



STANDARD OPERATIONS AND PROCEDURES MANUAL

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This manual is a thorough guide for the MPLOY Team members responsible for administering the MPLOY Youth Summer Experience. Always refer to the MPLOY Standard Operations and Procedures Manual before inquiring of your direct supervisor when you have questions about best practices. Always ask your direct supervisor for assistance or clarity when necessary.

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TABLE OF CONTENTS

GENERAL INFORMATION	8
Organizational Structure.....	8
MPLOY Organizational Chart.....	9
Program Timeline	10
RESPONSIBILITIES OF THE MPLOY TEAM	11
Job Developer Position.....	11
Job Developer Position Description	12
Youth Specialist Position	14
Youth Specialist Job Description	15
Time, Attendance, and Payroll for MPLOY Team.....	17
Timesheet Guide for MOYS	18
Training, Orientation, and Evaluation for MPLOY Team Members.....	19
Tennessee Department of Labor and Workforce Development Wage Regulation Act	20
PROGRAM STRUCTURE.....	21
The Need and Impact.....	21
How the MPLOY Program Works.....	21
MPLOY Student Groups.....	22
MPLOY STUDENT EXPERIENCE.....	23
Application and Lottery for MPLOY Youth.....	23
Verification and Interview Process for MPLOY Youth.....	23
Placement Process for MPLOY Youth.....	24
Maintaining Master Files.....	26
Required MPLOY Orientation	28
First Day of the MPLOY Program.....	28
Worksite Orientations.....	29
Maintaining Caseloads.....	31
Youth Specialist Suggested Summer Weekly Schedule	32
Caseload Files.....	34
Caseload Binder for Youth Specialists	35

Student Communication	35
Transfer Process for MPLOY Youth	36
Time, Attendance, and Payroll for MPLOY Students.....	37
Weekly Timesheets	37
Timesheet Pick-Up and Record Keeping.....	38
Entering Time into Electronic Payroll.....	38
Payroll Checks and Problem Resolution	39
Lunch Break Policy for MPLOY Students	40
Professional Development for MPLOY Students.....	40
RELATIONSHIP WITH WORKSITES	41
Business Partners and Service Providers.....	41
Host Coordinators and Worksite Supervisors	41
ADDITIONAL POLICY INFORMATION	43
Participant Absenteeism	43
Terminations.....	44
Inclement Weather Policy	45
Reporting Accidents or Injuries.....	45
Grievances.....	46
Harassment and Hostile Work Environments.....	46
Sexual Harassment	47
Creating Welcoming Spaces	47
FORMS AND GUIDES	49
Instructions for Forms and Guides.....	49
Operational Forms:.....	50
<i>EMPLOYEE TIMESHEET, CITY OF MEMPHIS—EXECUTIVE DIVISION</i>	<i>50</i>
<i>INCIDENT REPORT FORM</i>	<i>52</i>
<i>GUIDEBOOK FOR ORACLE USER.....</i>	<i>54</i>
<i>LOCAL TRAVEL LOG</i>	<i>66</i>
<i>PLACEMENT CARD</i>	<i>68</i>
<i>RECEIPT OF HANDBOOK FOR MPLOY STUDENTS</i>	<i>70</i>
<i>RECEIPT OF IN-PERSON MEETINGS</i>	<i>72</i>

<i>TAX FORMS</i>	74
<i>TERMINATION REQUEST FORM</i>	80
<i>TRANSFER REQUEST FORM</i>	82
Student Verification Forms:	84
<i>CODE OF CONDUCT</i>	84
<i>DRESS CODE POLICY</i>	86
<i>DRUG FREE WORKPLACE POLICY</i>	88
<i>EMERGENCY CONTACT FORM</i>	90
<i>FIELD TRIP PARTICIPATION FORM</i>	92
<i>MEDIA RELEASE FORM</i>	94
<i>PARENT AND PARTICIPANT AGREEMENT</i>	96
<i>PARENT CONSENT FORM</i>	98
<i>REQUIRED DOCUMENTS CHECKLIST</i>	100
<i>STUDENT EMPLOYMENT APPLICATION</i>	102
<i>WAIVER AND RELEASE AGREEMENT</i>	105
Forms for Student Timesheets and Payroll:	107
<i>EMPLOY STUDENT TIMESHEET</i>	107
<i>RECEIPT OF PAYCHECK</i>	109
<i>TIMESHEET LOG (SAMPLE)</i>	111
Alphabetical Index	116

GENERAL INFORMATION

The MPLOY Youth Summer Experience (MPLOY) is a locally funded initiative administered by the Memphis Office of Youth Services (MOYS) that provides City of Memphis youth ages 14 to 21 with meaningful and rewarding summer experiences. The MPLOY Youth Summer Work Experience offers various career path options according to the participants' strengths and interests, including soft skills training, entry-level positions, and internships. Some of the top employers in the Memphis area make this possible by agreeing to serve as Business Partners and Service Providers, offering structured job opportunities for youth during the summer.

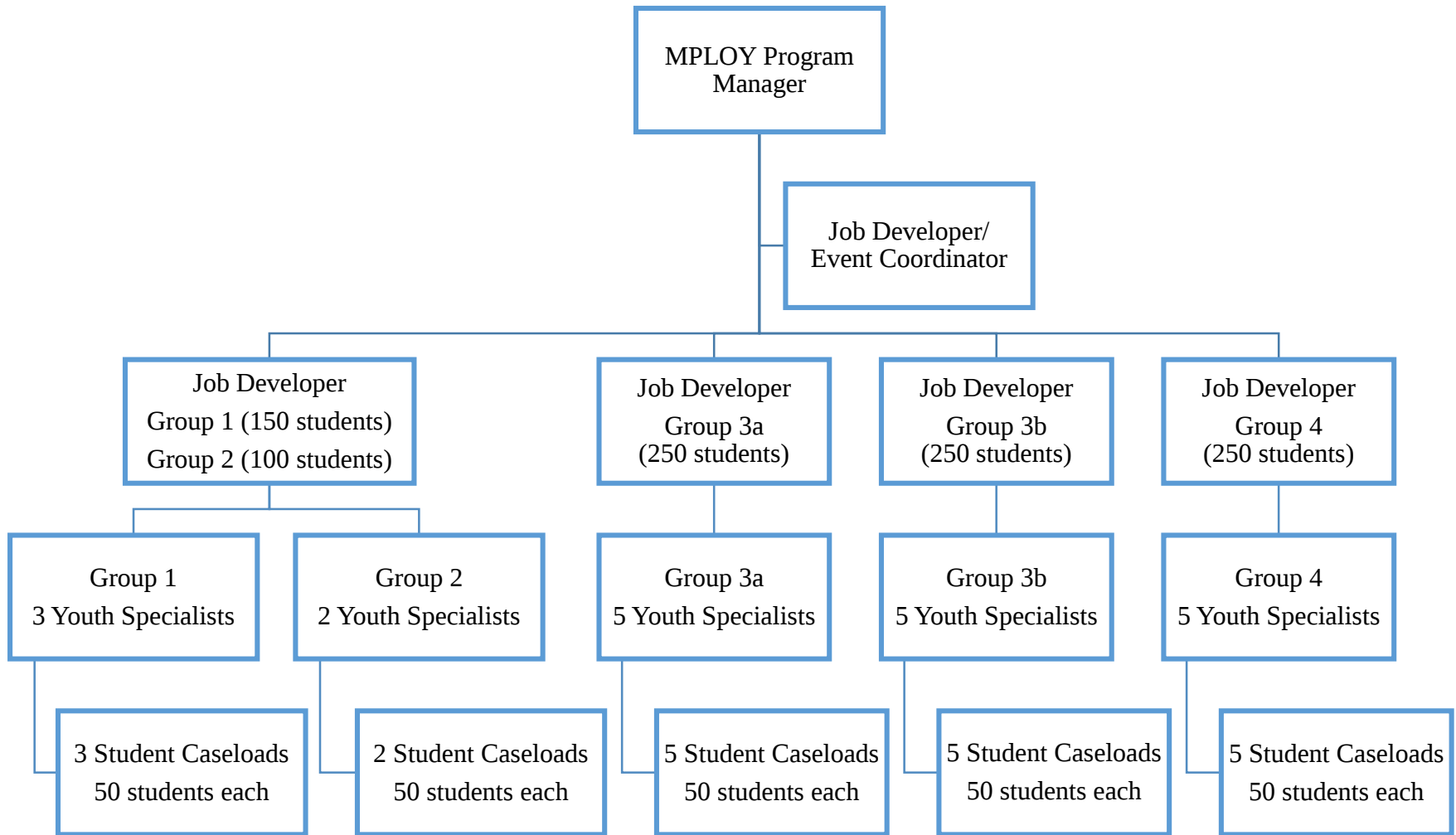
Organizational Structure

The MPLOY Team consists of Job Developers, Youth Specialists, and a Program Manager, who are staff of the MOYS. The MPLOY Team works closely with other MOYS staff, and partners with representatives from outside organizations to support MPLOY Students in having a meaningful summer work experience.

Refer to the Organizational Chart to understand the structure of the MPLOY Team.

	Group 1	Group 2	Group 3	Group 4
Number of Students	150	100	500	250
Student Ages	18-21	16-21	16-18	14-16
Description	College interns	Non-traditional student workers	High school workers	Middle school trainees
Organizational Structure	1 Job Developer (Group 1 and Group 2) 3 Youth Specialists	1 Job Developer (Group 1 and Group 2) 2 Youth Specialists	2 Job Developers 10 Youth Specialists	1 Job Developer 5 Youth Specialists

MPLOY Organizational Chart



Program Timeline

MPLOY starts during the first week of June, and runs for six weeks. The MPLOY Team is expected to begin work in the spring, and continue work through the summer to completely close out the program. Please note: July 4 is observed as a holiday. Students and the MPLOY Team will not be paid for this day.

Some MPLOY Team members work year-round to prepare materials, recruit business partners and service providers, and advertise MPLOY opportunities to students. The following is a general overview of the MPLOY program timeline. Specific dates are subject to change from year to year.

Month	Tasks
August-September	• Wrap up MPLOY Program details • Collect MPLOY Program feedback
October-November	• Advertise MPLOY opportunities to students • Connect with new business partners and service providers
December-January	• Online application is open for students • Select MPLOY participants through lottery
February-March	• Conduct verification and interview process with students
April-May	• Conduct MPLOY Orientation for students, parents, and business partners • Confirm student job placements
June-July	• MPLOY students work for six weeks at their assigned job placement • MPLOY team members supervise their student caseloads

RESPONSIBILITIES OF THE MPLOY TEAM

Job Developer Position

Job Developers are responsible for:

- Conducting job development services
- Identifying and retaining Business Partners and Service Providers
- Securing employment for program participants
- Developing a reporting and record-keeping system
- Serving as the liaison with local employers to market the program and establish partnership with local businesses and organizations
- Conducting on-site presentations in an effort to solicit companies to join the MPLOY Program as a Business Partner or Service Provider
- Developing and maintaining strong business relationships, through site visits and continuous verbal and/or written communication
- Working with companies and organizations to place program participants in vacancies and ensure customer satisfaction
- Maintaining and providing detailed reports to outline regular monitoring and progress updates
- Monitoring processes to ensure activities are adequately and efficiently executed and are in compliance with the Department of Labor guidelines

Additional duties of the Job Developers may include:

- Responsible for submitting assigned Youth Specialists' time sheets to Program Manager
- Providing support and guidance to MPLOY Youth Specialists
- Facilitating the process of terminations, resolving pay disputes, and other program issues

The Program Manager is the direct supervisor to the Job Developers.

Refer to the full Job Developer Position Description to better understand the responsibilities of the Job Developer.



Job Developer Position Description

Job Title: Job Developer
Program: MPLOY Youth
Location: Memphis Office of Youth Services
Pay: Hourly

Minimum Qualifications: Must have a bachelor's degree or at least 55 college semester hours and currently be enrolled in college; or any combination of experience or training which enables one to perform the essential job functions. Working knowledge of Microsoft Office Word, Excel, and PowerPoint is strongly preferred. Must possess a valid driver's license. Also must be able to work a flexible schedule, which consists of full-time hours in the summer and part-time hours during the school year. Must be able to work within the program dates. At the end of each program year, candidates will re-interview for this position.

How to Apply: Please submit resume via email to the Program Manager.

Summary of Position: The Job Developer will lead in the development, implementation and evaluation of the MPLOY. The primary responsibility involves organization and facilitation of program related activities at designated MPLOY worksites. This includes, but is not limited to: coaching a team of Youth Specialists with caseloads of students, defining and troubleshooting processes, working with program participants, businesses, and representatives to achieve MPLOY goals, and implementing the evaluation of the program.

Supervisor: Job Developer's activities will be supervised on a daily basis by the Memphis Office of Youth Services' MPLOY Program Manager.

Organization: The City of Memphis

Program Responsibilities:

- Responsible for conducting job development services by identifying and retaining partnering employers and securing employment for program participants
- Develops a reporting system for employers and the MPLOY staff
- Serves as the liaison with local employers to market the program and establish partnership with local businesses and organization (including the Memphis Chamber of Commerce, Rotary Club, etc.)
- Conducts on-site presentations in an effort to solicit companies to join the MPLOY Youth Program as a partner
- Develops and maintains strong business relationships, by site visits and continuous verbal and/or written communication to ensure quality service
- Works with companies/organizations to place program participants in vacancies and ensure customer satisfaction Maintains and provides detailed reports to outline weekly monitoring and progress updates
- Compiles and reviews occupational labor market and economic information to aid program participants in employment
- Monitors job development processes to ensure activities are adequately and efficiently executed and are in compliance with the Department of Labor guidelines
- Be a positive leader for students
- Maintains records and other program information for evaluation purposes
- Assists in planning, marketing and executing the social, cultural, educational and recreational programs based on the student's needs and/or interests and encourage students to participate in those programs
- Functions as an advocate for students, Youth Specialists, and worksite representatives by recognizing the problems, concerns, and opinions of the individuals and present the viewpoints to the appropriate program staff
- Performs additional functions (essential or otherwise) which may be assigned

Program Skills:

- Positive attitude
- Ability to work independently or with a group
- Excellent organizational skills
- Requires good interpersonal skills
- Maintain professional manner
- Work a flexible schedule

Program Benefits:

- Excellent experience with many of the projects and people working within the Memphis Office of Youth Services
- Opportunities for leadership development
- Involvement in a variety of local programs and efforts
- Shaping the career possibilities of young people
- Experience in creating, planning, conducting, and evaluating a youth summer experience program

Youth Specialist Position

The Youth Specialists assist in the development, implementation and evaluation of the MPLOY Program. The primary responsibilities of Youth Specialists include:

- Organizing and facilitating program related activities at designated MPLOY worksites
- Managing a caseload of students
- Maintaining attendance records
- Collecting student timesheets and other program related records
- Gathering employment resources
- Working with program participants, Business Partners, Service Providers, and other representatives to achieve MPLOY goals
- Assisting in evaluating the program

Additional duties of the Youth Specialist may include:

- Communicating information to Worksite Supervisors
- Advocating for youth
- Supporting Worksite Supervisors with any issues they are experiencing
- Monitoring the worksite to ensure youth are receiving a quality work experience and that Worksite Supervisors are receiving adequate assistance and resources from MPLOY
- Tracking submission of necessary paperwork and following up with Worksite Supervisors when documents have not been submitted
- Traveling for worksite visits and student monitoring
- Maintaining a caseload binder, including accurate contact information, emergency contact information, and a timesheet log for all students, and reporting any changes to Job Developers

The Job Developers are the direct supervisor to their assigned Youth Specialists.

Refer to the full Youth Specialist Job Description to better understand the responsibilities of the Youth Specialist.



Youth Specialist Job Description

Job Title: Youth Specialist
Program: MPLOY Youth
Location: Memphis Office of Youth Services
Pay: Hourly

Minimum Qualifications: Must have a bachelor's degree or at least 55 college semester hours and currently be enrolled in college; or any combination of experience or training which enables one to perform the essential job functions. Also must be able to work a flexible schedule, which consists of full-time hours. Must be able to work within the program dates. Working knowledge of Microsoft Office Word, Excel, and PowerPoint is strongly preferred. Must possess a valid driver's license.

How to Apply: Please submit resume via email to the Program Manager.

