



Administrative Policies and Procedures: 18.3

Subject:	Youth Work Opportunity Programs in Youth Development Centers
Authority:	TCA 37-5-105 (5), 37-5-106, 50-5-106
Standards:	ACA: 4-JCF-5D-03, 4-JCF-5H-02, 4-JCF-5H-03, 4-JCF-5H-04, 4-JCF-5I-04; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees and Youth

Policy Statement:

Youth Development Center (YDC) Superintendents may establish work opportunity programs for youth to earn a wage based on defined-eligibility requirements, age-appropriate job training, meet defined treatment needs, and provide job placement within the YDC or the community as appropriate, in compliance with State and Federal regulations.

Purpose:

To provide guidelines to ensure youth are provided work opportunities.

Procedures:

A. Eligibility	<ol style="list-style-type: none"> 1. Age Youth who participate in a work opportunity program must be at least 14 years of age. 2. Education Youth must not participate in a work opportunity program during school hours unless they have a high school diploma or General Education Development (GED) diploma or are enrolled in a course of instruction leading to a GED. 3. Health Such participation must not interfere with the youth's health and well being. 4. Individual Program Plan (IPP) <ol style="list-style-type: none"> a) Each youth's treatment team must determine, based on eligibility criteria and the youth's IPP/treatment plan, whether a youth is allowed to participate in the work opportunity program. b) A youth involved in the work opportunity program will have specific goals and objectives relating to his/her employment in his/her IPP.
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	<p>5. Youth with Disabilities Employment opportunities are provided to youth with disabilities.</p> <p>6. Discontinuation Youth who violate established work opportunity program responsibilities and/or expectations may be discontinued from such program.</p>
<p>B. Restrictions</p>	<p>Youth who are less than eighteen (18) years of age are prohibited from being employed in occupations involving:</p> <ol style="list-style-type: none"> 1. Businesses or plants manufacturing or storing explosives or articles containing explosive components; 2. Motor vehicle driving occupations; 3. Coal mine occupations; 4. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill or cooperage-stock mill; 5. The operation of power-driven woodworking machines; 6. Exposure to radioactive substances and to ionizing radiations; 7. The operation of elevator and other power-driven hoisting apparatus; 8. The operation of power-driven metal-forming, punching and shearing machines; 9. Slaughtering, meat-packing, processing or rendering; 10. The operation of hazardous power-driven bakery machines; 11. The operation of hazardous power-driven paper products machines; 12. Manufacture of brick, tile and kindred products; 13. The operation of circular saws, band saws and guillotine shears; 14. Wrecking, demolition and ship-breaking operations; 15. Roofing operations; 16. Occupations in excavation operations; 17. Posing or modeling alone or with others while engaged in sexual conduct for the purpose of preparing a film, photograph, negative, slide or motion picture; 18. Any occupation in a place of employment where the average monthly gross receipts from the sale of intoxicating beverages exceed twenty-five percent (25%) of the total gross receipts of the place of employment, or in any place of employment where a minor will be permitted to take orders for or serve intoxicating beverages regardless of the amount of intoxicating beverages sold in the place of employment; and 19. Any occupations that the Commissioner will (by regulation pursuant to the provisions of <i>TCA 50-5-106</i> Prohibited employment for minors) declare to be hazardous or injurious to the life, health, safety and welfare of minors.

<p>C. Limits on time worked</p>	<p>Youth who are 14 and 15 years of age must <i>not</i> be employed:</p> <ol style="list-style-type: none"> 1. During school hours; 2. Between the hours of 7:00 p.m. and 7:00 a.m. when the following day is a school day; 3. More than three (3) hours per day and eighteen (18) hours per week when the school is in session; and 4. More than eight (8) hours per day and forty (40) hours per week when school is not in session.
<p>D. Staff responsibility</p>	<p>The superintendent/supervisor/manager or their designees are responsible for the following:</p> <ol style="list-style-type: none"> 1. Establishing criteria for youth eligibility to participate in the work opportunity program. 2. Establishing responsibilities and expectations for youth who participate in the work opportunity program. 3. Establishing time frames during which youth may participate in the work opportunity program appropriate to the youth's age and treatment needs. 4. Establishing a procedure for a thorough check of employers and locations to ensure that youth are employed in a wholesome work environment. 5. Ensuring that youth in the work opportunity program are paid at least the prevailing minimum wage by their employers and that monies earned by the youth are handled in accordance with appropriate DCS policies. 6. Ensuring that the prospective employment meets all requirements of this policy and of all state and federal regulations and status restrictions pertaining to the employment of minors. 7. Ascertaining the availability of transportation to and from the work site. 8. Establishing guidelines and/or requirements for: <ol style="list-style-type: none"> a) Adequate on-site supervision of the youth; b) Receiving progress reports from employers; and c) Random on-site visits by facility employees. 9. Ensuring that all employers are informed as to the nature of the Department Of Children's Services and the custody status of the youth before the youth is allowed to begin work.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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