

SAVANNAH PRE-APPRENTICE PROGRAM POLICY DOCUMENT

The Savannah Pre-Apprentice Program (SPAP) provides academic assistance, life skills development, and job skills training to City of Savannah and Chatham County youth 14 - 17 years old through a seven-eight week work experience program.

The program management reserves the right to determine number of youth participants per program year, based on available needs and resources.

Program Goals

1. Develop community partnership for year-round youth development and engagement;
2. Encourage good behavior and develop youth role models for positive community impact;
3. Provide comprehensive activities for eligible youth seeking assistance in achieving academic and employment success;
4. Ensure on-going mentoring opportunities for youth with adults committed to providing such activities;
5. Provide opportunities for participant training and development in the areas of financial literacy, job readiness, social skills, reading and math tutorial, conflict resolution and alcohol and drug education; occupational training, etc.;
6. Provide ongoing and continuous support services to program participants;
7. Provide opportunities to participate in and exposure to activities related to leadership, development, decision-making, citizenship and community service to promote holistic youth development.

1. PROGRAM DESIGN

The program incorporates the apprenticeship concept of hands-on training, mentorship and academic instruction.

a. Soft Skills

Participants will attend sessions on life skills development to include conflict resolution, time management, leadership, personal health and wellness and financial management. SPAP will provide opportunities for participants to visit cultural and academic institutions, as well as exposure to various workplaces through tours.

b. Academic

Participants will work with certified math teachers on basic math and with certified English Language Arts/Reading teachers. Both instructors will be hired for the duration of the program. Where applicable, the program will administer pre and post testing to measure literacy and numeracy gains in reading and math using comprehensive and reliable basic academic skills test tools.

c. Job Skills

The SPAP will have an intensive summer session of planned and structured learning experiences that take place in a workplace and class room for a minimum of seven weeks for eligible youth.

- i. The program will provide summer employment opportunities with direct linkages to academic and occupational learning, including leadership development opportunities, tutoring, occupational skills training, etc., and may provide other elements and strategies as appropriate to serve the needs and goals of the program and participants.
- ii. The program may design appropriate activities to prepare youth participants to enter and succeed in a registered apprenticeship program. The program will also compile and maintain partnership with registered apprenticeship programs.

d. Financial benefits/literacy

Eligible participants will earn \$7.25 per hour for all training and work hours completed. They will receive financial literacy training and be encouraged to establish a personal savings account through a local credit union or bank.

2. PROGRAM ELIGIBILITY

Whereas every eligible youth will be considered into the program, limited selection may apply based on youth needs and available resources. A youth may be served in the Savannah Pre-Apprentice program who meets the following eligibility requirements:

1. 14 years and not more than age 17 years at the start date of the program; and
2. Resident of Savannah-Chatham County.

A youth may also enroll in the program through:

- (a) Referrals by Chatham County Juvenile Court (CCJC), the Department of Juvenile Justice (DJJ), Savannah Chatham County Public School System (SCCPSS), Community Based Organizations (CBOs), and other agencies on a case-by-case basis.
- (b) Self-referrals; with parent/guardian consent or with an appropriate adult endorsement

All youth participants are subject to **Random Drug Testing (RDT)**. This provision is a conscious effort to ensure that all youth participants stay on a positive path and be role models to other youth. RDT will help to identify support resources needed to assist youth participants, prevent drug use, discover possible drug use, stop current use, or just be reassured that youth participants are on the right path and heading in the right direction.