Summary of Position: The Youth Specialist will assist in the development, implementation and evaluation of the MPLOY. The primary responsibility involves organization and facilitation of program related activities at designated MPLOY worksites. This includes, but is not limited to, managing a case load of students, maintaining attendance, collecting timesheets, other program related records, and employment resources, working with program participants, businesses, and representatives to achieve MPLOY goals, and assisting in evaluating the program.

Supervisor: Youth Specialist's activities will be supervised on a daily basis by the Memphis Office of Youth Services' MPLOY Job Developer and Program Manager.

Organization: The City of Memphis

Program Responsibilities:

- Serves as lead facilitator for implementation of MPLOY at designated worksites and liaison with local employers
- Be a positive leader for students
- Develops and maintains strong business relationships, by site visits and continuous verbal and/or written communication to ensure quality service
- Works with companies/organizations to place program participants in vacancies and ensure customer satisfaction
- Maintains records and other program information for evaluation purposes
- Creates and provides detailed reports to outline weekly monitoring and progress updates
- Monitors job development processes to ensure activities are adequately and efficiently executed and are in compliance with the Department of Labor guidelines
- Assists in planning, marketing and executing the social, cultural, educational and recreational programs based on the student's needs and/or interest and encourage students to participate in those programs
- Functions as an advocate for students and worksite representatives by recognizing the problems, concerns, and opinions of the individuals and present the viewpoints to the appropriate program staff
- Engages student to meet personal goals and objectives
- Performs additional functions (essential or otherwise) which may be assigned

Program Skills:

- Positive attitude
- Ability to work independently or with a group
- Excellent organizational skills
- Ability to communicate with others
- Maintain professional manner
- Work a flexible schedule

Program Benefits:

- Excellent experience with many of the projects and people working within the Memphis Office of Youth Services
- Opportunities for leadership development
- Involvement in a variety of local programs and efforts
- Shaping the career possibilities of young people
- Experience in creating, planning, conducting, and evaluating a youth summer experience program

Time, Attendance, and Payroll for MPLOY Team

MPLOY PROGRAM POLICY: Internal timesheets are to be turned in to your direct supervisor on the Thursday before the end of a pay period (bi-weekly), according to the City of Memphis payroll schedule.

PURPOSE: MPLOY Team members are governed by the payroll schedule and attendance requirements for part-time workers as outlined by the City of Memphis.

STAFF RESPONSIBILITIES:

- Because MPLOY Team Members' work activities include locations other than MOYS, it is the responsibility of the MPLOY Team Member to communicate with your direct supervisor about the appropriate times for taking a lunch break. There must be an MPLOY Representative from each Group available at all times during business hours, and accessible at MOYS to students, parents, and other staff members. It is the responsibility of the direct supervisor to coordinate lunch schedules for MPLOY Staff members to ensure coverage at MOYS for each Group.
- It is the responsibility of the MPLOY Team Member to communicate regularly with your direct supervisor regarding personal scheduling. In the event of unexpected tardiness or absence from work, it is expected that the MPLOY Team Member will phone or email immediately to communicate with your direct supervisor. It is the responsibility of the direct supervisor to confirm that work-related business, especially time-sensitive activities, will be handled appropriately in light of a staff member's tardiness or absence. This will ensure accountability for all MPLOY Team members, so that MPLOY operations will continue to function smoothly despite unexpected changes in scheduling. Excessive tardiness or absence may be grounds for disciplinary action, at the discretion of the direct supervisor.

PROCEDURE:

1. On a daily basis, MPLOY Team members must record their time and gas mileage on the internal timesheets and Local Travel Logs provided by MOYS.
2. Employees must verify their time worked with your direct supervisor on a daily basis, including accommodations for lunch breaks.
3. Internal timesheets and gas logs must be submitted to your direct supervisor on a bi-weekly basis.

FORMS AND SUPPLEMENTAL INFORMATION:

- Employee Timesheet, City of Memphis—Executive Division: This form is the internal timesheet for the City of Memphis employees in the Executive Division.
- Local Travel Log: This form is used to record the mileage accrued for work-related travel.
- The Timesheet Guide for MOYS is a reference for filling out internal timesheets. The Timesheet Guide for MOYS outlines the appropriate lunch breaks for MOYS Staff Members.

Timesheet Guide for MOYS

Time Worked	Explanation	Hours Paid
8:00am-4:30pm	Includes 1 hour lunch and 2 (15 min.) breaks	8 hours
8:30am-5:00pm	Includes 1 hour lunch and 2 (15 min.) breaks	8 hours
9:00am-5:30pm	Includes 1 hour lunch and 2 (15 min.) breaks	8 hours
9:30am-6:00pm	Includes 1 hour lunch and 2 (15 min.) breaks	8 hours
9:30am-5:00pm	If you work at least 6 hours but less than 8 hours, you receive a 30 min. lunch break and 2 (15 min.) breaks. The 30 min. lunch break must be subtracted from the total hours worked.	7 hours
1:00pm-6:00pm (w/o 1 hour lunch)	This should be calculated as straight time. Any time away from work must be deducted from total hours.	5 hours
1:00pm-6:00pm (w/ 1 hour lunch)	This should be calculated as straight time. Any time away from work must be deducted from total hours.	4 hours
15 minutes = .25 hours 30 minutes = .50 hours 45 minutes = .75 hours 60 minutes = 1 hour	If your start or end time is within a 15 minute interval, please follow these instructions: Round down for 7 minutes and under and round up for 8 minutes and up. For example, 7:07am would be 7:00am and 7:08am would be 7:15am.	

Training, Orientation, and Evaluation for MPLOY Team Members

MPLOY PROGRAM POLICY: Trainings for MPLOY Team members will be conducted after each employee's orientation with the City of Memphis. These trainings may include:

- Youth mediation training or conflict resolution
- How to enter time for payroll
- Protocol for medical emergencies
- Organization and file maintenance
- How to manage your caseload
- Team-building exercises

PURPOSE: Training and orientation for MPLOY Team members maintains continuity throughout the MPLOY Team regarding how to handle work-related functions, guaranteeing consistency in program knowledge for all staff members. Evaluation for MPLOY Team members holds staff members accountable for their performance, such that each staff member is able to deliver the best service possible on behalf of the MPLOY Team to all involved parties.

STAFF RESPONSIBILITIES:

- Each MPLOY Team member must be familiar with the Tennessee Department of Labor and Workforce Development Wage Regulation Act, so that you are able to adequately ensure that students' work-related activities are in compliance with the Department of Labor guidelines.
- All work-related materials must be kept organized and up-to-date. All work-related actives and documentation are subject to auditing at any time.
- Each MPLOY Team Member's performance will be evaluated on a regular basis by your direct supervisor. It is the responsibility of the direct supervisor to conduct individual performance evaluations throughout the MPLOY Program
- MPLOY Team Members are expected to uphold high standards of excellence and be receptive to constructive criticism as necessary.

FORMS AND SUPPLEMENTAL INFORMATION:

- Child Labor Laws from the Tennessee Department of Labor and Workforce Development

Tennessee Department of Labor and Workforce Development Wage Regulation Act



TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

WAGE REGULATION ACT

It is unlawful for any employer to employ, permit or suffer to work any person without first informing the employee of the amount of wages to be paid (T.C.A. §50-2-101). All wages or compensation of employees in private employments shall be due and payable at least semi-monthly. Notice of regular paydays shall be posted by each employer in at least two conspicuous places.

REGULAR PAYDAY POSTED AS FOLLOWS: _____ (T.C.A. §50-2-103).

Each employee must have a 30-minute unpaid rest break or meal period if scheduled to work 6 hours consecutively, except in workplace environments that by the nature of business provide for ample opportunity to rest or take an appropriate break. Such break shall not be scheduled during or before the first hour of scheduled work activity (T.C.A. §50-2-103).

No employer shall discriminate between employees in the same establishment on the basis of sex by paying any employee salary or wage rates less than he pays to any employee of opposite sex for comparable skill, effort, and responsibility, and which are performed under similar working conditions (T.C.A. §50-2-202).

CHILD LABOR ACT

Minors 14 and 15 years of age may not be employed
(T.C.A. §50-5-104);

1. During school hours;
2. Between 7:00 pm and 7:00 am;
3. More than 3 hours a day on a school day;
4. More than 18 hours a week during school weeks;
5. More than 8 hours a day on non-school days;
6. More than 40 hours a week during non-school weeks.

Minors 16 and 17 years of age may not be employed
(T.C.A. §50-5-105);

1. During those hours when the minor is required to attend classes;
2. Between the hours of 10:00 pm and 6:00 am, Sunday through Thursday evenings preceding a school day, except with parental or guardian consent. Then, the minor may work until midnight no more than 3 of the Sunday through Thursday nights.

BREAK OR MEAL PERIOD (T.C.A. §50-5-115)

A minor must have a 30-minute unpaid break or meal period if scheduled to work 6 hours consecutively. Such break shall not be scheduled during or before the first hour of scheduled work activity.

OCCUPATIONS PROHIBITED FOR MINORS UNDER THE AGE OF 18 (T.C.A. §50-5-106)

- | | |
|--|---|
| 1. In or about plants or establishments manufacturing or storing explosives or articles containing explosive components; | 15. Wrecking, demolition and ship-breaking operations; |
| 2. Motor vehicle driving occupations; | 16. Roofing operations; |
| 3. Coal mine occupations; | 17. Excavation operations; |
| 4. Logging and sawmill operations; | 18. In any 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; |
| 5. Operation of power-driven woodworking machines; | 19. Any occupation which the commissioner shall by regulation declare to be hazardous or injurious to the life, health, safety and welfare of minors; |
| 6. Exposure to radioactive substances and ionizing radiations; | 20. 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; |
| 7. Operation of elevator and other power-driven hoisting apparatus; | 21. Occupations involved in youth peddling. |
| 8. Operation of power-driven metal forming, punching and shearing machines; | |
| 9. Mining elements other than coal; | |
| 10. Slaughtering, meat packing, processing or rendering; | |
| 11. Operation of power-driven bakery machines; | |
| 12. Operation of power-driven paper products machines; | |
| 13. Manufacture of brick, tile and kindred products; | |
| 14. Operation of circular saws, band saws and guillotine shears; | |

DUTIES OF EMPLOYERS (T.C.A. §50-5-111)

Employers of minors shall:

1. Post in a conspicuous place on the business premises a printed notice of the provisions of the Child Labor Act furnished by the department;
2. Maintain a separate file record for each minor employed which shall be kept at the minor's place of employment and shall include the following:
 - a. Employment application;
 - b. Copy of minor's birth certificate, driver's license, state issued ID or passport, as evidence of age by statute;
 - c. Accurate daily time record for all minors subject to the provisions of this Act;
 - d. Any records qualifying a minor for exemption under T.C.A. §50-5-107 (8)-(13);
3. Allow the department to inspect all premises where minors are or could be employed and the contents of the individual file records; and
4. Furnish the department with records relative to the employment of minors.
5. If a minor is 16 or 17 years of age and is home schooled, the file must include documentation from the Director of the LEA, the home school, or church-related school that confirms the minor's enrollment and authorization to work.

For information on state laws contact the Tennessee Department of Labor and Workforce Development Labor Standards Division
(615)741-2858 (option 3) - Toll Free (866)588-6814 - www.tn.gov/labor-wfd



Tennessee Department of Labor & Workforce Development; Authorization #337477; 5,000 copies; August 2012. This public document was promulgated at a cost of \$0.09 per copy.

The TN Department of Labor and Workforce Development is committed to principals of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Callers with hearing impairments may use TTY 615-532-2879, TTY 1-800-848-0298, TDD 1-800-848-0299 or TTY/TDD 711.

PROGRAM STRUCTURE

The MPLOY Youth Summer Experience is designed to provide a meaningful work experience for young people in the Memphis community.

The Need and Impact

- It is clear that the need for fulfilling summer experiences exists and the MPLOY Youth Summer Experience is designed to answer that call.
- Thousands of teens and young adults from the Memphis community submit applications for consideration.
- MPLOY Youth will provide students with an enriching and rewarding opportunity for a meaningful work experience during the summer months.

How the MPLOY Program Works

Students have the opportunity to apply online. Students are selected via a random, computer-generated lottery system to be considered for employment. Once selected into the program, students are assigned a Group based on their age, professional interest, and City Council District. Youth Specialists are responsible for managing a caseload of students in a certain Group who are placed at various worksites. Job Developers oversee the caseload management for each Group, and work to augment the relations between worksites and the MPLOY Team.

- MPLOY seeks to employ 1,000 youth, ages 14-21, for six weeks during the summer months.
- MPLOY will provide teens and young adults with various career paths according to their strengths and interests, including soft skills training, entry-level positions, and internships.
- Youth selected through the lottery process will receive positions and be compensated based on age and education level.
- Top employers in competitive industries will partner with the City of Memphis to offer these opportunities, including the following interest areas:
 - Healthcare
 - Banking
 - Retail
 - Arts
 - Nonprofit
 - Corporations
 - Technical Skills

MPLOY Student Groups

MPLOY Students are assigned to Groups based on their ages. Different worksites are available to students in each Group according to their career interest and past experiences. Students will be in a Youth Specialist's caseload according to the worksite where they are placed for their Group.

Group 1 is comprised of college interns whose job placements may include the healthcare industry, the banking industry, and corporations.

Group 2 is comprised of non-traditional students who have been identified as at-risk students, who may need additional support to assist with their employment experience, or who may be out of school due to various other circumstances.

Group 3 is comprised of high school students. MPLOY offers a supportive environment where students can learn to excel professionally during their first job.

Group 4 is comprised of middle school trainees who are offered the chance to complete a project or develop a specific set of skills based on their job placement.

	Group 1	Group 2	Group 3	Group 4
Number of Students	150	100	500	250
Student Ages	18-21	16-21	16-18	14-16
Description	College interns	Non-traditional student workers	High school workers	Middle school trainees
Organizational Structure	1 Job Developer (Group 1 and Group 2) 3 Youth Specialists	1 Job Developer (Group 1 and Group 2) 2 Youth Specialists	2 Job Developers 10 Youth Specialists	1 Job Developer 5 Youth Specialists

MPLOY STUDENT EXPERIENCE

Application and Lottery for MPLOY Youth

Students can apply online at www.cityofmemphisyouth.org to submit their application into the lottery. A lottery is held to select students at random to be considered for job placement. In order to ensure a fair opportunity for representation throughout the city, a certain number of students are selected into each Group from each City Council District.

Verification and Interview Process for MPLOY Youth

Upon selection from the lottery, students are invited to continue with the verification process and interview process.

The following documents are required for students to be verified for employment:

- 1. Photo identification**
- 2. Proof of residence in the City of Memphis**
- 3. Photocopy of social security card**
- 4. Verification of education status**
- 5. Proof of age**

Once they have completed the verification process, students are invited to interview with the MPLOY Team, as a way to gain experience with expectations of professional presentation and demeanor. This also allows for the MPLOY Team to get to know the students' personal skills set and professional aspirations in an individualized way, so that we may consider placing the student based on their career interests.

MPLOY PROGRAM POLICY: Students are required to complete the Verification and Interview Process for MPLOY Youth before beginning their employment assignment.

PURPOSE: The purpose of the Verification and Interview Process is to confirm that MPLOY applicants meet the eligibility requirements of MPLOY.

STAFF RESPONSIBILITIES:

- MPLOY Team members are required to keep all students' personal information confidential.
- MPLOY Team members must exhibit courtesy in their customer service as a representative of the organization to MPLOY students and parents during the Verification and Interview Process, and to all relevant parties throughout the stages of the MPLOY program.
- During the Verification and Interview Process, MPLOY Team members must account for all required documents from each MPLOY student to ensure that students' files are complete. MPLOY Team members must not accept any documentation that is incomplete. If a student does not have all of their required documentation, they should be sent away and asked to return by invitation only.

PROCEDURE:

1. During the Verification and Interview Process, MPLOY Team members must verify that documentation items and paperwork are legitimate, signed by students and parents where necessary, and in accordance with student eligibility requirements.
2. Upon completing the Verification and Interview Process, MPLOY Team members will communicate to the student about the next steps in continuing with the MPLOY process.

FORMS AND SUPPLEMENTAL INFORMATION:

- Required Documents Checklist: The Required Documents Checklist is a list of the required documentation that is to be included in each student's Master file in order for them to complete the verification process. One document is necessary to satisfy each category.

