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Muscogee Nation  
Department of Education & Training  
Employment & Training  
Youth Works Program



### Youth Works Employment Program Worksite Guidelines & Expectations

1. Worksites are required to interview all approved applicants.
2. Youth participants will not be supervised by immediate relatives. A relative is defined as someone related to the applicant by blood or marriage.
3. Worksites must be physically located within the Muscogee Nation jurisdictional boundaries.
4. Casinos or businesses that sell alcohol or tobacco may be a worksite, with restrictions, for participants over the age of 18.
5. Worksites must provide sufficient work for 8 weeks with 32-40 hours worked per week OR for hours and time frames which are otherwise specified in work experience agreement.
6. Worksites may allow participants to take one week of leave, **without pay**, for extra-curricular activities OR for time specified in work experience agreement. Participants must have pre-approval from his/her supervisor and Summer Youth Counselor OR Youth Coordinator/Youth Specialist for this request. A request for leave must be submitted. Participants **will not be paid** for this time off.
7. **Summer Youth Participants** will be excused to attend mandatory summer school classes. Participants are required to seek pre-approval. Participants will be compensated for this time off only if this has been approved by the Employment and Training Administration.
8. **Year Round Program Participants** will clearly outline work schedule with worksite supervisor and submit schedule to Youth Coordinator/Youth Specialist.
9. Participants will be excused to attend GED classes and life skills classes.

10. **Summer Youth Participants** may be allowed to attend college or technical school classes. Participants will be compensated up to a maximum of 6 hours per week. Participants will be compensated up to a minimum of 6 hours per week. Participants are required to seek pre-approval for this request; however, the participants will be responsible for submitting a Student Time Sheet directly to the MN-Youth Works Program.
11. Worksites are responsible for providing direct supervision of the participant that includes:
- Regular and ongoing feedback to youth participant
  - Demonstrate /Train the participant on job duties and additional work tasks
  - Disciplinary action including a Performance Improvement Plan (PIP)
  - Documentation of accident or injuries
  - Performance Evaluations
12. Timesheets must be turned in on a timely manner to ensure the youth get paid on time. This is the responsibility of the supervisor.
13. Two Summer Youth evaluations are to be submitted over the duration of the program. Please contact your county's Summer Youth Counselor if you are unsure of the due dates.
14. Worksites will provide a safe and supportive work environment.
15. Worksites will comply with applicable Child Labor Laws (Must be reviewed)
- [http://www.ok.gov/odol/Workforce\\_Protection/Child\\_Labor/index.html](http://www.ok.gov/odol/Workforce_Protection/Child_Labor/index.html).
16. Participants are allowed (1) 15 minute break in the morning and (1) 15 minute break in the afternoon with a 30 minute -1 hour lunch break. The break length will be determined by the worksite and/or supervisor.
17. Worksites will report only actual hours (or approved holidays) on worksite time sheets on the designated days.
- Participants will **only be paid for actual work hours and worksite approved holidays.**
  - Approved holidays are those days observed by the worksite. (Worksites are not required to observe Muscogee Nation holidays.)
  - A participant **must work the day before and the day after the holiday to receive holiday pay.**
  - Participants are not paid for illness, personal appointments, attending camps, ball games, or other extra-curricular activities.

- Participants are allowed one day with compensation for religious leave. Participants are required to notify the worksite and SY Counselor OR Youth Coordinator/Youth Specialist; also submit a religious leave request form before the pay period ends.

Worksites will not be allowed to transfer regular, full time employees to the SYEP program for the summer months. Participants, who are working part time for a worksite, may work on the SYEP part time.

Worksites may employ participants who have negative background checks and/or who have positive alcohol/drug screens if the worksite policies allow. These worksites will be asked to work in a team approach to help the participant overcome these challenges.

**I acknowledge I reviewed the Child Labor Laws and understand this worksite agreement.**

**I understand failure to comply will terminate eligibility to participate as a host worksite.**

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**Worksite Representative Signature**

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**Date Signed**



Muscogee Nation  
Department of Education & Training  
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Youth Works Program

**Summer Youth Applications accepted from October 1<sup>st</sup> through  
January 31<sup>st</sup>**

### WORKSITE REQUEST FOR YOUTH

Serving youth throughout the following counties: Creek, Hughes, Okfuskee, Okmulgee, Mayes, McIntosh, Muskogee,  
Rogers, Tulsa, Wagoner

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(City) (State) (Zip)

This organization is:  a government agency  a registered not-for-profit 501(c) 3 agency

business (Check one)

Daycare Facility:  Yes  No Native American Owned:  Yes  No

Administrative Contact Person: \_\_\_\_\_

(Name) (Phone Number)

\_\_\_\_\_

\_\_\_\_\_

(Cell Phone)

(Email)

Person responsible for supervising, training, and submitting time sheets for Summer Youth Employee(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name)

(Cell Phone)

(Email)

This organization can provide sufficient work for \_\_\_\_ youth employee(s) for the entire eight week program period. (Maximum 3 per site)

Please provide the job title and description of job duties for each position requested:

<b>Job Title</b> (Formal title. Do not write "helper".)	<b>Job Duties</b> (Job titles must match Work Experience Agreements that are signed by worksite and participant)
1.	
2.	
3.	

Identify skills that would be required for the position(s) (i.e. clerical, computer, recreation, maintenance):  
**Keep in mind that this may be their first job.**

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Worksite is located at: \_\_\_\_\_  
 (Physical Address) (City) (State) (Zip)

Please indicate what age of participant(s) you can accommodate (16-21 or any): \_\_\_\_\_

Please identify the work schedule required- circle the days of the week and indicate the times:

(Participants are not to exceed 40 hours per week)

Mon    Tue    Wed    Thur    Fri    Sat    Sun    From \_\_\_ to \_\_\_ a.m. /p.m. To \_\_\_ to \_\_\_ a.m /p.m.

This job position requires: Age 18 and over:     Yes     No

Ability to work outdoors:     Yes     No

Specialized Tools: \_\_\_\_\_  
 \_\_\_\_\_

Specific Training: \_\_\_\_\_  
\_\_\_\_\_

Drug Test     OSBI     TB Test     Tetanus Shot     Other \_\_\_\_\_

Have you supervised youth employees in the previous years?     Yes     No

### Statement of Understanding

I verify that I have read the Summer Youth Employment Program/Youth Works Worksite Guidelines and Expectations. I acknowledge an understanding of this information. If determined eligible to participate in the SYEP I agree to comply with the expectations and Guidelines of the Muscogee Nation Employment and Training Administration.

I further understand that if I fail to comply with the Statement of Understanding it may affect my ability to participate as a worksite with the Muscogee Nation Youth Works Program.

\_\_\_\_\_  
**Organization Authorized Representative Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

Checklist
___ Worksite Request for Youth
___ Worksite Legal Agreement (For new worksites only)
___ Proof of Business (For new worksites only)
(License, OTC documents, 1040 Form, Tax #, Statement from Bank etc.)