



Administrative Policies and Procedures: 18.3

Subject:	On Campus Work Programs in Youth Development Centers
Authority:	TCA 37-5-105 (3), 37-5-106, 50-5-106, Fair Labor Standards Act (FLSA) of 1938; 29 CFR, Part 570
Standards:	ACA: 4-JCF-5D-03, 4-JCF-5H-02, 4-JCF-5H-04; DCS Practice Standard: 8-306; COA: PA-JJR 5.03, PA-JJR 11.01-11.06; PA-JJR 13.03
Application:	To All Department of Children's Services Youth Development Center Employees and Youth
Policy Statement:	
Each Youth Development Center (YDC) Superintendent establishes an on campus work program. The program provides Job specific training, meets defined treatment needs, and allows job placement within the YDC or the community as appropriate and in compliance with State and Federal regulations. This policy prohibits exploitation of youth in employment-related training or gainful employment.	
Purpose:	
To ensure youth housed in Youth Development Centers are provided work opportunities within the facility.	
Procedures:	
A. Eligibility Criteria and work requirements	<p>Youth are required to meet eligibility criteria to participate in the on campus work program.</p> <ol style="list-style-type: none"> 1. Youth must be between the ages of 14-19. <ol style="list-style-type: none"> a) Youth eligible to work part-time in the work program meet the following criteria: <ul style="list-style-type: none"> ◆ Have not graduated from high school or completed the HiSet Exam. These youth may participate in the work program after regular school hours, on week-ends and holidays. b) Youth eligible to work full-time in the work program meet the following criteria: <ul style="list-style-type: none"> ◆ Seventeen (17) years of age or older; and ◆ High school graduate or GED/HISET recipient. 2. Youth are actively participating in their treatment program;

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	<ol style="list-style-type: none"> 3. Youth have completed the two week classification period in current YDC placement when transferred from another placement outside of a YDC; and 4. Youth have completed at least one week in current YDC placement when transferred from another YDC.
<p>B. Application process</p>	<ol style="list-style-type: none"> 1. Youth complete and submit form CS-1072, Youth Work Application to the Child and Family Team (CFT) for review. Youth sign and agree to requirements in form CS-1073, Youth Work Agreement when applicable. 2. The CFT determines if youth participates in the work program based on eligibility criteria and youth's IPP/treatment plan. If approved for the program, specific goals and objectives are added to the youth's Individual Program Plan (IPP) related to the work program in the context of a Child and Family Team Meeting (CFTM). 3. The CFT forwards the approved application to the Work Program Coordinator for job placement.
<p>C. Work Program Coordinator responsibilities</p>	<p>The Superintendent appoints the Work Program Coordinator to oversee the on campus work program, responsibilities include, but are not limited to the following:</p> <ol style="list-style-type: none"> a) Collaborate with school staff to identify youth who are eligible to participate in the work program; b) Receive and review form CS-1072, Youth Work Application submitted by the CFT to determine job placement; c) Educate youth on appropriate dress for an interview, how to fill out an application and interview techniques; d) Track vacancies and notifies work site supervisors of approved youth; e) Keep a log of work positions and approved applicants; f) Schedule an appointment with the Work Site Supervisor for the approved youth to discuss job requirements and complete interview. Once accepted, youth sign and agree to requirements in form CS-1073, Youth Work Agreement; g) Generate and distribute a list of full-time and part-time youth approved to work weekly to YDC staff; h) Notify the Residential Case Manager (RCM) of any issues or problems concerning the behavior or performance of youth on the job that may need to be addressed; i) Ensure forms CS-1071, Youth Work Performance Evaluation and CS-1069, Youth Work Time Sheet (including hours worked and pay rate) are submitted weekly by the work site supervisors. If YDC uses a time clock system, the time card is forwarded to fiscal;

	<ul style="list-style-type: none"> j) Submit form CS-1069, Youth Work Time Sheet or time card to the fiscal office within one week of receipt; k) Ensure the RCM receives copies of the CS-1070, Youth Worker Job Plan (pending) and CS-1071, Youth Work Performance Evaluation for review and discussion with youth during Child and Family Team Meetings (CFTMs); l) Meet with Work Site Supervisors as necessary to resolve job related issues and enforce Work Program procedures; and m) Closely monitor youth performance, participation and progress in the Work Program.
<p>D. Work Site Supervisor responsibilities</p>	<p>Supervisors train, coach, monitor, evaluate and mentor youth workers assigned to their area. Supervisors are responsible for completing the following duties:</p> <ol style="list-style-type: none"> 1. Prepare a job plan on form CS-1070, Youth Worker Job Plan for each position: <ul style="list-style-type: none"> a) Review the job plan with youth and obtain signature on the plan acknowledging their review and receipt. During the review, youth are shown how to complete their timesheet (or time card) and all other applicable forms. b) Ensure the job plan includes a detailed explanation of tasks/duties, assigned areas, rules and expected behaviors; and c) Retain a copy for work site file and give the original signed job plan to the Work Program Coordinator for placement in the master file. 2. Complete form CS-1071, Youth Work Performance Evaluation on each youth worker as well as do the following: <ul style="list-style-type: none"> a) Forward the evaluation for the previous week to the Work Program Coordinator each Monday; and b) Work Program Coordinator keeps the original and gives a copy to the RCM for discussion in youths' IPP meetings. 3. Review and sign form CS-1069, Youth Time Sheet or time card on youth workers for the week and forward to the Work Program Coordinator for review each Monday. Any errors are corrected by supervisors within 24 hours of notification. 4. Ensure youth are treated fairly and equally so as to teach positive work ethics, instill responsibility and model professional standards of conduct. 5. Work through youth problems in a fair and consistent manner. 6. Ensure youth workers are supervised at all times and on task performing meaningful work during the entire shift, with the exception of normal break periods. 7. Train youth on how to operate any personal protective equipment required and maintain signed documentation of this training. Supervisors forward original signed document to the Work Program Coordinator and a signed copy to the Fire Safety Inspector to show compliance.