Placement Process for MPLOY Youth

Students will be given their job assignments based on their education level, career interest, and availability. Schedule permitting, students will also be encouraged to attend an event where they will have the opportunity to network with worksite representatives in advance of receiving their job assignments. This will allow the student an opportunity to express their interest in a specific job industry, as well as allow worksite representatives to get to know the students that will potentially be placed at their organization.

MPLOY PROGRAM POLICY: It is our goal to place students in an environment where they will excel and gain a meaningful work experience throughout the summer. Upon receiving their job assignments, students will be provided with the contact information for their worksite supervisor, as well as their assigned Youth Specialist.

PURPOSE: The Placement Process aims to provide each student with a meaningful work environment that is suitable to their career interest, age group, and education level.

STAFF RESPONSIBILITIES:

- It is the responsibility of the Job Developer to make a worksite assignment for the student, and notify all relevant parties of the assignment.
- It is the responsibility of MPLOY Team members to communicate with you Supervisor regarding the success and progress of students in their assigned placements, particularly in the event of a request to transfer a student's placement.
- It is the responsibility of the Youth Specialist to ensure that students are appropriately oriented and prepared for their job assignment by meeting with the worksite supervisor in advance, and conducting a worksite orientation for the MPLOY students in advance of the students beginning employment. This will aid in acclimating the students to their new work environment. It should be the priority of the Youth Specialist to make students feel welcomed, comfortable, and prepared for success in their job assignment.

PROCEDURE:

1. A Job Developer will consider the profile of the student, including all application materials, information collected during the Verification and Interview Process, and a student's career interest when considering a student's placement.
2. The Job Developer, Youth Specialist, and Worksite Supervisor should deliberate about special considerations for a student during the placement process, upholding the student's best interests while keeping the student's successful employment in mind.
3. The Job Developer will notify all relevant parties about the student placement, including the student, the Youth Specialist, the Worksite Supervisor (and, in some cases, the former worksite supervisor) to confirm the student's job assignment.

FORMS AND SUPPLEMENTAL INFORMATION:

- Placement Card: This is the documentation provided to the student, notifying them of their job assignment, as well as the contact information for their worksite supervisor and their assigned Youth Specialist.
- Emergency Contact Form: All relevant parties must receive a copy of each student's Emergency Contact Form upon confirming a student's job assignment.
- Refer to the Worksite Orientation Checklist when conducting worksite orientations for students.

Maintaining Master Files

MPLOY PROGRAM POLICY: Master files will be maintained for each student, containing all required documentation from the verification process, and any supporting documents.

PURPOSE: In order to help with the organization of MPLOY documentation, it is imperative that the MPLOY Team utilize a consistent process and layout.

STAFF RESPONSIBILITIES:

- MPLOY Team members are required to file and maintain all student verification documents accordingly in Master Files. Job Developers are responsible for auditing Master Files for accuracy and completeness. Youth Specialists will be asked to assist in communicating with students and supporting them with preparing all student verification documentation.
- MPLOY Team members must communicate with your direct supervisor to update Master Files as necessary, such as in the event of a student's address change, worksite placement change, or other extenuating circumstances.

PROCEDURE: First, all MPLOY Team members will assist in creating student Master Files during the Verification and Interview Process.

This is how Master Files should be organized:

All folders must be labeled with the following items:

1. Student Name
2. District
3. Group

On the left hand side, these documents should be photocopied or completed, signed, and attached in the following order, with the Required Documents Checklist on top:

1. Required Documents Checklist
2. Student Employment Application
3. Copy of Applicant Identification (such as photo ID)
4. Proof of Residence
5. Copy of Social Security Card
6. Verification of Education
7. Copy of Proof of Age (such as birth certificate)
8. Form W-9, Request for Taxpayer Identification Number and Certification
9. Form I-9, Employment Eligibility Verification

On the right hand side, these documents should be organized and attached in the following order, with the Emergency Contact Form on top:

1. Emergency Contact Form
2. Placement Card
3. Parent and Participant Agreement
4. Code of Conduct
5. Dress Code Policy
6. Drug Free Work Place Policy
7. Field Trip Participation Form
8. Media Release Form
9. Parent Consent Form
10. Waiver and Release Agreement
11. Interview Sheet
12. Letters of recommendation (where applicable)
13. Student resume (optional)

Once Master Files are complete with all of the correct student verification documentation, Master Files will be stored with the Program Manager.

FORMS AND SUPPLEMENTAL INFORMATION:

- Required Documents Checklist: The Required Documents Checklist is a list of the required documentation that is to be included in each student's Master file in order for them to complete the verification process. One document is necessary to satisfy each category.
- Tax Forms: Tax Forms include copies of the Form W-9 Request for Taxpayer Identification Number and Certification, as well as the Form I-9, Employment Eligibility Verification. These are government issued documents that are necessary for employment purposes.
- Refer to all forms in the Student Verification Forms section. Each of the Student Verification Forms must be signed by MPLOY participants and their parents or legal guardians, and return these to MPLOY Team after completing the Verification and Interview Process. These forms are kept in the students' Master File for reference at MOYS.

Required MPLOY Orientation

PURPOSE: The required MPLOY Orientation will be to inform students of their MPLOY Worksite assignment, as well as the expectations of MPLOY students. Students will have the chance to meet their assigned Youth Specialist, as well as their Worksite Supervisor. Youth Specialists should assist Worksite Supervisors with providing a Worksite Orientation.

FORMS AND SUPPLEMENTAL INFORMATION:

- Receipt of Handbook for MPLOY Students: Each student will be asked to sign the Receipt of Handbook for MPLOY Students upon receiving their handbook during the Orientation.

First Day of the MPLOY Program

The first day that youth report to the worksite will set the tone for the entire summer.

STAFF RESPONSIBILITIES: The following should be done on Day One:

- Check youth in using the worksite roster provided by MPLOY.
- Complete or verify accurate emergency contact information for each student.
- Provide the Worksite Supervisor with a Worksite Supervisory Team Packet before students begin work. The Worksite Supervisory Team Packet should include the contact information for the assigned Worksite Supervisor and Youth Specialist, the roster of students who work at a particular worksite, and photocopies of the Emergency Contact Form for each student at the worksite.
- The Youth Specialist will maintain a Worksite Supervisory Team Packet for each worksite in their caseload binder. Job Developers must have copies of each Worksite Supervisory Team Packet for reference at MOYS.

If youth arrive at a worksite who are not on the worksite roster, they are not permitted to stay at the worksite. Allowing a student to continue working at the worksite that is not on the worksite roster and not approved by MPLOY will result in the Business Partner or Service Provider being responsible for paying the student directly.

If youth arrive at a worksite who are not on the worksite roster, please contact the MPLOY Team at MOYS by calling 901-636-6202, or contacting the assigned Job Developer.

Worksite Orientations

The Youth Specialist should support the Worksite Supervisor in conducting a Worksite Orientation for the students, prior to the students beginning work. This will be essential for communicating the duties and expectations of the worksite. The Worksite Orientation can be conducted at a mutually convenient time for the Youth Specialist and the Worksite Supervisor, such as following the MPLOY Orientation, or on the first day of work. All of the students placed at the worksite are required to attend the Worksite Orientation.

STAFF RESPONSIBILITIES: A Worksite Orientation must be conducted by the Worksite Supervisor and the Youth Specialist prior to the students beginning work. The following checklist provides a list of the information that should be communicated to the students during the Worksite Orientation. Additional information may be added to this checklist as necessary, according to the needs of the worksite.

1. Explain about the organization structure.
 - Introduce the student to the Worksite Supervisor.
 - Let the student know about the responsibilities of the Worksite Supervisor, including direct supervision of the student and signing the student's timesheets.
 - Explain to the student about the organization's mission.
 - Describe the type of people that the student will interact with on a regular basis (such as customers, staff members, salesmen, etc.)
 - Explain the appropriate lines of communication for reporting the student's concerns, such as who can answer their questions if the Worksite Supervisor is not available, and what the communication will be like between the Worksite Supervisor and the Youth Specialist.
 - Discuss regulations of the organization as they apply to the success and conduct of the student.

2. Outline organization policies, rules, and expectations.
 - Explain the work standards and procedures at the organization.
 - Describe the access and appropriate communications that the student should have with their Worksite Supervisor.
 - Explain the internal procedures of the worksite, such as how the mail is handled, answering telephones, managing an organizational calendar, etc.
 - Outline the job duties of the student.
 - Discuss any issues about confidentiality as it relates to the student's job at the worksite.
 - Review the dress code.
 - Discuss how the student should maintain their workspace, and expectations about their appropriate mode of conduct at the worksite.
 - Introduce the student to the organizational staff and representatives who the student will interact with on a regular basis.
 - Describe the safety procedures and outline the protocol that a student would follow in case of an emergency.
3. Describe the students' responsibilities.
 - Review with the student their specific job duties or assignments.
 - Remind the student of the specific hours that they are permitted to work.
 - Clarify the lunch break schedule for the worksite. Lunch breaks are unpaid.
 - Show the student where they can find the necessary tools to complete their tasks, such as an office supply closet.
 - Provide the student with any specific training that is relevant to their project or assignment.
4. How will the students be supervised?
 - Let the student know how they will be directly supervised by the Worksite Supervisor, including regarding their progress and conduct, as well as signing their timesheets.
 - Let the student know how they will be directly supervised by the Youth Specialist, including worksite visits, communication with the Youth Specialist, and picking up timesheets.
 - Encourage that the student keep an open mind, answer questions, and take advantage of all opportunities for learning while they are at the worksite.
 - Help the student practice developing and maintaining professional relationships with their Worksite Supervisor and their Youth Specialist.
 - Discuss the lunch break policy.
 - Verify the student's accurate emergency contact information.

Maintaining Caseloads

MPLOY PROGRAM POLICY: Students' success and progress in MPLOY is effectively captured and thoroughly monitored through a structured process of maintaining student caseloads.

PURPOSE: This policy details the required components for maintaining caseloads to ensure that students' progress is effectively monitored during MPLOY, and that all issues or concerns pertaining to students are appropriately documented and handled.

STAFF RESPONSIBILITIES:

- The Youth Specialist, the Job Developer, and the Worksite Supervisor monitor each student as a three-way supervisory team. The Youth Specialist is the primary point of contact regarding the status and progress of each student. The Worksite Supervisor mentors and supports the student directly while they are working. The Job Developer handles incoming information and assists with communicating new information to all necessary parties. It is important for the Youth Specialist, the Job Developer, and the Worksite Supervisor to be in constant communication regarding the status and progress of each student.
- Youth Specialists are responsible for maintaining caseload files for each student, as well as keeping a caseload binder and updating the worksite roster as necessary.
- As much as possible, Youth Specialists should adhere to the Suggested Summer Weekly Schedule, to ensure that the Youth Specialist conducts worksite visits and picks up timesheets on a weekly basis. Any one-time or ongoing changes to the Suggested Summer Weekly Schedule need to be approved by the Job Developer. Once the Youth Specialist's calendar for worksite visits and picking up timesheets is approved, it must be communicated to the Job Developer and the Program Manager. The Suggested Summer Weekly Schedule recommends that site visits to all worksites be done on Tuesdays and Thursdays, and that pre-determined times for timesheet pick-up be arranged on Thursdays. The deadline for entering the previous week's time into electronic payroll is Mondays by 5:00pm.

PROCEDURE: The following steps must be followed for creating and maintaining student files and the caseload binder for each Youth Specialist's caseload:

1. Upon receipt of the complete worksite roster, the Youth Specialist should prepare the Worksite Supervisory Team Packet for each worksite, including contact information for the assigned Worksite Supervisor and Youth Specialist, the roster of students who work at a particular worksite, and photocopies of the Emergency Contact Form for each student at the worksite. These packets should be stored in the Youth Specialist's caseload binder.
2. Upon receipt of the complete worksite roster, create caseload files for each student. Caseload files are stored at MOYS.
3. All communications, documentation, announcements, receipts, signatures, progress reports, and loose leaf information pertaining to the student should be stored in the student's caseload file.
4. Student caseload files will be reviewed weekly by the Job Developer, and are subject to auditing at any time.

Youth Specialist Suggested Summer Weekly Schedule

Mondays

Time	Task
Morning	• OMOYS opens at 8:30am • Review the previous week's timesheets for accuracy and completeness with signatures • Enter time into electronic payroll • Organize and maintain caseload records
Lunch	• Staggered lunch break for MPLOY Staff to ensure coverage at OMOYS
Afternoon	• Each Youth Specialist should schedule a meeting with their Job Developer to review timesheets and discuss caseload issues. • Share calendar for the upcoming week's site visit plan.
Before COB	• Deadline for entering the previous week's time into electronic payroll

Tuesdays

Time	Task
Morning	• OMOYS opens at 8:30am • Audit caseload files to ensure all copies of emails, reports, forms, timesheets, and other relevant documentation are filed accordingly in student's files. • Site visits
Lunch	• Continue site visits • Lunch break
Afternoon	• Return to OMOYS • Submit and file all relevant documentation.
Before COB	• Communicate with Job Developer regarding any issues or scheduling changes.

Wednesdays

Time	Task
Morning	• OMOYS opens at 8:30am • Planning meeting with MPLOY Team ○ Agenda for Friday activities and other professional development ○ Prepare handouts, sign-in sheets, and signage for Friday activities and other professional development ○ Send reminder emails to students about Friday activities and other professional development
Lunch	• Staggered lunch break for MPLOY Staff to ensure coverage at OMOYS
Afternoon	• Follow up on week's events regarding site visits, timesheet pick-up, and other business
Before COB	• Check in with Job Developer on any outstanding issues

Thursdays

Time	Task
Morning	• OMOYS opens at 8:30am • Preparation and review of Friday activities and other professional development • Collect materials to prepare for site visits
Lunch	• Staggered lunch break for MPLOY Staff to ensure coverage at OMOYS
Afternoon	• Conduct site visits, and pick up timesheets.
Before COB	• Return to OMOYS to file timesheets in caseload files.

Fridays

Time	Task
Morning	• MPLOY Staff reports to venue for Friday activities • Friday activities take place with MPLOY students
Lunch	• Debrief of Friday activities with MPLOY Team and personal lunch break
Afternoon	• Return materials to OMOYS
Before COB	• Prepare for the upcoming week/Check in with Job Developer on any outstanding issues

Caseload Files

MPLOY PROGRAM POLICY: Caseload files will be maintained for each student, containing all communication and documentation regarding the student's activities with MPLOY.

PURPOSE: The purpose of caseload files is to ensure accuracy and accountability for all MPLOY Staff when monitoring students. For example, in the Youth Specialist's absence, another MPLOY Team member should be able to reference student caseload files to answer a parent phone call or access accurate contact information for the student.

STAFF RESPONSIBILITIES:

- Caseload files are to be stored and maintained at MOYS. Caseload files should have the most up-to-date and accurate record of each student's status and progress, and be accessible to other members of the MPLOY Team, including the Job Developer and the Program Manager.
- Youth Specialists are responsible for maintaining caseload files for each student. In order to help with the organization of MPLOY Youth Specialist Caseloads, it is imperative that we have a consistent process and layout.

All folders must be labeled with the following items:

1. Student Name
2. District
3. Group

On the left hand side, the student timesheets, completed and signed, should be attached with the most recent week on top. All timesheets must be maintained in student caseload files.

On the right hand side, the Emergency Contact form should be attached on the top.

Loose leaf sheets may include:

1. Work activities
2. Journal activities
3. Professional development activities
4. Incident reports
5. Written documentation
6. Receipts

FORMS AND SUPPLEMENTAL INFORMATION:

- **Receipt of In-Person Meetings:** The Receipt of In-Person Meetings documents meetings or appointments between students or parents and MPLOY Staff members.
- **MPLOY Student Timesheets:** MPLOY Student Timesheets track the hours worked by MPLOY students, and are not valid unless signed by the student, Worksite Supervisor, and Youth Specialist.
- **Incident Report Form:** The Incident Report Form documents accidents or injuries that take place on the worksite.

Caseload Binder for Youth Specialists

STAFF RESPONSIBILITIES:

- All Youth Specialists must maintain a caseload binder for their own reference. The caseload binder should travel with the Youth Specialist at all times, to reference in the event of an emergency.
- Each caseload binder must include the Youth Specialist's copy of the MPLOY Standard Operations and Procedures Manual, as well as a Timesheet Log.
- The caseload binder must also include photocopies of the Emergency Contact Form for each student, organized by worksite. Additionally, the caseload binder must include the worksite roster and Worksite Roster Header for each worksite.

