



HOST EMPLOYER GUIDE 2021

INTRODUCTION TO THE MAYOR'S YOUTH EMPLOYMENT PROGRAM (MYEP)

Thank you for your interest in becoming a “Host Employer” with the Mayor’s Youth Employment Program (MYEP). Since 1986, the Mayor’s Youth Employment Program (MYEP) has built relationships with Charlotte-area businesses, organizations, and the community to provide meaningful, career-oriented internships and job placements for participants.

MYEP MISSION:

To provide all Charlotte youth with equitable career development opportunities to explore the world of work, build social capital, and enhance economic mobility.

MYEP VISION:

MYEP participants explore careers, hone skills, and gain exposure to models of professionalism, creating pathways to attainable career goals. As youth achieve, our community is strengthened.

Through partnerships in the private, public, and non-profit sectors of Charlotte’s economy, the MYEP provides highly impactful career experiences for MYEP participants in the form of either a summer onsite internship, job experience or virtual pathway. For purposes of the MYEP program, the definitions of an internship and a job placement are as follows:

INTERNSHIP: *a career development experience where a student participates in the daily operations of a work environment related to a student’s career interest. It integrates knowledge and theory learned in the classroom with an emphasis on meaningful on-the-job training.*

JOB: *work experience that consists of defined duties, responsibilities, and tasks. While it does provide a student an opportunity to acquire transferable skills, a job is primarily to fill an employer’s need for the completion of a set series of tasks.*

Through these work-based experiences, youth are better positioned to develop career goals, are more likely to remain enrolled in school, achieve academically, and enhance social skills that enable them to succeed in life.

REQUIREMENTS FOR STUDENTS

MYEP students are high school students (*or will graduate in the Spring of 2021*). The minimum age of a MYEP participant is 16 years old: students must be 16 *on or before* April 15th, 2021.

Prospective MYEP participants must complete the following steps prior to being considered for placement:

1. Complete Job & Career Readiness Training
2. Submit a MYEP application, including a resume, written component, career interests and skills, and references
3. Complete a virtual MYEP interview
4. Successfully complete a background check and drug screening

MYEP staff review all application materials prior to assigning students to a Host Employer.

BECOMING A HOST EMPLOYER

Step I: Complete the Host Employer Application by March 15, 2021

The MYEP team will use the Host Employer Application as a preliminary resource to identify strong candidates for your business. After submission of your Host Employer Application, the MYEP will follow up with a log in for you to complete your employer profile, which will provide details regarding skills you are looking for in a participant, information about their responsibilities over the summer and more.

The more *detail* that is given about qualifications sought, and position or schedule requirements, the better the match we can make with your assigned student(s).

Step II: Submit the Certificate of Liability Insurance to the MYEP by March 15, 2021

MYEP Host Employers must provide a Certificate of Liability Insurance ("COI"), which can be obtained from your insurance provider. The COL must:

- a. Name the City of Charlotte as the "Certificate Holder"
- b. Show that coverage encompasses the entire term of the MYEP dates
- c. Show that the type and amount of coverage is in accordance with NC Statutes, and at minimum, is in accordance with what is listed for the MYEP Host Employer Insurance Requirements (attached).

Step III: Complete and Return the Host Employer MOU & Template by March 15, 2021

Once a Host Employer Application and Certificate of Liability Insurance have been submitted, a Host Employer Memorandum of Understanding will be drafted and sent to you for signatures.

REQUIREMENTS FOR HOST EMPLOYERS

Work Hours & Compensation

Students are expected to work for five weeks from **June 21, 2021 to July 23, 2021**. Students are expected to work a minimum of **100 hours** over the course of the program. Host Employers will coordinate the specific summer work schedule in collaboration with any assigned student(s). The goal is for the schedule to be mutually beneficial for the Host Employer and student(s).

Host Employers are responsible for ensuring the proper documentation of hours worked, as well as providing compensation for any assigned MYEP participant. **The minimum rate a Host Employer must agree to pay each assigned MYEP student is \$9/hour.** As a result, the total financial commitment for each assigned student is \$900 (100 hours x \$9.00 = \$900). *Please note: this amount does not include any payroll taxes for which the Host Employer will be responsible.*

Students are to be paid through the Host Employer's payroll as an employee. The MYEP will not pay students directly.

In summary, the main requirements outlined in the Memorandum of Understanding are as follows.