	<ol style="list-style-type: none">8. Youth receive a minimum rate of \$0.40 and maximum rate of \$0.65 for work completed in the work program.<ol style="list-style-type: none">a) Youth start at a pay rate of \$0.40 an hour. Pay increases may occur after receiving positive performance reviews, every 30 day period, until the maximum rate is reached. All recommendations for wage decreases due to poor performance or consistent behavior problems are forwarded in writing to the Work Program Coordinator by the CFT or Work Site Supervisor.b) Each year the Director of Residential Operations establishes the maximum weekly or hourly compensation rate and notifies the designated Fiscal Director. The Director of Fiscal Services for Division of Juvenile Justice annually establishes the maximum weekly amount or hourly rate(s) of the incentive allowance. Rate adjustments and notifications are made in accordance with DCS Policy <u>3.26, State-Funded Youth Allowances/Incentive Allowances.</u>
<p>E. Work requirements</p>	<ol style="list-style-type: none">1. Youth fourteen (14) and fifteen (15) years of age may only be employed:<ol style="list-style-type: none">a) After school hours, on holidays, and during the weekends.b) Between the hours of 7:00 a.m. and 7:00 p.m. on non-school days when the following day is a school day;c) Up to three (3) hours per day and eighteen (18) hours per week when the school is in session; andd) Up to eight (8) hours per day and forty (40) hours per week when school is not in session.2. Youth are not required to participate in uncompensated work assignments unless the work is related to:<ol style="list-style-type: none">a) Maintenance of their living area;b) Personal hygiene needs;c) Maintenance of the facility or grounds;d) Part of an approved vocational training; ore) An approved community service program or treatment program.3. Participation in the work program does not interfere with the health or well-being of youth.4. Participation in the work program does not conflict with structured school program requirements for youth as identified in the current IPP/IEP.5. Participation in the work program does not interfere with the requirements of a youth's Individual Program Plan, group counseling, education guidelines, recreation, visitation, religious activities, or behavior sanctions.

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	<p>6. All youth participating in the work program are required to abide by the following expectations:</p> <ul style="list-style-type: none">a) Successfully complete all required training;b) Maintain appropriate behavior on/off the work site; andc) Maintain progress towards all IPP goals and objectives. <p>7. Prior approval from the Superintendent/or designee is required for youth to work outside the secure facility perimeter.</p> <p>Note: The <u>Youth Handbook for Tennessee Youth Development Centers</u> includes the process for participating in the work program both for full time and part time positions.</p>
<p>F. Status changes</p>	<p>Youth cannot be terminated, “fired”, removed, or otherwise reassigned from one job to another without the approval of the Work Program Coordinator. To do so constitutes a major program change for the youth that is addressed within a CFTM to work towards a resolution that is acceptable for all parties involved. Youth participating in the work program are subject to the following:</p> <ul style="list-style-type: none">1. When youth cannot or will not adjust to the work group, the Supervisor reports youth to the Work Program Coordinator with a recommendation for appropriate action.2. The Coordinator holds an informal meeting with the youth, Case Manager (if available), and the Work Site Supervisor to help reach a resolution. The Coordinator arbitrates the meeting and provides all parties with the plan of action.3. If problems continue, a CFTM is scheduled to determine if termination is warranted. Depending on the circumstances, the youth is returned to the work site, placed on another job or terminated from the work program.4. In an emergency situation, the Shift Supervisor may temporarily remove a youth from the worksite until a meeting is held.5. Termination action should be the last resort and completed within the same workday, if possible, but will not exceed 72 hours, excluding weekends and holidays.6. If dissatisfied with the decision, youth submit termination appeals to the RCM during the meeting or as soon as possible to ensure prompt resolution as outlined in the <u>Classification and Individual Program Plan Manual</u>.

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Forms:	<u>CS-1069, Youth Worker Time Sheet</u> <u>CS-1070, Youth Worker Job Plan</u> <u>CS-1071, Youth Work Performance Evaluation</u> <u>CS-1072, Youth Work Application</u> <u>CS-1073 Youth Work Agreement</u>
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Collateral documents:	<u>Classification and Individual Program Plan Manual</u> <u>Protocol for Youth Work Restrictions</u> <u>Youth Handbook for Tennessee Youth Development Centers</u>
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Glossary:	
Term	Definition
	None