FORMS AND SUPPLEMENTAL INFORMATION:

- Timesheet Log (Sample): This is a sample of how to use the Timesheet Log. The Timesheet Log template will be available with names of students in each caseload through Microsoft Excel. The Timesheet Log serves as a reference for which students' timesheets have been picked up for the previous week, and which students' timesheets are still outstanding. Upon picking up a student's timesheet, their name should be checked on the Timesheet Log for the appropriate week. Upon returning to the MOYS, the timesheet should be filed into the student's caseload file, and the time should be recorded on an Excel spreadsheet. This will serve to provide the summation of hours worked for each student in the caseload.

Student Communication

MPLOY PROGRAM POLICY: All student communications pertaining to program updates, announcements, and student progress must be documented with written documentation, and all written documentation must be included in student caseload files. In the event that written mail is returned to OYS, all returned mail must be saved. In the event that student communications are exchanged over the phone, they must be followed up with a written email or receipt. The email should be printed, and included in the student caseload file. In the event that a student is required to meet in person with an MPLOY Staff member, the meeting must conclude with a written receipt, signed by the student as well as the MPLOY Staff member, to be included in the student caseload file.

Transfer Process for MPLOY Youth

MPLOY PROGRAM POLICY: All requests to transfer job placements must be communicated directly to the MPLOY Team, so that the Youth Specialist and the Job Developer can plan the best course of action for the student.

PURPOSE: This policy ensures fairness in handling requests to transfer worksites.

PROCEDURE:

1. The affected party will be required to fill out a Transfer Request Form, stating the reason for their request to transfer from the worksite, and provide supporting documentation to supplement their request. Supporting documentation may include (but is not limited to) a police report or a doctor's statement, where applicable.
2. The MPLOY Team will review the request. The MPLOY Team will consider a transfer if one of the following circumstances applies:
 - Safety issue (must have a police report, where applicable)
 - Health concerns (must have a doctor's statement where applicable, indicating the reason that the tasks cannot be performed)
 - Site closure
 - Other approved extenuating circumstances
3. When a transfer request is granted, the Job Developer will notify the affected parties, including the Program Manager, the student, the former Worksite Supervisor, and the new Worksite Supervisor.
4. In the event that the student is transferred to a worksite in a different Youth Specialist's caseload, then the Job Developer will also communicate with the former Youth Specialist and the new Youth Specialist. The former Youth Specialist should transfer the student's caseload file and all relevant information to the new Youth Specialist when applicable.

FORMS AND SUPPLEMENTAL INFORMATION:

- **Transfer Request Form:** The Transfer Request Form states the reason for their request to transfer from the worksite, and identifies the supporting documentation to supplement their request.

Time, Attendance, and Payroll for MPLOY Students

MPLOY PROGRAM POLICY: Participants will only be compensated for their time worked, up to the maximum allowable hours permitted by the program.

Ages 16-21 will be compensated for up to 30 hours/week at six (6) weeks, not to exceed 180 total hours.
Ages 14-15 will be compensated for up to 21 hours/week at six (6) weeks, not to exceed 126 total hours.

	Group 1	Group 2	Group 3	Group 4
Weekly Hours	30 hours/week for six (6) weeks	30 hours/week for six (6) weeks	30 hours/week for six (6) weeks	21 hours/week for six (6) weeks
Total Work Hours	180	180	180	126
Hourly Wage	\$11/hour	\$9/hour	\$9/hour	\$8/hour
Maximum Student Pay	\$1,980	\$1,620	\$1,620	\$1,008

It is the responsibility of the student and their legal guardian to file a 10-99 form with the Internal Revenue Service for the stipends received.

Weekly Timesheets

PROCEDURE:

1. All time worked by MPLOY students should be recorded on the timesheets provided. Students must sign in and out daily, recording their time in, time out, and lunch break. Timesheets are available electronically (via email) or in hard copy.
2. At the end of each week, the Worksite Supervisor should calculate the weekly total for each student, and record the total in the appropriate box on the timesheet. Worksite Supervisors are to verify and sign that each student's time is correct. The student must also sign the timesheet for accuracy. Timesheets are not valid unless signed.
3. Then, the Worksite Supervisor must submit all MPLOY Timesheets to the Youth Specialist at a pre-determined time on a weekly basis, before noon on Fridays.
4. The Youth Specialist is to maintain all timesheets that are correct and signed in the student caseload files, with the most recent timesheet on top. The timesheets serve as the primary record of hours worked. Timesheets will be referenced for auditing purposes and in the event of future pay disputes over pay and hours worked.

FORMS AND SUPPLEMENTAL INFORMATION:

- MPLOY Student Timesheets: MPLOY Student Timesheets track the hours worked by MPLOY students, and are not valid unless signed by the student, Worksite Supervisor, and Youth Specialist.

Students' weekly timesheets are not valid unless signed. Correct timesheets must include the signature of the student, the Worksite Supervisor, and the Youth Specialist to ensure the accuracy of the time recorded.

Timesheet Pick-Up and Record Keeping

STAFF RESPONSIBILITIES:

- Youth Specialists must coordinate a pre-determined time with the Worksite Supervisor to pick up all student timesheets. According to the Suggested Summer Weekly Schedule, it is recommended that timesheets be picked up during site visits on Thursdays. Timesheets are due before noon on Fridays.
- When a Youth Specialist receives a timesheet, they must manually record the receipt of signed timesheets on the Timesheet Log in the caseload binder. The Timesheet Log serves as a reference for which students' timesheets have been picked up in a given week, and which students' timesheets are still outstanding.
- Upon returning to MOYS, the time must be entered into electronic payroll, added to an Excel spreadsheet which shows the summation of hours worked, and filed into caseload files.

Entering Time into Electronic Payroll

STAFF RESPONSIBILITIES:

- Upon returning to MOYS, the time must be entered into electronic payroll, added to an Excel spreadsheet which shows the summation of hours worked, and filed into caseload files. Youth Specialists are responsible for entering time directly into the electronic payroll system.
- Youth Specialists and Job Developers must maintain a running list of students' acquired time, and time remaining, as permitted by MPLOY.
- Job Developers will review the students' time with the Youth Specialist before submitting the electronic payroll. The Timesheet Log, student caseload files, MPLOY Student Timesheets and the electronic payroll system may be referenced for verification and auditing purposes.

FORMS AND SUPPLEMENTAL INFORMATION:

- Timesheet Guidebook for Oracle User: This is a detailed description of how to enter time into the electronic payroll system.

Payroll Checks and Problem Resolution

MPLOY PROGRAM POLICY: All youth will be paid via a paper check delivered by the Youth Specialist. Students will be asked to sign a receipt to confirm when they have received their paychecks. Paycheck receipts should be stored in students' master files.

The six weeks of student employment will be broken up into two pay periods. The pay date for each pay period will be announced prior to the start of MPLOY.

**Note: July 4 is observed as a holiday.
Students and the MPLOY Team will not be paid for this day.**

PROCEDURE:

1. In the event that a student is paid incorrectly or does not receive his/her paycheck on the proper day, he/she should first report that issue to their assigned Youth Specialist. Youth are encouraged to call MOYS at 901-636-6202 to speak with an MPLOY representative, as necessary.
2. The Youth Specialist should verify that the hours reported match what was paid to the student. Youth Specialists must report payroll issues to the appropriate Job Developers or supervisors.
3. Job Developers or supervisors will attempt to resolve the issue as soon as possible.
4. Worksite Supervisors may be contacted to verify how many hours a student has worked if a pay issue is reported. MPLOY Staff members should always be prepared to reference the paper timesheets from each week when auditing students' time against the electronic payroll system.

FORMS AND SUPPLEMENTAL INFORMATION:

- **Receipt of Paycheck:** Students must sign a receipt to confirm when they have received their paycheck from their MPLOY Youth Specialist.

Lunch Break Policy for MPLOY Students

MPLOY PROGRAM POLICY: Youth workers are permitted to one 30-minute lunch break for every six hours of work. The lunch break is unpaid.

PURPOSE: This policy ensures that all aspects of the MPLOY program are in adherence with the Child Labor Laws from the Tennessee Department of Labor and Workforce Development.

STAFF RESPONSIBILITIES:

- It is the responsibility of the Worksite Supervisor to implement a lunch break schedule for each worksite.
- The lunch break policy should be discussed with all youth workers during their orientation session prior to beginning work.
- Youth Specialists should verify that lunch breaks have been recorded appropriately on student timesheets. Student lunch breaks are unpaid. For example, a student could be scheduled to work from 9:00am-3:30pm, and take their lunch break from 12:00n-12:30pm. The student would be paid for six hours of work that day.

Professional Development for MPLOY Students

MPLOY aims to provide a meaningful work experience for Memphis youth. To this end, a professional development guide is available during the six weeks of student employment. Professional development goals focus on themes such as career planning, setting goals, financial literacy, interview techniques, and resume writing.

All documentation that tracks the activities and progress of MPLOY students during the professional development component should be stored in the student's caseload file.

The professional development component of the MPLOY Youth Summer Work Experience takes different forms, according to the age and work industry of the MPLOY students. Some students will get professional development tips specific to their work industry from Business Partners or Service Providers during their work week. Some students will have the chance to gain professional development training from partnerships with organizations outside of the MPLOY Team. Many MPLOY students will attend a series of events, usually held on Fridays, aimed at implementing the curriculum in a meaningful and interactive way.

MPLOY students are strongly encouraged to participate in the professional development component. To this end, a financial incentive is offered to MPLOY students who choose to participate, such that their participation is recorded as paid hours of work. MPLOY students who participate in professional development activities will be required to sign in with an MPLOY representative, and their attendance will be added to the current week's timesheet. The student will be compensated accordingly.

RELATIONSHIP WITH WORKSITES

Worksites from various business industries throughout the City of Memphis are recruited for their participation in MPLOY. Upon confirming their interest, worksites are required to fill out a worksite agreement, which serves as a contractual obligation between worksites and MPLOY.

An Orientation will be conducted for the Worksite Supervisors or other organizational representatives from each Business Partner or Service Provider. Worksite Supervisors will receive a copy of their handbook, and will be briefed on the expectations of MPLOY regarding supervising MPLOY students.

Business Partners and Service Providers

Service Providers offer soft skills training programs for students in Group 2 and Group 4. For example, these training programs may include entrepreneurship classes, performing arts, music, and career training development.

Business Partners for Group 1 and Group 3 offer work experiences in a variety of settings, working with students to develop a specific set of professional skills associated with their industry. For example, these industries may include healthcare, banking, retail, arts, nonprofit, corporations, or other technical skill development.

Host Coordinators and Worksite Supervisors

The MPLOY Team works closely with a team of representatives from each worksite who will commit to ensuring a positive experience for both employment partners and youth.

Host Coordinators are worksite representatives who assigned to liaison with the MPLOY Team at the discretion of the worksite, to coordinate MPLOY involvement at all of the worksite locations for the entire organization. In the event that a worksite has multiple locations where MPLOY students work, the Host Coordinator will facilitate these assignments, and appoint a Worksite Supervisor at each location. In many instances, Host Coordinators may also serve as Worksite Supervisors.

Host Coordinators are responsible for:

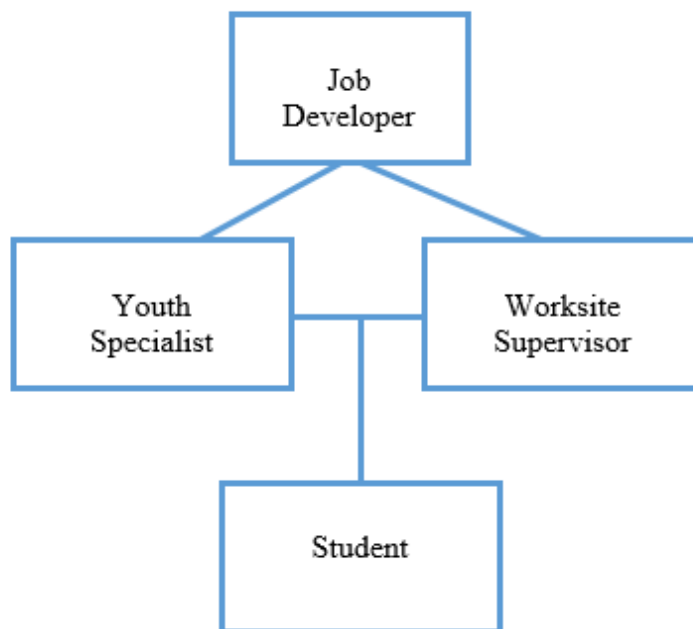
- Serving as the primary point of contact between the worksite and MPLOY
- Communicating problems or questions regarding the program to the Youth Specialist
- Ensuring that Worksite Supervisors collect and submit all required documentation

Worksite Supervisors are the direct supervisors to a student or group of students at the worksite location. The Worksite Supervisors are the personnel identified to mentor and support the students directly while they are at the worksite.

Worksite Supervisors are responsible for:

- Ensuring that youth are properly supervised at all times
- Ensuring youth time and attendance procedures are followed and that students' time is reported to the MPLOY Youth Specialist
- Keeping accurate record of students' time and providing students' timesheets to the MPLOY Youth Specialist at a pre-determined time
- Submitting students' timesheets to the Youth Specialist on behalf of youth at a predetermined time each week
- Reporting any issues such as disruptive behavior, absenteeism, harassment, etc. to the Youth Specialist and the Coordinator, and following up on the resolution

The Youth Specialist, the Job Developer, and the Worksite Supervisor should monitor each student as a three-way supervisory team. It is important for the Youth Specialist, the Job Developer, and the Worksite Supervisor to be in constant communication regarding the status and progress of each student.



ADDITIONAL POLICY INFORMATION

Sometimes problems arise when working with youth in a new environment. MPLOY aims to introduce youth to various work environments and provide supervisors with the resources necessary to train youth to become productive and helpful employees. When problems arise that require MPLOY Team involvement, the Worksite Supervisor is encouraged to work in tandem with the Youth Specialist and Job Developer to determine the best course of action for the student.

Participant Absenteeism

MPLOY PROGRAM POLICY: The student is required to give advance notice of his/her intent to be absent from work, regardless of the reason.

PURPOSE: This policy holds students accountable for their attendance at work, and encourages students to be professional in their communications with their supervisors.

PROCEDURE:

1. If a student is aware of their upcoming intended absences, their intent to be absent from work must be communicated in advance with the Worksite Supervisor and the Youth Specialist. If this cannot be done in person, the participant should phone or email the Worksite Supervisor and Youth Specialist as soon as he/she knows that he/she will be unable to report on a given day.
2. All communications must be documented in the student's caseload file. If a student communicates their intended absence over the phone, the Youth Specialist must follow up with a written email or receipt. The email should be printed, and included in the student caseload file.
3. If a student is absent from work for three consecutive days without documentation, they run the risk of termination.
4. When unintended absences continue beyond one day, the participant must notify the Worksite Supervisor and Youth Specialist each day that he/she will be absent. The Worksite Supervisor and Youth Specialist should remain in touch to verify the student's commitment to work.
5. MPLOY students who fail to notify their supervisors of their absence from work receive a verbal warning on the first occurrence, a written reprimand on the second occurrence, and risk termination on the third occurrence.

Terminations

MPLOY PROGRAM POLICY: Youth workers may face termination from the worksite for any of the following reasons:

- Drugs—the possession, sale or use of illegal drugs or alcohol while on the job
- Excessive absenteeism—continuous failure to report to work
- Disruptive behavior—fighting, physical or verbal assaults, or any act that endangers the well-being of coworkers
- Theft—stealing property from the worksite, employees or other youth workers
- Falsifying documents—falsifying his/her time records or those of other youth employees; signing another youth worker's time record; attempting to pick-up or use another youth worker's check or personal identification card, etc.
- Insubordination—refusal to adhere to the MPLOY program expectations or worksite rules and regulations
- Harassment—verbal, sexual or physical harassment could lead to legal action. Youth may be subjected to random background checks at the discretion of the worksite or the MPLOY Team, which could include drug screenings, driving record, school record, or history of criminal charges. Failure to comply with any of these background requirements may be grounds for termination.

PURPOSE: This policy ensures that considerations for a student's termination are enacted in a way that is fair, reasonable, and just for extenuating circumstances or underperforming employees.