- a) **Testing Negative**
- b) Youth participants testing negative will be eligible to participate in all program activities and earn all privileges thereto including, but not limited to the following:
 - a. Instruction in academic, employability skills or generic workplace skills;
 - b. Earn the regular wages as determine by the program for all training and work performed;
 - c. Eligible for incentives and other recognitions within the program;
 - d. Exposure to various aspects of an industry/academic fields through organized workshops and tours;
 - e. Supported work, work adjustment, and other transition activities;
 - f. Paid community service, and earn school hours where possible; etc.

c) **Testing Positive**

d) Youth testing positive in a RDT before or during the program calendar may forfeit part or up to the entire program benefit. Participant in this category **will continue to gain instruction** in academic, employability skills and generic workplace skills; however

- a. Will **NOT** earn the regular wages or stipend as determined by the program;
- b. Will **NOT** be eligible or denied continuous eligibility for incentives or recognitions for achievement, until such time when he/she will test negative
- c. Will be subject to **mandatory participation and/or restricted schedule** and/or **referred to other services/programs** for the purpose of reformation; and
- d. Will participate in **unpaid** community service, and
- e. Other sanctions may apply as determined by the program management until such time when the youth will test negative and have satisfactorily completed a drug education curriculum as recommended and approved by program management, Juvenile Court or the State Department of Juvenile Justice.

3. WORK EXPERIENCE

The Savannah Pre-Apprentice Program will place eligible youth in planned, structured learning experiences that take place in a workplace for a limited period of time. Full-time or part-time job placement will depend on availability. Weekend schedules may be provided if and when possible and on a case-by-case basis.

Tier 1 Placement (FTE/PTE)

Eligible youth in this tier include returning youth who have graduated from the program and/or have gained soft skills training and employability skills or generic workplace skills, and/or have previous work experience. Youth will:

- i. Work up to 40 hours per week and participate in work based mentorship
- ii. Minimum hours per week will be 32 hours per week
- iii. Earn a minimum of \$7.25/hr. for the summer.

Tier 2 Placement

This category consist of eligible youth who have demonstrated job readiness in the intake process and have committed to determined hours of instruction on employability and workplace skills. Youth will:

- i. Work up to 32 hours per week, which includes 12 paid hours of instructional and/or service learning sessions every Thursday and Friday;
 - ii. Minimum working hours for this tier is 24 hours per week
 - iii. Earn a minimum of \$7.25/hour for the summer program)
- b. **Tier 3 Placement (Mainstream):** Consist of eligible youth seeking assistance in achieving academic and employment success. This tier includes youth who may be eligible for Tier 2 but lack essential work readiness and/or demonstrated academic and/or occupational training needs. Youth will:
- i. Participate up to 32 hours per week instructions, and service learning.
 - ii. Minimum working hours for this tier is 20 hours per week
 - iii. Earn a minimum of \$7.25/hr. for the summer program

4. FINANCIAL BENEFITS

- A. SPAP eligible participants will be placed on regular payrolls for all training and work experiences compensated according to minimum wage standards (\$7.25), and/or are paid the prevailing wage of employees with similar training, experience and skills for a similar occupation, as set by the employer.
- B. Stipends can be offered in lieu of wages, or offered concurrently for the classroom training that complements a work experience. A stipend will constitute a set amount given for participation/completion of defined program activities. This compensation can be given out in equal payments over the program period.
- a. Each eligible youth will receive a stipend per week for participation in activities other than in a job placement.
 - i. Minimal acceptable documentation includes:
 - Attendance records;
 - Case notes verifying the completion and date of completion; and,

- Time records or time sheets

C. Youth Testing Positive to Substance Abuse

During intake, a youth who test positive may enroll in the program, however

- i. Will NOT receive a regular paycheck as may apply to youth in all Tiers of the program.
- ii. Shall be subject to all provisions in Tier 3
- iii. May receive a maximum of **\$75.00 stipend** per week, if;
 1. Youth and their family commit to an active role in their own recovery;
 2. Intervention plans are individualized and may include: individual therapy, family therapy, life skills group, support group, recreational group and extensive case management services

D. Payroll / Timesheets

A SPAP Participant will complete a timesheet every week. The participants should document their arrival time on the their timesheet daily, document the time they sign out for lunch or break and sign back in from lunch or break daily, and document the time they cease their work day on their timesheet daily.

