no longer subject to the federal child labor provisions. However, Work Based Learning interns are still subject to restrictions related to the nature of their work based on funding regulations. Under the FLSA, 16 and 17 year old interns may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor (see below). Certain hazardous non-agricultural jobs, as determined by the Secretary of Labor, are not allowed for Work Based Learning interns below the age of 18.

# Generally, Work Based Learning interns may not work at jobs that involve:

# Any driving by 16 year old interns, certain driving for 17 year old interns, and being an outside helper on a motor vehicle

# Power driven woodworking machines

# Power-driven hoisting equipment

# Power driven metal forming, punching, and shearing machines

# Power-driven machines

# Power-driven paper products machines, including balers and compactors

# Power driven circular saws, bank saws, and guillotine shears

# Wrecking, demolition, and ship breaking operations

# Roofing operations

# Excavation operations

# The work must be performed between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when the evening hours are extended to 9:00pm.

# 13. Grievance Procedure

Work Based Learning interns who have a grievance related to employment should promptly share the concern(s) with a worksite supervisor. If the problem cannot be resolved through communication with the worksite supervisor, the supervisor should communicate the concern with G&A Partners and Workforce Solutions at the numbers listed on this handbook.

If after meeting with the Workforce Solutions representative, the intern is still dissatisfied, the grievance can be shared with Workforce Solutions staff directly via e-mail at wrksolutions.com and “Contact Us”.

If the problem remains unresolved, the intern may file a written complaint describing the nature of the concern and mail or fax the written complaint to:

Workforce Solutions

Customer Service Representative

P.O. Box 22777

Houston, TX 77227-2777

Fax: (713) 993-4578

# 14. TERMINATION POLICY

There are several reasons why separation from the project may occur. An intern may leave the project for personal reasons, or they may be terminated for violation of performance, behavior or other expectations. Worksite supervisors should discuss these concerns with the worker and Workforce Solutions to examine viable alternatives.

When all efforts to resolve the issue(s) have been made, and an employee needs to be terminated, the worksite supervisor should contact G&A Partners to initiate the separation process and notify Workforce Solutions. If an intern’s actions warrant immediate termination, the worksite supervisor should notify G&A Partners immediately after the employee has been relieved of his or her duties.

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ACKNOWLEDGMENT OF RECEIPT OF

WORKSITE SUPERVISOR HANDBOOK

Your signature indicates that you have received and will review the Work Based Learning Worksite Supervisor Handbook and that you agree to abide by the guidelines described within.

Items Received and Reviewed:

 Worksite Supervisor Handbook

 G&A Partners Employee Handbook

 Worksite Application

 Worksite Agreement

 Incident Report Information (What to do, who to call. See pg. 9 On the job injuries)

 Emergency Contact Information (Workforce Representative pg. 1)

 Discrimination Complaints (How to file, see pg. 11)

 Media Release Authorization

 Site Inspection / Safety Checklist

\_\_\_\_\_\_Supervisor Orientation Slide deck

\_\_\_\_\_ Intern Profile(s)

Worksite Supervisor Signature Second Worksite Supervisor Signature

Worksite Supervisor Name (Print) Second Worksite Supervisor Name (Print)

Date Date