STAFF RESPONSIBILITIES:

- The Youth Specialist or Job Developer must provide a written notice to a student when terminating their employment, stating the grounds for termination.
- All communication must be documented in the student's caseload file.

PROCEDURE:

1. Worksite Supervisors may request that a MPLOY Youth worker be terminated from his/her worksite. However, the Worksite Supervisor must ensure that all incidents leading to termination are documented and have been submitted to the MPLOY Youth Specialist.
2. The Youth Specialist and Job Developer will communicate with the Worksite Supervisor to determine the most appropriate disciplinary steps for the student.
3. In the event of a termination for violent or illegal behavior, the youth may be dismissed from the worksite pending an official dismissal from the Memphis Office of Youth Services. The Worksite Supervisor must communicate this immediately with the Youth Specialist or Job Developer.
4. If an MPLOY participant believes he/she has been wrongfully dismissed or terminated from a worksite, the youth worker may contact their Youth Specialist to schedule an appointment with an MPLOY representative.

FORMS AND SUPPLEMENTARY INFORMATION:

- Termination Request Form

Inclement Weather Policy

MPLOY PROGRAM POLICY: It is possible that youth may be dismissed from the worksite for the day with compensation due to inclement weather or unsafe weather-related conditions. Youth would still be required to report to work to check in so that they can be compensated for the day.

PURPOSE: This policy ensures the safety of MPLOY students in light of weather-related conditions.

STAFF RESPONSIBILITIES:

- The Youth Specialist and Worksite Supervisor will be required to monitor the weather reports from qualified sources (e.g., newspaper, radio station and television news or weather service). When outdoor temperatures are reported to be 95 degrees Fahrenheit or higher, the Supervisor is required to make special allowances for MPLOY participants working outdoors.

PROCEDURE:

1. Any time the temperature reaches 95 degrees Fahrenheit or higher, youth working outdoors will be allotted ten (10) minutes per work hour for a rest period. The rest site must be shaded with adequate water supply. The participant will be compensated for this time. The breaks should be reflected appropriately on the students' timesheets.
2. In the event the City is experiencing a Code Red day as determined by the appropriate authorities, outdoor work and activities must be cancelled. If there are not suitable indoor work activities, students and Worksite Supervisors may consult with their Youth Specialist for further instructions.
3. If a youth does not report to work on a Code Red day and activities are subsequently cancelled due to inclement weather, that youth would not be compensated for the day.

Reporting Accidents or Injuries

PROCEDURE:

1. Call 911 for medical emergencies.
2. Call Youth Specialist.
3. Notify the youth worker's parent or guardian, as listed on the Emergency Contact Form (See Appendix).
4. Call the MPLOY Team at the Memphis Office of Youth Services at 901-636-6202 (report the call as an emergency so that the call can be expedited).
5. Fill out an incident report and forward a copy to the MPLOY representative.

FORMS AND SUPPLEMENTAL INFORMATION:

- Incident Report Form: The Incident Report Form documents accidents or injuries that take place on the worksite.

Grievances

MPLOY PROGRAM POLICY: It is the policy of the City of Memphis to prohibit illegal discrimination and harassment of any type. Discrimination is also strictly prohibited by a variety of federal, state and local laws, including but not limited to Title VII of the Civil Rights Act 1964; Equal Pay Act; the Age Discrimination in Employment Act of 1975; the Genetic Information Non-Discrimination Act of 2008; Americans with Disabilities Act of 1990; and City of Memphis Ordinance Section 3-8-4 and Section 3-8-6.

PURPOSE: Participants in the City of Memphis MPLOY Youth Summer Work Experience are protected from any kind of discrimination on the job.

STAFF RESPONSIBILITIES:

- It is the responsibility of the Youth Specialist to follow up in a timely manner to resolve the grievance, with appropriate input from the Worksite Supervisor and under the supervision of the Job Developer.
- All communication must be documented in the student's caseload file.

PROCEDURE: Youth workers who believe that their Equal Employment Opportunity (EEO) rights have been violated or that they have been unfairly treated should be advised to take the following steps:

1. Discuss the issue with the Worksite Supervisor.
2. If the issue is not resolved or if the issue involves the Supervisor, contact the MPLOY Team at Memphis Office of Youth Services at 901-636-6202.
3. The MPLOY Youth Specialist will work to resolve the grievance. If the grievance is not resolved, proceed to the next step.
4. Because the grievance has not been resolved, the youth participant will be given the opportunity to request an informal hearing with the City of Memphis' EEO Officer.

Harassment and Hostile Work Environments

All harassment and actions that create a hostile environment based on gender identity or other aspects of identity expression is prohibited. The following behaviors may constitute evidence of unlawful harassment and hostile environment:

- Deliberately misusing an individual's preferred name, form of address, or gender-related pronoun;
- Asking personal questions about an individual's body, gender identity or expression, or gender transition;
- Causing distress to an individual by disclosing to others that the individual is transgender;
- Posing offensive pictures or sending offensive electronic or other communications.

Sexual Harassment

MPLOY PROGRAM POLICY: Sexual harassment is an unwelcome attention of a sexual nature. Sexual harassment is harmful and illegal. Sexual touching, grabbing, pinching or intentionally brushing up against someone in a sexual way can be considered harassing behavior. Obscene comments, looks teasing and rumors are considered forms of harassment.

Participants in the MPLOY Youth Program are advised to be assertive and to communicate with their Worksite Supervisor or Youth Specialist when other people's behavior makes them uncomfortable.

PURPOSE: Enforcement of the sexual harassment policy ensures the fair treatment of students as employees at worksites that are free from sexual harassment.

PROCEDURE: If the MPLOY participant believes that he/she has been sexually harassed, the following steps must be taken to rectify the situation:

1. Instruct the MPLOY youth participant to immediately report the incident to the MPLOY Youth Specialist. If under the age of 18 years, the report may be made by the parent or guardian.
2. The MPLOY Youth Specialist will complete a preliminary report with date, time and nature of incident(s).
3. The MPLOY Staff will notify the appropriate EEO official.
4. The appropriate EEO official will begin an investigation. At the end of the investigation, the EEO official will prepare an investigative report for the City Attorney.
5. The MPLOY Youth Specialist will work with the MPLOY student to identify the best possible course of action.

For additional information, please review the City of Memphis - Respectful Workplace Policy at <http://www.memphistn.gov/Government/HumanResources>

Creating Welcoming Spaces

Youth Specialists are the primary point of contact for MPLOY students, and therefore serve as mentors and role models to MPLOY students during the MPLOY Youth Summer Work Experience.

Youth Specialists are encouraged to create welcoming spaces that encourage positive relationships between Youth Specialists and MPLOY students. To do so, the following steps are recommended:

- Include language in materials that says "We do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, religion language or disability."
- Ensure that everyone at the worksite knows of the Human Rights Acts and laws pertaining to discrimination.
- When you don't have the answers, seek out the expertise of another organization, agency or person that does.

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FORMS AND GUIDES

Instructions for Forms and Guides

The MPLOY documents that are referenced throughout all steps of the MPLOY process, such as forms, timesheets, templates, receipts, etc. can be found in this section.

Each form has a Title Page with a brief description of how to use the form or sample guide, followed by the documentation. The documentation can be referenced at any time for internal use, or distribution to students, parents, and/or worksite supervisors, as appropriate. Most of these forms and guides are also available electronically.

Please refer to this index of forms before inquiring of your direct supervisor. In the event of uncertainty, don't hesitate to ask your direct supervisor for clarification.

Operational Forms are used for internal operations and documentation.

Student Verification Forms are the forms needed from each student who confirms their participation in MPLOY after completing the Verification and Interview Process.

Forms for Student Timesheets and Payroll are the forms that the MPLOY Team will utilize and distribute that pertain to monitoring the students' time at work and payroll.

Operational Forms:

EMPLOYEE TIMESHEET, CITY OF MEMPHIS—EXECUTIVE DIVISION

What is the purpose of this form?

This is the internal timesheet for MOYS Staff.

Who uses this form?

Internal timesheets are to be submitted to your direct supervisor on a bi-weekly basis.

Where is this form stored?

This form is stored along with your MOYS Employee personnel records.

EMPLOYEE TIMESHEET**City of Memphis –Executive Division****PAY PERIOD:** _____**Employee Name:** _____**Service Center Name:** MOYSCA**Employee #:** _____Position FLSA Status: Non-Exempt**Job Title:** _____

Date	Time In	Lunch	Time Out	Reg Hours Worked
Sat	N/A	N/A	N/A	N/A
Sun	N/A	N/A	N/A	N/A
Mon				
Tues				
Wed				
Thurs				
Fri				

Date	Time In	Lunch	Time Out	Reg Hours Worked
Sat	N/A	N/A	N/A	N/A
Sun	N/A	N/A	N/A	N/A
Mon				
Tues				
Wed				
Thurs				
Fri				

--	--

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Operational Forms:

INCIDENT REPORT FORM

What is the purpose of this form?

This form is to be completed within 24 hours of any incident involving injury to or affecting the health and safety of an MPLOY student.

Who uses this form?

Worksite Supervisors or Youth Specialists can use this form to document accidents or medical emergencies.

Where is this form stored?

Blank photocopies of the Incident Report Form should be available to Worksite Supervisors in the event of an accident or medical emergency. Also, Youth Specialists should carry blank copies of the Incident Report Form in their Caseload Binder.

When the Incident Report Form is completed, it needs to be turned in to an MPLOY Representative. A copy of the Incident Report Form should be stored in the student's Caseload File, and an additional copy of the Incident Report Form must be submitted to the Program Manager.



Incident Report Form

Complete the following information within 24 hours of any incident involving injury to or affecting the health and safety of an MPLOY student. This form should be returned to the assigned Youth Specialist, or delivered to the Memphis Office of Youth Services at 315 S. Hollywood Ave. Memphis, TN 38104.

Student Name: _____

Worksite Supervisor: _____ Youth Specialist: _____

Name of Worksite: _____

Worksite address: _____

Date of Incident: _____ Time of Incident: _____

Description of Incident:

Names of witnesses to incident:

Phone number:

Individual transported to hospital: _____ Yes _____ No

Name of hospital: _____

Actions taken:

Name of individual completing report: _____

Phone Number: _____ - _____

Operational Guide:

GUIDEBOOK FOR ORACLE USER

What is the purpose of this guide?

The purpose of this guide is to provide a step-by-step instructions for entering MPLOY Youth Summer Experience participant's attendance from timesheets. This informational training guide will prepare users to accurately enter employee's (student's) time worked for payroll distribution by the Information Services and Accounts Payable Departments. The City of Memphis uses the Oracle timesheet data system to record employment hours. Each Oracle user is provided a user name and password preassigned by the Information Services Department, so that the Youth Specialist is recognized as a supervisor of program participants in the electronic system.

Who uses this guide?

The Worksite Supervisor will submit completed and signed timesheets to the Youth Specialist at a pre-determined time on a weekly basis. The time on the manual timesheet is then entered into the electronic timesheet through the Oracle database. Employment hours are recorded in military time in accordance with the City of Memphis payroll system. Youth Specialists should use this guide if they need assistance navigating the electronic payroll system.

After the timesheet is entered in Oracle, the Youth Specialist must also add the students' time to an Excel spreadsheet which shows the summation of hours worked, and file the hardcopy timesheets into caseload files. Timesheets will be referenced for auditing purposes and in the event of future pay disputes over pay and hours worked. Participants will only be compensated for their time worked.

Where is this guide stored?

This guide is available electronically, if necessary.

Table 1: Online access to electronic payroll

The timesheet portal is available online at:

<http://helpdesk.memphistn.gov/TimesheetMPLOY/Login.aspx?ReturnUrl=%2fTimesheetMPLOY%2fDefault.aspx>.

Table 2: Timesheet Log In

First, each user will type in preassigned User Name and Password.

The screenshot shows a web browser window displaying the 'Youth Ambassadors Program' login page. The browser's address bar shows the URL: <http://helpdesk.memphistn.gov/TimesheetMPLOY/Login.aspx?ReturnUrl=%2fTimesheetMPLOY%2fDefault.aspx>. The page header includes the program logo and name. A navigation bar at the top contains links for 'Home', 'Reports', 'Tools', and 'Logout'. A red arrow points to a 'Log In' form box. The form contains the following fields and elements:

- Log In** (title)
- User Name**: user 1
- Password**: masked with asterisks
- Log In** (button)
- System Requirements:**
 - Javascript or Active script must be enabled
 - Best viewed using Internet Explorer version 6.0

Table 3 & 4: Timesheet Date Selection

Each user will select the accurate week to validate based on the timesheets collected.

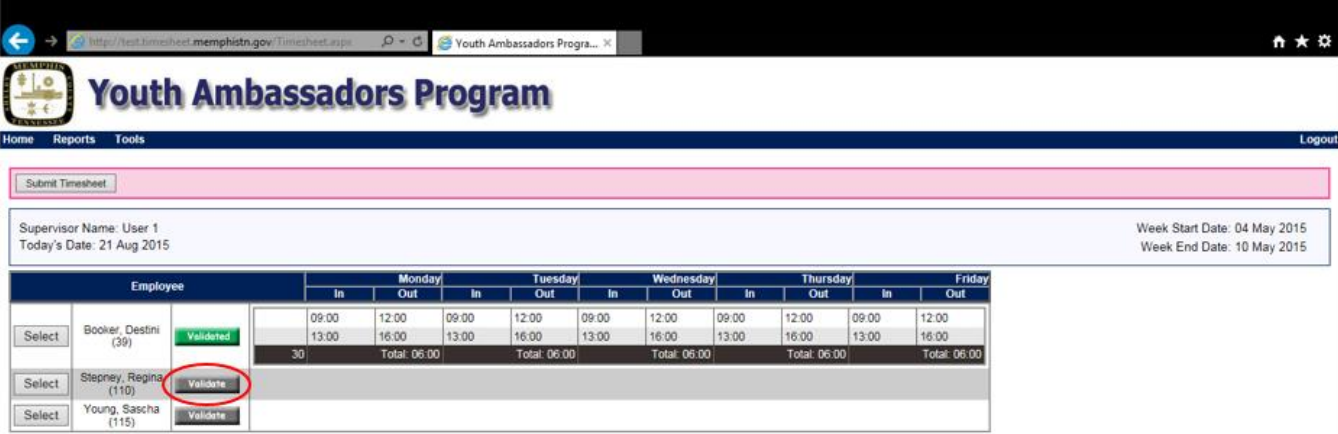
The image displays two screenshots of a web application titled "Youth Ambassadors Program". The browser's address bar shows the URL "http://test-timesheet.memphis.gov/Default.aspx". The application has a navigation bar with "Home", "Reports", and "Tools" links, and a "Logout" link in the top right corner.

The top screenshot shows a form with a "Start Date" dropdown menu currently set to "-- SELECT DATE --". Below the dropdown is a "View Timesheet" button. A red arrow points from this button down to the same button in the bottom screenshot.

The bottom screenshot shows the same form, but the "Start Date" dropdown menu is now open, displaying the date "5/4/2015". The "View Timesheet" button remains below it.

Table 5 & 6: Participant Selection

Select the participants name needed to validate by clicking the gray Validate button () located in the third column of the employee (student) selection.

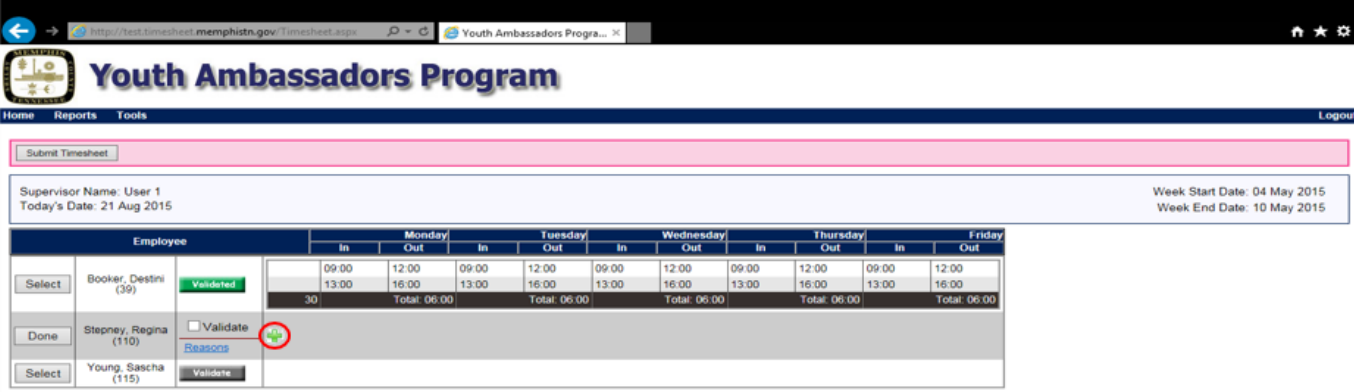


Supervisor Name: User 1
Today's Date: 21 Aug 2015

Week Start Date: 04 May 2015
Week End Date: 10 May 2015

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) 	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
Select Stepney, Regina (110) 	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
Select Young, Sascha (115) 										
	30	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00

Click on the green plus (+) sign to begin entering time.