It is important to note that the State of Georgia labor law mandates that every individual is entitled to a 30-minute break period for every 4-hours of labor, also for every 8-hours of labor an individual is entitled to a 1-hour break period. If a SPAP participant performs more than 4 hours of labor on a given day at a worksite there must be a break documented on participant's timesheet for that day in order to comply with state labor laws.

Once the SPAP participant has completed, signed, and dated the Timesheet, he or she will review the document hours with the Worksite Supervisor or Team Leader who will then sign and date the timesheet. Participant and the Worksite Supervisor and /or Team Leader must sign the timesheet.

5. INCENTIVES FOR YOUTH PARTICIPANTS

This policy sets forth guidelines for the use of incentives to youth enrolled in the Savannah Pre-Apprentice Program (SPAP). The program is poised to motivating youth to attend class and remain in the program. SPAP recognize the value of providing incentives to youth as a reward for performance. It is important for youth to have their efforts acknowledged and to have some tangible evidence of success. Financial incentives as well as other forms of recognition provide an important form of reinforcement, especially for at risk youth.

Incentive Specifications

To be allowable, incentives awarded to youth will adhere to the specifications outlined in this policy. The youth participant will meet the incentive criteria specified below.

Incentives that may be awarded through the provisions of this policy include financial and recognition awards. The SPAP will provide incentives only to those youth who meet the following criteria:

- (1) Eligible for all tiers of the program participation; and
- (2) Meet the incentive criteria.

A. DESCRIPTION OF INCENTIVES

i. Vendor Clothing Voucher:

This award will be directly linked to work readiness activities. The program may award a vendor clothing voucher to an eligible youth participant who has mastered all work readiness skills, exhibited excellent performance in work experience activities, maintained punctual and regular attendance. Since it is expected that youth are prepared to engage in job search activities and/or academic exploration, the voucher may be used only toward the purchase of business clothing that is appropriate for job interview and /or for school uniforms. For male youth, such items may include casual business slacks, a blazer, dress shirt, necktie and shoes. For female youth, items may include a casual business skirt, dress pants, jacket or blazer, blouse and shoes. The voucher will be in the amount of seventy-five (\$75.00) dollars and will be payable to a specified vendor where an account has been established. Each

eligible youth customer may receive only one vendor clothing voucher during the program year.

A participant may be awarded a vendor voucher of seventy-five (\$75.00) dollars when he or she:

- a) Worked within one of the three tiers of the program:
- b) Exhibits excellent performance in workplace activities as appears on documentation by supervisor
- c) Maintains a record of punctuality and regular attendance

ii. Recognition for Perfect Attendance

The program may honor an eligible participant through special recognition activities such as certificates of recognition, and/or award ceremonies, when the participant has maintained punctual and perfect attendance or for all program sessions. This award may not exceed \$30.00

A participant may receive a certificate of recognition and/or be recognized through special activities for perfect attendance when he or she:

- a) Have a dated time and attendance records that document punctuality and perfect attendance; and
- b) Instructor records noting observations of the youth participant's conduct.

iii. Recognition for Outstanding Performance.

The SPAP may award an eligible youth participant who completes required work readiness, basic skills, or work experience activities in an exceptional manner and receives the written recommendation of his work site supervisor and of his classroom instructor as well as the program management. This award may not exceed \$50.00

Participant must:

- a) Complete required work readiness, basic skills, or work experience activities in an exceptional manner and receives the written recommendation of his or her work site supervisor and/or his or her classroom instructor as well as the project management.

C. Procedures for Awards and Recognition

The Savannah Pre-Apprentice program will develop written step-by-step procedures to process and award the vendor clothing vouchers, recognition of perfect attendance, and recognition for outstanding performance. The program will also maintain a summary of the awards and recognition activities in a format that at a minimum includes: the participant's name, date and amount of voucher, date of recognition, type of recognition activity, and the dates of the period of the award or recognition. A sample log is attached to this policy.

IV EFFECTIVE DATE

#1: This policy is revised effective April 5, 2016.

#2: This policy is revised effective May 31st, 2016.