Supervisor Name: User 1
Today's Date: 21 Aug 2015

Week Start Date: 04 May 2015
Week End Date: 10 May 2015

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) 	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
Done Stepney, Regina (110) 	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
Select Young, Sascha (115) 										
	30	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00	Total: 06:00

Table 7a: Entering Military Time

Select the pencil icon () to edit time and attendance to be entered as military time.

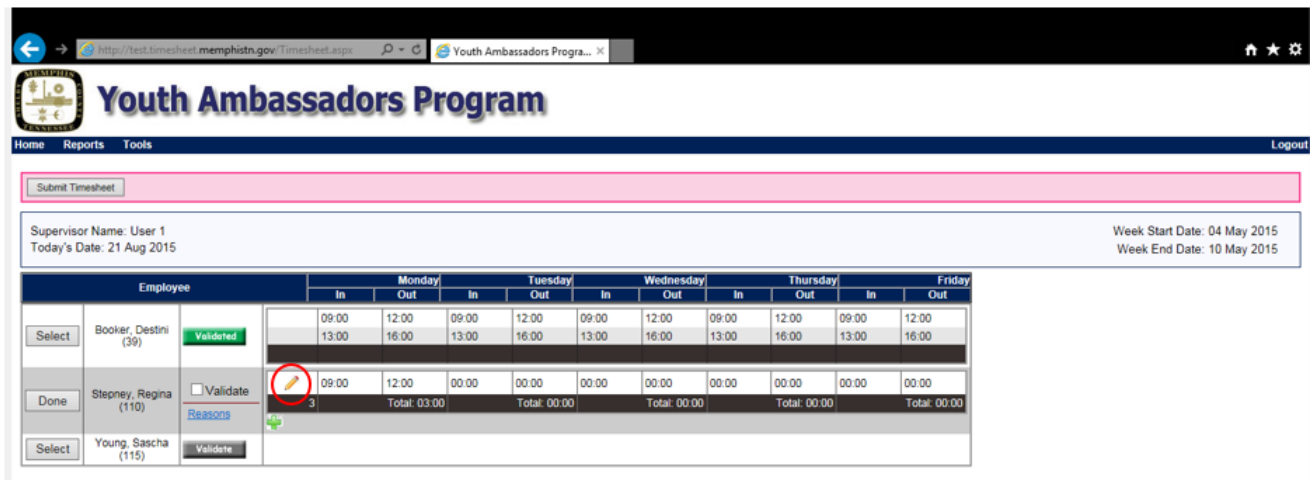


Table 7b: Regular and Military Time Conversion

The following table summarizes the relationship between regular and military time.

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

Table 8 & 9: Editing Clock In & Out Time

Enter time according to the time listed on the employee's (student's) manual timesheet. Please remember that each employee (student) is required to take a 30 minute lunch break during a six hour work day. *The 30 minute lunch break must be clearly written on timesheet in its entirety. For example, if a student is scheduled to take a lunch break from 12:00 -12:30pm the time sheet must reflect the same. It should not reflect "30 minutes" without the specific time notated.*

Next, to lock (or set) time, select the green check icon (✓). If time entered is incorrect (or invalid) select the X icon (✗) to reset the entered time.

Supervisor Name: User 1
Today's Date: 21 Aug 2015

Week Start Date: 04 May 2015
Week End Date: 10 May 2015

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) Validated	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
Done Stepney, Regina (110) ☐ Validate ✗	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Select Young, Sascha (115) Validated										
	Total: 00:00		Total: 00:00		Total: 00:00		Total: 00:00		Total: 00:00	

Tables: 10 & 11 Error Example

Small Red Asterisk (*) Indicates Error. If you receive an error message please review selection and make appropriate change. Table 11 demonstrates a timesheet with no errors.

Supervisor Name: User 1
Today's Date: 21 Aug 2015

Week Start Date: 04 May 2015
Week End Date: 10 May 2015

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) Validated	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
Done Stepney, Regina (110) ☐ Validate Reasons	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	08:00	12:30
	12:30	15:30	00:00	00:00	12:30	00:00	00:00	00:00	00:00	00:00
Select Young, Sascha (115) Validated										

Supervisor Name: User 1
Today's Date: 21 Aug 2015

Week Start Date: 04 May 2015
Week End Date: 10 May 2015

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) Validated	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
Done Stepney, Regina (110) ☐ Validate Reasons	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	08:00	12:30
	12:30	15:30	00:00	00:00	12:30	15:30	12:30	14:30	13:00	14:30
	Total: 06:00		Total: 03:00		Total: 06:00		Total: 05:00		Total: 06:00	
Select Young, Sascha (115) Validated										

Table 12a: Validating Attendance

After the user has completed data entry of employee's (student's) time the user will click on the box (☒) marked validate under the employee section.

The screenshot shows the 'Youth Ambassadors Program' web application. At the top, there's a navigation bar with 'Home', 'Reports', and 'Tools' links, and a 'Logout' button. Below this is a 'Submit Timesheet' button. The main content area displays the supervisor's name as 'User 1' and the date as '21 Aug 2015'. It also shows the week start date as '04 May 2015' and the week end date as '10 May 2015'. The central part of the screen is a table for entering time data for three employees: Booker, Destni (39), Stepney, Regina (112), and Young, Sascha (115). Each employee has a 'Select' button, a 'Validated' checkbox, and a 'Validate' button. The 'Validate' button for Regina Stepney is circled in red. The table columns represent days of the week (Monday through Friday) and time slots (In/Out). The bottom row shows totals for each day and a grand total for the week.

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Booker, Destni (39)	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
Stepney, Regina (112)	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	08:00	12:30
	12:30	15:30	00:00	00:00	12:30	15:30	12:30	14:30	13:00	14:30
Young, Sascha (115)										
Totals	26	Total: 06:00	Total: 03:00	Total: 06:00	Total: 05:00	Total: 06:00	Total: 05:00	Total: 06:00	Total: 06:00	Total: 06:00

Table 12b: Validation Pop-up Message

After the user has clicked on “validate,” the message below will pop-up requesting a confirmation of time entered. Click OK, next click on box reflecting “Done” under the employee section.

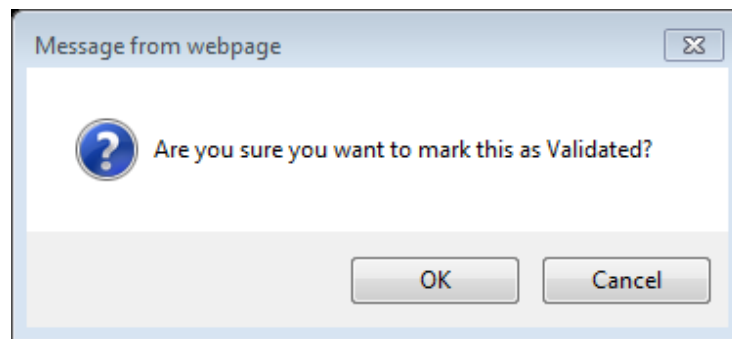


Table 12c: Completed Validation

Once validation is completed the Validate attendance box becomes highlighted in green to reflect Validated. Finally proceed to the next employee (student).

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Select Booker, Destini (39) Validated	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00
	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00	13:00	16:00
30	Total: 06:00		Total: 06:00		Total: 06:00		Total: 06:00		Total: 06:00	
Select Stepney, Regina (110) Validated	09:00	12:00	09:00	12:00	09:00	12:00	09:00	12:00	08:00	12:30
	12:30	15:30	00:00	00:00	12:30	15:30	12:30	14:30	13:00	14:30
26	Total: 06:00		Total: 03:00		Total: 06:00		Total: 05:00		Total: 06:00	
Select Young, Sascha (115) Validate										

Table 13 & 14: Reasons (Absentee)

The reasons section located under validate will appear as a pop-up and is used to communicate student absentee identified messages such as sick, emergency and other.

The image shows two side-by-side screenshots of a web browser displaying the 'Reasons' pop-up window. The browser's address bar shows the URL: <http://test.timesheet.memphistn.gov/Comments.aspx?MasterEntryID=>. The window title is 'Youth Ambassadors Program - Timesheet - Intern...'. The left screenshot shows an empty form with a text area, a 'Type' dropdown menu set to 'Other', and a blue text input field. The right screenshot shows the same form with pre-filled information: 'Posted By: User 1', 'Posted Date: Friday, August 21, 2015 10:06:27 AM', 'Type: Other', and 'Comment: Left work early due to personal issues'. Both windows have 'Add Reason' and 'Close Window' buttons at the bottom.

Tables 15-20: Reports

Click on the Reports tab located on the home page of the timesheet site to view and use helpful reports for tracking employees (students).

The image is a screenshot of the 'Youth Ambassadors Program' website. The browser's address bar shows the URL: <http://test.timesheet.memphistn.gov/Reports/Default.aspx>. The page has a dark blue header with the program name and a navigation bar with 'Home', 'Reports', and 'Tools' tabs. The 'Reports' tab is selected. The main content area is white and contains a list of links: 'Timesheet', 'Timesheet Validation Status', 'Timesheet Status', 'Timesheet Summary', 'Missing Time', and 'Blank Timesheet'. The 'Reports' tab is highlighted in the navigation bar, and the 'Logout' link is visible in the top right corner.

[←](#)
[→](#)
<http://test.timesheet.memphistn.gov/Reports/TimesheetR>
[Youth Ambassadors Progra...](#)



Youth Ambassadors Program

[Home](#)
[Reports](#)
[Tools](#)
[Logout](#)

Start Date:
[View Report](#)




Timesheet Report

Supervisor Name: 1, User
Work Site: City Attorney's Office

Week Start Date: Monday, May 04, 2015
Week End Date: Friday, May 08, 2015

Employee Name	Monday		Tuesday		Wednesday		Thursday		Friday		Signature
	In	Out	In	Out	In	Out	In	Out	In	Out	
Booker, Destini	9:0	12:0	9:0	12:0	9:0	12:0	9:0	12:0	9:0	9:0	
	13:0	16:0	13:0	16:0	13:0	16:0	13:0	16:0	13:0	13:0	
Stepney, Regina	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	
	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	

1, User

Friday, August 21, 2015

Page 1 of 1

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[←](#)
[→](#)
<http://test.timesheet.memphistn.gov/Reports/MissingTim>
[Youth Ambassadors Progra...](#)



Youth Ambassadors Program

[Home](#)
[Reports](#)
[Tools](#)
[Logout](#)

Start Date:
[View Report](#)




Missing Time Report

Supervisor Name: 1, User
Work Site: City Attorney's Office

Week Start Date: Monday, May 04, 2015
Week End Date: Friday, May 08, 2015

Employee #	Employee Name	Missing Time	Reasons
110	Stepney, Regina	Monday, May 04, 2015	Posted By: User 1 Posted Date: Friday, August 21, 2015 10:06:27 AM Type: Other Comment: Left work early due to personal issues
		Tuesday, May 05, 2015	
		Wednesday, May 06, 2015	
		Thursday, May 07, 2015	
		Friday, May 08, 2015	
		Monday, May 04, 2015	
		Tuesday, May 05, 2015	
		Wednesday, May 06, 2015	
		Thursday, May 07, 2015	
		Friday, May 08, 2015	

Page 1 of 1

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Youth Ambassadors Program

[Home](#)
[Reports](#)
[Tools](#)
[Logout](#)

Start Date: 5/4/2015

View Report




Timesheet Status Report

Supervisor Name: 1, User

Week Start Date: Monday, May 04, 2015

Work Site: City Attorney's Office

Week End Date: Friday, May 08, 2015

Supervisor Name	Work Site	Week Start Date	Week End Date	Submitted	Date Submitted
1, User	City Attorney's Office	5/4/2015	5/8/2015	No	5/27/2015

Page 1 of 1

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Youth Ambassadors Program

[Home](#)
[Reports](#)
[Tools](#)
[Logout](#)

Start Date: 5/4/2015

View Report




Timesheet Validation Status Report

Supervisor Name: 1, User

Week Start Date: Monday, May 04, 2015

Work Site: City Attorney's Office

Week End Date: Friday, May 08, 2015

Employee Name	Work Site	Week Of	Validated
Booker, Destini	City Attorney's Office	5/4/2015	Yes
Stepney, Regina	City Attorney's Office	5/4/2015	No
Young, Sascha	City Attorney's Office	5/4/2015	No

Page 1 of 1

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Operational Forms:

LOCAL TRAVEL LOG

What is the purpose of this form?

This document is used to record your mileage accrued for work-related travel.

Who uses this form?

Local Travel Logs are to be submitted to your direct supervisor on a bi-weekly basis, along with your Employee Timesheet.

Where is this form stored?

This form is stored along with your MOYS Employee personnel records.

LOCAL TRAVEL LOG

NAME _____ DIVISION _____ DATES COVERED _____

JOB CLASSIFICATION _____ BUREAU _____ APPROVAL BY _____

[illegible]

F-3000.75

A = Number of Passengers

B = Vehicle Codes: PC = Personal Car DP = Department Pool Car CP = City Pool Car CC = City Car Permanently Assigned

CERTIFICATION OF EMPLOYEE "I certify the information to be true to the best of my knowledge."



New 10/83

Operational Forms:

PLACEMENT CARD

What is the purpose of this form?

This is the documentation that is provided to the student, notifying them of their job assignment, as well as the contact information for their Worksite Supervisor and their assigned Youth Specialist.

Who uses this form?

MPLOY Staff prepare this form for distribution to the students at their Orientation.

Where is this form stored?

The student should keep this document and share it with their parents, for their own reference.



Placement Card for Student Job Assignment

Student Name:	
Group:	
Date of Job Assignment:	

Worksite Assignment:		
Worksite Address:		
Worksite Supervisor:		
	Worksite Supervisor Phone Number:	
	Worksite Supervisor Email address:	
Youth Specialist Name:		
	Youth Specialist Phone Number:	
	Youth Specialist Email Address:	

Operational Forms:

RECEIPT OF HANDBOOK FOR MPLOY STUDENTS

What is the purpose of this form?	Each student will be asked to sign a Receipt of Handbook for MPLOY Students to confirm that they received their handbook during the Orientation.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Orientation.
Where is this form stored?	This form is kept in the students' Master File for reference at MOYS.



Receipt of Handbook for MPLOY Students

I, _____, as a participant in the
(Name of MPLOY Participant)

MPLOY Youth Program, acknowledge that I received a copy of the MPLOY Student Handbook,
detailing the expectations of my conduct during the MPLOY Youth Summer Experience. I
understand that I am accountable for the information contained in this Handbook.

Signature of Participant

DATE

Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)

DATE

Operational Forms:

RECEIPT OF IN-PERSON MEETINGS

What is the purpose of this form?

This is the written document indicates the receipt of information that was exchanged during an in-person meeting. This may be applicable to behavioral interventions, organizational-wide announcements, parent appointments, or other meetings as necessary.

Who uses this form?

This receipt should be filled out and signed after in-person meetings that take place at the Memphis Office of Youth Services, or at the worksite.

Where is this form stored?

Once signed, a photocopy of the receipt should be made and sent home with the student, and the original receipt should be stored in the student's caseload file.



Receipt of In-Person Meeting

Meeting Date: _____

Meeting Location (Check One):

- ☐ Memphis Office of Youth Services
- ☐ Worksite
- ☐ Other: _____

Reason for meeting (Check One):

- ☐ Behavioral concern
- ☐ Organizational announcement
- ☐ Parent/student appointment
- ☐ Other: _____

I, _____, as a participant in the
(Name of MPLOY Participant)

MPLOY Youth Program, acknowledge that the following information was communicated to me

by _____:
(Name of MPLOY Staff)

Please describe the relevant information or announcement that was communicated, as well as any subsequent action steps.

Signature of Participant

DATE

Signature of MPLOY Staff

DATE

Operational Form:

TAX FORMS

What is the purpose of this form?

The Form W-9 Request for Taxpayer Identification Number and Certification and the Form I-9 Employment Eligibility Verification are government issued documents that are necessary for employment purposes.

Who uses this form?

MPLOY participants must sign these forms and return them to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

These forms are submitted to the Accounts Payable Department with the City of Memphis, for payroll purposes. A photocopy of these forms is kept in the students' Master File for reference at MOYS.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		E-mail Address			Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode
Do Not Write in This Space

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



Employer Completes Next Page



Operational Forms:

TERMINATION REQUEST FORM

What is the purpose of this form?	This form allows Worksite Supervisors, MPLOY Team members, or other personnel who work with MPLOY Student to request that a student be terminated from MPLOY due to behavioral concerns or extenuating circumstances.
Who uses this form?	Worksite Supervisors, MPLOY Team members, or other personnel should fill it out and return it to the assigned Youth Specialist or Job Developer for consideration.
Where is this form stored?	The Termination Request Form and all supporting documentation must be store in the student's caseload file. Also, a photocopy must be given to the Program Manager.



Termination Request Form

Please return this form and all supporting documentation to the Youth Specialist or Job Developer at the Memphis Office of Youth Services.

Company or Worksite Name: _____

Date of Request: _____

MPLOY Student Employee Name: _____

Last Date Worked: _____

Termination Effective Date: _____

Reason for Termination (Check One):

- ☐ Resigned with Notice
- ☐ Moved
- ☐ Resigned without Notice
- ☐ Personal
- ☐ No Call, No Show
- ☐ Poor Performance
- ☐ Violation of Policy
- ☐ Other (Please specify): _____

Documented Disciplinary Action Prior to Termination (please provide copies of documentation):

- ☐ Verbal Warning(s)
- ☐ Written Warning(s)
- ☐ None
- ☐ Other (Please specify): _____

Explanation for Termination (Required):

MPLOY Student Employee Acknowledgement:

My signature indicates that this notice has been discussed with me and that I understand its contents.

Signature of Participant

DATE

Worksite Supervisor Signature

DATE

Operational Forms:

TRANSFER REQUEST FORM

What is the purpose of this form?

All requests to transfer job placements must be communicated directly to the MPLOY Team, so that the Youth Specialist and the Job Developer can plan the best course of action for the student. The affected party will be required to fill out a Transfer Request Form, stating the reason for their request to transfer from the worksite, and provide supporting documentation to supplement their request. Supporting documentation may include (but is not limited to) a police report or a doctor's statement, where applicable. Failure to provide supporting documentation regarding the transfer request will result in a denial of the request. The MPLOY Staff will review the request, and the Job Developer will notify all affected parties of the resulting decision.

Who uses this form?

The affected party (such as students or parents) will be required to fill out a Transfer Request Form, stating the reason for their request to transfer from the worksite, and provide supporting documentation to supplement their request. This form should be returned to the Youth Specialist.

Where is this form stored?

The Transfer Request Form and all supporting documentation must be store in the student's caseload file.



Transfer Request Form

Please return this form and all supporting documentation to the Youth Specialist or Job Developer at the Memphis Office of Youth Services.

Student Name: _____ Youth Specialist: _____

Worksite: _____ Worksite Supervisor: _____

Request received by: _____ on: _____
MPLOY Staff Name Date

Indicate the reason for the transfer request (check one):

- Safety issue (must have a police report, where applicable)
- Health concerns (must have a doctor's statement where applicable, indicating the reason that the tasks cannot be performed)
- Site closure
- Other: _____

Please provide a detailed explanation to support your transfer request. You must include attachments where applicable, such as in the event of a safety issue or health concern. Please note: failure to provide supporting documentation regarding your transfer request will result in the denial of your request.

DO NOT WRITE BELOW THIS LINE

Transfer request has been: _____ **Approved** _____ **Denied**
By: _____

MPLOY Staff Name (Print)

DATE

MPLOY Staff Signature

DATE

Effective on _____, student will report to: Youth Specialist: _____
DATE

Worksite: _____ Worksite Supervisor: _____

Student Verification Forms:

CODE OF CONDUCT

What is the purpose of this form?

The Code of Conduct outlines the behavioral expectations of MPLOY students.

Who uses this form?

MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

This form is stored in the student's Master File.



CODE OF CONDUCT

MPLOY PARTICIPANTS' CODE OF CONDUCT

Participants are expected to conduct themselves in a professional manner at all times. This includes showing respect for the rights and feelings of other MPLOY participants, your job, your Site supervisor and the public. Also, make sure you have a positive attitude when interacting with the public and Co-MPLOY participants. If there is a problem, please contact your Youth Specialist immediately. Each program participant has a responsibility to comply with the policies and procedures of the MPLOY Program to ensure continued participation in the program.

POLICY

The following is a list of offenses that may be subject to disciplinary action or termination. MPLOY participants will not be allowed to disrupt or interfere with the learning and work environment of their co-workers or staff in charge. A zero tolerance policy will be in effect throughout the entire program. It is the responsibility of all involved to ensure that the work environment is safe and conducive to learning and working at all times.

- Safety Procedures Violation
- Fighting/Pushing/Tripping
- Possession/Use of Tobacco Products by Minors
- Unacceptable Written/Verbal Language
- Excessive and/or Unexcused Absences from Site
- Excessive Tardiness and Unexcused Absences
- Leaving the site Early without Permission
- Violence/ Threatened Violence
- Possession/Use of Weapon
- Theft
- Gambling
- Forgery
- Disrespect/Defiant Attitude toward Staff
- Insubordination
- Possession/Use of Drugs or Alcohol
- Violation of Dress Code
- Sleeping during session
- Cell Phone Usage/Text Messaging during Site Hours
- Cyberbullying
- Profanity/Cursing
- Evidence of Gang Affiliation/Activity (including use of gang signs)
- Verbal or written Threats
- Other violations that Interfere with the Operation of the Site Day

In order to maintain your status as a MPLOY participant, you must get this contract signed by your parent (s) and bring it to site with you on the first date of participation. A signature does not indicate agreement with all the components of this document; it indicates that all involved are aware of the requirements for maintaining employment with the MPLOY Youth Program.

I hereby acknowledge receipt and understanding of the MPLOY Code of Conduct:

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

Student Verification Forms:

DRESS CODE POLICY

What is the purpose of this form?

The Dress Code Policy outlines the appropriate dress code for MPLOY students. In the event that an MPLOY student fails to adhere to the dress code policy, disciplinary steps may be taken.

Who uses this form?

MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

This form is stored in the student's Master File.



DRESS CODE POLICY

PURPOSE AND SCOPE

MPLOY participants are expected to maintain high personal and professional standards. Two of the most noticeable expressions of these standards are dress and appearance. MPLOY participants are representatives of Memphis and therefore dress and appearance must: (1) present an appropriate or identifiable presence for supervisors, customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

Each MPLOY manager, supervisor, monitor, and teacher is required to inform their youth participants of this Dress Code Policy.

APPROPRIATE MPLOY PARTICIPANTS

MPLOY participants are expected to dress in a manner that is normally accepted in regular school or work environments. All clothing should be appropriately fitted. Where uniforms are required, they must be worn during participating hours. The uniforms should be neat and clean when the MPLOY participant arrive at the worksite. (Employees required to wear uniforms should also refer to their specific departmental rules.) Where uniforms are not required, appropriate attire should be worn. Although not an exhaustive list, examples of appropriate attire follow:

- School Uniforms
- Suits
- Slacks
- Shirts and Ties
- Dress Shirts with Open Collars
- Coordinated Pants and Shirts
- Polo-Type Shirts
- Dresses
- Sweaters
- Belts with trousers or pants
- Blouses with Open Collars
- Coordinated Skirts, Pants, and Blouses
- Sweaters (skirts and dresses can be no more than one inch above the knee)

INAPPROPRIATE MPLOY PARTICIPANT ATTIRE

The “No’s” while working

- Dragging, or sagging pants, over-sized pants and pants without belts
- Shorts/ jeans (except where necessitated by non-routine, work-related activities)
- Ripped, soiled, patched or stained clothing, hats, and caps
- Exposed underwear
- Clothing, hats or visors that contain offensive language or display alcohol, tobacco or illegal substance related language and/or images
- Hats or caps indoors (except where allowed as part of the work uniform)
- Mini-skirts
- Exposed midriff/tops or under garments
- Shoes: thongs, flip-flops, house slippers
- Underwear worn as outerwear
- Athletic wear (jogging suits of any type, unless allowed as a part of Site requirements)
- Spandex or Lycra such as biker shorts
- Tank tops, tube tops, halter tops (unless worn under another blouse, shirt, jacket)
- Beachwear
- Off-the shoulder tops
- Evening wear
- Revealing, exceptionally deep cut, or inappropriately-fitted clothing

REASONABLE ACCOMMODATIONS

It is the intent of these policy requirements to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex or national origin. The MPLOY Program will make reasonable accommodations when the situation requires an exception in response to a participant’s request for accommodation, unless the accommodation creates an undue hardship on the City of Memphis.

DISCIPLINARY ACTION

MPLOY participants’ Youth Specialists, monitors, supervisors and managers are responsible for enforcing the dress code in their respective areas. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate disciplinary action, and counseling MPLOY participants who are inappropriately dressed. Violations of these guidelines may result in disciplinary action up to and including termination. If a MPLOY participant’s clothing fails to meet these standards, the participant may be sent home for the remainder of the workday and may be subject to discipline up to and including termination. Any questions or complaints should be referred to the MPLOY Youth Participant’s immediate Supervisor.

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

Student Verification Forms:

DRUG FREE WORKPLACE POLICY

What is the purpose of this form?

Students may be subject to random drug screens, according to the requirements of their worksite. By signing the Drug Free Workplace Policy, students acknowledge that they will be drug-free in their work environment, and that they will be subject to disciplinary action, should this policy be violated.

Who uses this form?

MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

This form is stored in the student's Master File.



DRUG FREE WORK PLACE POLICY

I, _____, as a participant in the
(Name of MPLOY Participant)

MPLOY Youth Program, agree that I will not use, sell, distribute, manufacture, or possess illegal drugs and/or unauthorized controlled substances including alcohol at school or the worksite during my participation in the MPLOY Youth Program. I understand that I may be subject to a drug screening at the discretion of the worksite. I agree that I will not report to school or the work place under the influence of any controlled substance. I further understand that violation of this policy or negative results of a random drug screening will lead to immediate disciplinary action.

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

Student Verification Forms:

EMERGENCY CONTACT FORM

What is the purpose of this form?	This information must be kept accurate and up-to-date. This information will be critical in the event of an emergency.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.
Where is this form stored?	Photocopies of this form should be stored in four locations: 1. In the Youth Specialist's Caseload Binder, for reference at all times by the Youth Specialist 2. In the students' Caseload File, for reference at all times at MOYS 3. In the binder that is given to the Worksite Supervisor, along with the worksite roster, for reference at all times by the Worksite Supervisor 4. In the records maintained by the Job Developer, for reference at all times by the Program Manager and Job Developer



EMERGENCY CONTACT FORM

This information will be extremely important in the event of an accident or medical emergency. Please print. Be sure to sign and date this form.

Student Name: _____ Email Address: _____
Primary Phone: _____ Secondary Phone: _____
Home Address: _____ Date of Birth: _____

Name of Parent, Guardian, or Legal Custodian: _____
Relationship: _____ Email Address: _____
Primary Phone: _____ Secondary Phone: _____
Work Address: _____

Name of Secondary Emergency Contact: _____
Relationship: _____ Email Address: _____
Primary Phone: _____ Secondary Phone: _____
Work Address: _____

Name of Doctor: _____
Phone Number: _____
Preferred Local Hospital: _____
Insurance Company: _____ Insurance Policy #: _____

List any known allergies, current medications, or pre-existing medical conditions:

Signature of Participant

DATE

Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)

DATE

Student Verification Forms:

FIELD TRIP PARTICIPATION FORM

What is the purpose of this form?	The Field Trip Participation Form allows MPLOY students to be transported by approved parties in the event of a location change or field trip.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.
Where is this form stored?	This form is kept in the students' Master File for reference at MOYS.



FIELD TRIP PARTICIPATION FORM

I, _____, the parent, guardian, or legal
(Name of Parent, Guardian, or Legal Custodian)

custodian of _____, who resides
(Name of MPLOY Participant under age of 18)

at _____, do hereby give
(address)

my permission for him or her to participate in any and all approved MPLOY Youth Summer

Program field trips.

MPLOY Participant's T-Shirt Size

Guardian's/Parent's T-Shirt Size

Signature of Participant

DATE

Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)

DATE

Student Verification Forms:

MEDIA RELEASE FORM

What is the purpose of this form?

The Media Release Form allows MPLOY students to be filmed or photographed for purposes such as marketing or advertising.

Who uses this form?

MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

This form is kept in the students' Master File for reference at MOYS.



MEDIA RELEASE FORM

I, _____, the parent, guardian, or legal
(Name of Parent, Guardian, or Legal Custodian)

custodian of _____, do hereby give my
(Name of MPLOY Participant under age of 18)

permission for the for the above named youth to be filmed, photographed, or interviewed by the

media during the MPLOY Youth Program events and activities. I also give the MPLOY staff

permission to use my child's photograph, work or voice to promote the MPLOY Youth Summer

Experience Program.

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

Student Verification Forms:

PARENT AND PARTICIPANT AGREEMENT

What is the purpose of this form?	The initials of the MPLOY participant and their parent on the Parent and Participant Agreement acknowledge that the MPLOY participant and parents are fully informed about the MPLOY program.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.
Where is this form stored?	This form is kept in the students' Master File for reference at MOYS.



PARENT AND PARTICIPANT AGREEMENT

Please initial the following statements in the space provided.

I, _____, the parent, guardian, or legal
(Name of Parent, Guardian, or Legal Custodian)

custodian, agree to allow _____,
(Name of MPLOY Participant under age of 18)

to participate in the MPLOY Youth Summer Experience. _____

I understand that the MPLOY Youth Summer Experience is a six-week summer program that aims to provide a
meaningful work experience. _____

I fully understand that arranging transportation to and from the assigned worksite is my responsibility.

I understand that my child will be required to participate and meet the expectations outlined in the Youth and Parent
Handbook. _____

I also understand and agree with the payroll policies and procedures outlined in the Youth and Parent Handbook.

I understand that participants will only be compensated for their time worked, up to the maximum allowable hours
permitted by the program. _____

- 16-21 will be compensated for up to 30 hours/week at six (6) weeks (180 total hours)
- 14-15 will be compensated for up to 21 hours/week at six (6) weeks (126 total hours)

I further understand that it is my responsibility to file a 10-99 form with the Internal Revenue Service for the
stipends received. _____

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

Student Verification Forms:

PARENT CONSENT FORM

What is the purpose of this form?

The Parent Consent Form is especially important for MPLOY participants who are under 18 years of age. This document provides the parent's or legal guardian's consent for their minor child to participate in and receive payment for their employment.

Who uses this form?

MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.

Where is this form stored?

This form is kept in the students' Master File for reference at MOYS.



PARENT CONSENT FORM

Applicant's Name: _____ Applicant's SSN: _____ - _____ - _____

I, _____, the parent, guardian, or legal
(Name of Parent, Guardian, or Legal Custodian)

custodian of _____, certify that I am the
(Name of MPLOY Participant under age of 18)

parent or guardian the minor applicant whose name appears above, and hereby give my consent to his/her participation in the MPLOY Youth Program. I also authorize Shelby County Schools, private schools, or any other educating authorities to disclose to the MPLOY Youth Program all of my child's academic records and behavioral reports.

I understand that the MPLOY Youth Program will secure and maintain all records in a confidential manner and that records cannot be disclosed to any additional parties without my written consent. A City of Memphis employee has explained the above information regarding the release of information on my child's file maintained by the MPLOY Youth Program.

Signature of Participant

DATE

**Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)**

DATE

DO NOT WRITE BELOW THIS LINE

SIGNED PARENTAL CONSENT FORM RECEIVED BY:

MPLOY Staff Name (Print)

DATE

MPLOY Staff Signature

DATE

Student Verification Forms:

REQUIRED DOCUMENTS CHECKLIST

What is the purpose of this form?

The Required Documents Checklist ensures that all students' verification paperwork is complete.

Who uses this form?

MPLOY Staff should use the Required Documents Checklist as a guide when collecting student verification documents. This checklist may also be distributed to MPLOY participants who are working on gathering their documents for the verification process.

Where is this form stored?

This checklist is kept in the students' Master File for reference at MOYS.



Required Documents Checklist

Please submit a *copy* of one document from each section for verification. Without these documents you will not be able to complete the verification process nor participate in the program. Please **DO NOT** bring originals. You are required **ONLY** to bring copies of original documents.

1. Please make a COPY of Applicant Identification and bring it with you.

	Driver's License/State issued ID
	School ID
	Current U.S. Passport
	Photo Identification Card (Library)

2. Please make a COPY of Proof of Residence and bring it with you.

	Utility Bill, telephone bill, cable bill with last name and address
	Housing rental contract, lease agreement, purchase contract, mortgage statement,
	Deed or property tax statement

3. Please make a COPY of Social Security Card and bring it with you.

	Health Insurance Card with Social Security Number pre-printed
	Social Security Card

4. Please make a COPY of Verification of Education and bring it with you.

	Most recent copy of school report card or recent progress report
--	--

5. Provide a COPY of Proof of Age

	Birth Certificate
--	-------------------

ATTIRE: Business (Dresses, dress shirt, dress slacks, suits, etc.)

Student Verification Forms:

STUDENT EMPLOYMENT APPLICATION

What is the purpose of this form?	The Student Employment Application captures students' contact information, previous work experience, and eligibility to work.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.
Where is this form stored?	This form is kept in the students' Master File for reference at MOYS.



MEMPHIS OFFICE OF YOUTH SERVICES: Student Employment Application

Applicant Information

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		Prov. N/A		Postal Code	N/A
Phone		E-mail Address			
MPLOY Worksite		Social Sec. No.		Areas of Interest?	
Are you a U. S. citizen?		YES ☐	NO ☐	If no, are you authorized to work in U. S.? YES ☐ NO ☐	
Have you ever worked for this company?		YES ☐	NO ☐	If so, when?	
Have you ever been convicted of a felony?		YES ☐	NO ☐	If yes, explain	

Education

School		City/State		GPA
From	To	Are you on track to graduate?	YES ☐ NO ☐	
Circle one	College Trade Military Other	City/State		
From	To	Have you been accepted?	YES ☐ NO ☐	
Other		City/State		
From	To	Did you complete the FAFSA?	YES ☐ NO ☐	

References

Please list three professional references.

Full Name		Relationship
YES ☐ NO ☐		Phone ()
If no, please explain:		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

Previous Employment				
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES ☐	NO ☐	
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES ☐	NO ☐	
Company		Phone ()		
Address		Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES ☐	NO ☐	
Emergency Contact				
Name:(Parent, Guardian or Legal Custodian):		Name of Person to contact if Parent, Guardian or Legal Custodian is not available:		
Home Address:		Home Address:		
Home Phone:	Work Phone:	Home Phone:		Work Phone:
Email address:		Email Address:		
Disclaimer and Signature				
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.				
Signature			Date	

Student Verification Forms:

WAIVER AND RELEASE AGREEMENT

What is the purpose of this form?	The Waiver and Release Agreement serves as a release of liability between the City of Memphis and MPLOY participants.
Who uses this form?	MPLOY participants must sign this form and return it to the MPLOY Team after completing the Verification and Interview Process.
Where is this form stored?	This form is kept in the students' Master File for reference at MOYS.



WAIVER AND RELEASE AGREEMENT

MPLOY YOUTH SUMMER EXPERIENCE WAIVER AND RELEASE AGREEMENT CITY OF MEMPHIS OFFICE OF YOUTH SERVICES

I hereby fully release, discharge, and agree to hold harmless the City of Memphis, its officers, agents and employees from any and all liability, claims, demands, rights or causes of action, present or future, whether known or unknown, anticipated or not anticipated, which may occur as the result of my participation in the City of Memphis MPLOY YOUTH SUMMER EXPERIENCE and related programs, even under circumstances in which such personal injury, illness, death, property damage or loss is caused in whole or in part by the action, inaction, or negligence of the City of Memphis, to the fullest extent permitted by law. I acknowledge and agree that I expressly and voluntarily assume all risks of injury, illness, death and property damage or loss that may result from my participation in this program.

I ACKNOWLEDGE THAT I HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND I FULLY UNDERSTAND THE RISKS OF PARTICIPATING IN THE CITY OF MEMPHIS MPLOY YOUTH SUMMER EXPERIENCE. I AM FULLY AWARE THAT THIS AGREEMENT WILL HAVE THE EFFECT OF RELEASING THE CITY OF MEMPHIS, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL LIABILITY OR CLAIMS OF ANY NATURE OR KIND WHICH MAY OCCUR AS A RESULT OF MY PARTICIPATION IN THE PROGRAM.

Signature of Participant

DATE

Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)

DATE

Forms for Student Timesheets and Payroll:

MPLOY STUDENT TIMESHEET

What is the purpose of this form? Maintaining MPLOY Student Timesheets is crucial to the success of the MPLOY students, and the management of student caseloads.

Timesheets are not valid unless signed.

Who uses this form? At the end of each week, the Worksite Supervisor should calculate the weekly total for each student, and record the total in the appropriate box on the timesheet. Worksite Supervisors are to verify and sign that each student's time is correct. The student must also sign the timesheet for accuracy. Then, the Worksite Supervisor must submit all MPLOY Timesheets to the Youth Specialist at a pre-determined time on a weekly basis, before noon on Fridays. The Youth Specialist is to maintain all timesheets that are correct and signed in the student caseload files, with the most recent timesheet on top. The timesheets serve as the primary record of hours worked. Timesheets will be referenced for auditing purposes and in the event of future pay disputes over pay and hours worked.

Youth Specialists must coordinate a pre-determined time with the Worksite Supervisor to pick up all student timesheets. According to the Suggested Summer Weekly Schedule, it is recommended that timesheets be picked up during site visits on Thursdays. Timesheets are due before noon on Fridays. When a Youth Specialist receives a timesheet, they must manually record the receipt of signed timesheets on the Timesheet Log in the caseload binder. The Timesheet Log serves as a reference for which students' timesheets have been picked up in a given week, and which students' timesheets are still outstanding.

Where is this form stored? Upon returning to MOYS, the time must be entered into electronic payroll, and added to an Excel spreadsheet which shows the summation of hours worked. All completed and correct student timesheets must be stored in student caseload files.



PAY PERIOD: _____

Employee Name: _____

MPLOY Job Title: _____

MPLOY Worksite: _____

- Ages 16-21 will be compensated for up to 30 hours/week at six (6) weeks- not to exceed 180 total hours.
- Ages 14-15 will be compensated for up to 21 hours/week at six (6) weeks-not to exceed 126 total hours.

Date	Time In	Lunch	Time Out	Total Hours Worked
Sat				
Sun				
Mon				
Tues				
Wed				
Thurs				
Fri				
Week Totals:				

MPLOY Participant's Signature: _____

Date: _____

Worksite Supervisor Signature: _____

Date: _____

Youth Specialist: _____

Date: _____

Forms for Student Timesheets and Payroll:

RECEIPT OF PAYCHECK

What is the purpose of this form?	Students must sign a receipt to confirm when they have received their paycheck from their MPLOY Youth Specialist.
Who uses this form?	Youth Specialists will provide a receipt to each student along with their paycheck.
Where is this form stored?	Youth Specialists must return the signed receipts to MOYS so that they can be stored in the student's master file.



Paycheck Receipt

I, _____, as a participant in the
(Name of MPLOY Participant)

MPLOY Youth Program, acknowledge that I received my paycheck for the days worked during
the pay period _____ through _____.
(Start date) (End date)

I understand that the maximum allowable hours permitted by the program are as follows:

- Ages 16-21 will be compensated for up to 30 hours/week at six (6) weeks, not to exceed 180 total hours.
- Ages 14-15 will be compensated for up to 21 hours/week at six (6) weeks, not to exceed 126 total hours.

Signature of Participant

DATE

Signature of MPLOY Staff

DATE

Guide for Student Timesheets and Payroll:

TIMESHEET LOG (SAMPLE)

What is the purpose of this guide?	This guide provides a sample of how the Timesheet Log should be filled in manually each week, to keep a running record of picking up each student's timesheets, as well as their status in the program.
Who uses this guide?	Youth Specialists are responsible for keeping the Timesheet Log accurate and up-to-date.
Where is this guide stored?	This guide is available electronically, if necessary. The Timesheet Log should be stored in the Youth Specialist's Caseload Binder.

The Timesheet Log serves as a reference for which students' timesheets have been picked up in a given week, and which students' timesheets are still outstanding. After picking up a student's timesheet, their name should be checked on the Timesheet Log for the appropriate week. Upon returning to the MOYS, the timesheet should be filed into the student's caseload file, and the time should be recorded on an Excel spreadsheet. This will serve to provide the summation of hours worked for each student in the caseload.

Instructions:

- Where the sample says "Week," the appropriate start date and end date of the week should be indicated.
- Where the sample says "Day," the appropriate date should be specified.
- Mark a check for the appropriate week when the timesheet has been received by the Youth Specialist.
- Mark a "Q" to note if a student quit. Also, indicate the date for the student's last day of work during the appropriate week.
- Mark a "T" to note if a student was terminated. Also, indicate the date for the student's last day of work during the appropriate week.
- Mark an "X" for future weeks that the Youth Specialist will not collect a timesheet for the student where a student quit or was terminated.
- Leave a blank space where a student's timesheet is still outstanding, pending a correction or a signature, and has not yet been picked up by the Youth Specialist. Also, leave a blank space if the student was absent for an entire week, but intends to return to the worksite the following week.
- Note: Marking a "Q" or a "T" represents that there is a timesheet that reflects a few hours in the appropriate week, before the student quit or was terminated.

Timesheet Log (Sample)

Job Placement	First Name	Last Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Notes
Healthcare	SampleA	NameA	√	√	√				
Banking	SampleB	NameB	□	√	√				SampleB began work during Week 2. SampleB does not have a timesheet for Week 1.
Retail	SampleC	NameC	√	√	√				
Arts	SampleD	NameD	√	Q on Day 12	X	X	X	X	SampleD worked during Week 1, and has a timesheet for the days worked during Week 2. Then, SampleD quit due to summer school.
Nonprofit	SampleE	NameE	√	√	√				
Corporations	SampleF	NameF	√	√	√				
Technical Skills	SampleG	NameG	√	√	√				
Healthcare	SampleH	NameH	√	√	√				
Banking	SampleI	NameI	√	√	√				

Retail	SampleJ	NameJ	√	√	√				
Arts	SampleK	NameK	√	√	√				
Nonprofit	SampleL	NameL	√	√	√				
Corporations	SampleM	NameM	√	√	√				
Technical Skills	SampleN	NameN	√	√	√				
Healthcare	SampleO	NameO	√	√	T on Day 20	X	X	X	SampleO has a timesheet for the days worked during Week 3. SampleO was terminated due to behavior issues.
Banking	SampleP	NameP	☐ √		√				SampleP does not have a timesheet for Week 2 because they were on vacation. SampleP returned to work for Week 3.
Retail	SampleQ	NameQ	√	√	√				
Arts	SampleR	NameR	Q on Day 2	X	X	X	X	X	SampleR reported to work on the first day, and should be paid for the first day in Week 1. Then, SampleR no-showed, and has been absent.
Nonprofit	SampleS	NameS	√	√	√				
Corporations	SampleT	NameT	√	√	√				

Technical Skills	SampleU	NameU	√	√	√				
Healthcare	SampleV	NameV	√	√	√				
Banking	SampleW	NameW	√	√	□				SampleW was absent during timesheet pick up for Week 3. The timesheet for Week 3 is pending the student's signature.
Retail	SampleX	NameX	√	√	√				
Arts	SampleY	NameY	√	√	√				
Nonprofit	SampleZ	NameZ	√√	√	√				SampleZ transferred into this caseload and started at a new worksite on Day 3. SampleZ has two timesheets for Week 1.

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Alphabetical Index

A

ADDITIONAL POLICY INFORMATION	43
Application and Lottery for MPLOY Youth.....	23

B

Business Partners and Service Providers	41
--	-----------

C

Caseload Binder for Youth Specialists.....	35
Caseload Files	34
Creating Welcoming Spaces.....	47

E

Entering Time into Electronic Payroll.....	38
---	-----------

F

First Day of the MPLOY Program.....	28
FORMS AND GUIDES	49
<i>Forms for Student Timesheets and Payroll</i>	
<i>MPLOY STUDENT TIMESHEET</i>	107
<i>RECEIPT OF PAYCHECK.....</i>	109
<i>TIMESHEET LOG (SAMPLE).....</i>	111

G

GENERAL INFORMATION	8
Grievances	46

H

Harassment and Hostile Work Environments	46
Host Coordinators and Worksite Supervisors	41
How the MPLOY Program Works	21

I

Inclement Weather Policy	45
Instructions for Forms and Guides	49

J

Job Developer Position	11
Job Developer Position Description	12

L

Lunch Break Policy for MPLOY Students.....	40
---	-----------

M

Maintaining Caseloads	31
Maintaining Master Files	26
MPLOY Organizational Chart.....	9
MPLOY STUDENT EXPERIENCE.....	23
MPLOY Student Groups	22

O

Operational Forms

<i>EMPLOYEE TIMESHEET, CITY OF MEMPHIS—EXECUTIVE DIVISION.....</i>	<i>50</i>
<i>INCIDENT REPORT FORM.....</i>	<i>52</i>
<i>LOCAL TRAVEL LOG</i>	<i>66</i>
<i>PLACEMENT CARD</i>	<i>68</i>
<i>RECEIPT OF HANDBOOK FOR MPLOY STUDENTS</i>	<i>70</i>
<i>RECEIPT OF IN-PERSON MEETINGS.....</i>	<i>72</i>
<i>TAX FORMS</i>	<i>74</i>
<i>TERMINATION REQUEST FORM</i>	<i>80</i>
<i>TRANSFER REQUEST FORM.....</i>	<i>82</i>

Operational Guide

<i>GUIDEBOOK FOR ORACLE USER</i>	<i>54</i>
Organizational Structure	8

P

Participant Absenteeism.....	43
Payroll Checks and Problem Resolution	39
Placement Process for MPLOY Youth	24
Professional Development for MPLOY Students	40
PROGRAM STRUCTURE.....	21
Program Timeline	10

R

RELATIONSHIP WITH WORKSITES	41
--	-----------

Reporting Accidents or Injuries	45
Required MPLOY Orientation.....	28
RESPONSIBILITIES OF THE MPLOY TEAM	11

S

Sexual Harassment.....	47
Student Communication.....	35
<i>Student Verification Forms</i>	
<i>CODE OF CONDUCT</i>	84
<i>DRESS CODE POLICY.....</i>	86
<i>DRUG FREE WORKPLACE POLICY.....</i>	88
<i>EMERGENCY CONTACT FORM</i>	90
<i>FIELD TRIP PARTICIPATION FORM</i>	92
<i>MEDIA RELEASE FORM.....</i>	94
<i>PARENT AND PARTICIPANT AGREEMENT</i>	96
<i>PARENT CONSENT FORM.....</i>	98
<i>REQUIRED DOCUMENTS CHECKLIST</i>	100
<i>STUDENT EMPLOYMENT APPLICATION.....</i>	102
<i>WAIVER AND RELEASE AGREEMENT</i>	105

T

TABLE OF CONTENTS	5
Tennessee Department of Labor and Workforce Development Wage Regulation Act.....	20
Terminations	44
The Need and Impact.....	21
Time, Attendance, and Payroll for MPLOY Students	37
Time, Attendance, and Payroll for MPLOY Team	17
Timesheet Guide for MOYS	18
Timesheet Pick-Up and Record Keeping.....	38
Training, Orientation, and Evaluation for MPLOY Team Members	19
Transfer Process for MPLOY Youth.....	36

V

Verification and Interview Process for MPLOY Youth.....	23
--	-----------

W

Weekly Timesheets.....	37
Worksite Orientations	29

Y

Youth Specialist Job Description.....	15
Youth Specialist Position.....	14
Youth Specialist Suggested Summer Weekly Schedule.....	32

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