The Host Employer must:

1. Supervise MYEP youth in compliance with all federal, state, and local child labor laws and the policies stated within the MOU.
2. Have and maintain minimum insurance requirements through the period of the MYEP work experience as specified in the MOU.
3. Comply with the criminal background check provision for other employees detailed in the MOU.
4. Not discriminate on the basis of race, color, gender, religion, national origin, ethnicity, age, marital status, familial status, sexual orientation, gender identity, gender expression, or disability.
5. Have MYEP youth on payroll, and pay according to the regular payroll schedule.
6. Pay MYEP youth at a minimum rate of \$9/hour.
7. Provide an opportunity for MYEP youth to work a minimum of 100 hours within the 5-week MYEP date range.
8. Maintain accurate records for MYEP youth attendance and hours worked.
9. Provide a worksite and working conditions that are in compliance with all applicable federal, state, and local laws, codes, and standards.
10. Provide a worksite that is not a home-based business.
11. Provide a worksite that is within Mecklenburg County.
12. Provide MYEP youth clear worksite expectations, policies, dress code, and duties.
13. Provide work-specific training, tools, and equipment necessary for MYEP youth to effectively carry out their duties.
14. Provide protocol and contact information for MYEP youth if they need to miss work due to an emergency or illness.

15. Collect emergency contact information for MYEP youth and make information available to all staff working with participants.
16. Submit an incident report to MYEP staff within 24 hours of any accidents or injury involving MYEP youth.
17. Permit MYEP staff, MYEP contractors, and/or MYEP representatives to conduct site visits during the summer work experience and participate in evaluations of MYEP youth.
18. Promptly notify MYEP staff of MYEP youth no-shows for work, withdrawals from the program, performance issues or other concerns.
19. Employer may terminate MYEP youth from employment if the youth's work conduct is unsatisfactory, but must first communicate with MYEP staff.
20. Notify MYEP staff if employer offers additional hours to MYEP youth or makes an offer for permanent employment.
21. Provide the City with a final report indicating the total number of hours completed and total amount of compensation dispersed per MYEP participant (details and format to be provided).

Once the MYEP has a signed MOU, we will work to place students with you that match any requirements outlined in your Host Employer profile.

We will communicate your assigned student(s) information in May of 2021. After that date, Host Employers are free to begin coordinating work schedules directly with student(s) as well as conduct any necessary onboarding processes (e.g. adding student(s) to payroll, completing I-9 Employment Eligibility Verification, E-Verify, etc.).

The MYEP recommends:

- Scheduling a meet-and-greet with student(s) at the work-site prior to the start of the work experience
- Beginning the process of collecting any necessary documents or materials from students early (information for payroll, making ID badges, etc.)
- Requesting any additional materials that would be helpful (such as a resume) directly from students

OTHER IMPORTANT CONSIDERATIONS

The MYEP team works as diligently as possible to ensure the best placement outcomes for all students and Host Employers. We do ask for patience and flexibility over the course of the placement process, as various factors may influence the final placement of students.

Please be aware that students may opt out of the program, even after they have been placed. Further, placements are contingent upon a background check and drug screen. If a student does not complete this final step or if they do not pass each screening, they will no longer be eligible for a MYEP opportunity.

If either of these situations occurs with a student who has already placed with you, we will work to identify another eligible and interested candidate as soon as possible.

MYEP Host Employer Insurance Requirements

Please ask your insurance provider to provide the City of Charlotte with a “Certificate of Liability Insurance,” naming the City of Charlotte (600 East Trade St., Charlotte, NC 28202) as the Certificate Holder and showing the minimum limits specified below:

Coverage	Definition	Minimum Limits	Other Requirements
General Liability	Coverage is required for general business operations of the Employer for bodily injury and property damage to others.	\$1,000,000	The City of Charlotte must be named as an Additional Insured for this coverage.
Automobile Liability	<ol style="list-style-type: none"> 1. Coverage is required if Employer owns, leases, or hires commercial vehicle(s) and is either driving onto City property, using vehicle for City business, <u>or transporting City clients (includes MYEP students)</u>. 2. Coverage is required if Employer will require MYEP students to use their personal vehicle for work purposes/assignments. 	<p style="text-align: center;">\$1,000,000</p> <p>Exemption: If Employer does not own, lease, or hire commercial vehicle(s), and is not driving onto City property, using vehicle for City business, transporting City clients/MYEP students, or requiring MYEP students to use their personal vehicle for work purposes/assignments, Employer must enclose letter of verification as a substitute for this insurance provision.</p>	<p>Coverage should show 'Any Auto' or 'All Owned Autos, Hired Autos, and Non-Owned Autos'.</p> <p>If Employer meets Definition 1, automobile liability must be provided at a limit of not less than \$1,000,000 per accident, combined single limit, each occurrence, for bodily injury and property damage liability.</p> <p>If Employer meets Definition 2, Employer must provide automobile liability coverage at a limit of not less than \$1,000,000 hired/non-owned auto liability.</p>
Workers' Compensation including Employer's Liability	Covers Employer for injury to their employees (including MYEP students).	<p>Workers' Compensation statutory limits as required by the State of North Carolina and Employer's Liability at minimum limits of \$100,000 (per employee)/\$100,000 (per incident)/\$300,000 (per policy).</p> <p>Exemption: If Employer is a sole proprietor who employs only themselves or employs themselves and 1 other person, they must enclose letter of verification as a substitute to this insurance provision.</p>	Certificate must indicate the States where coverage is applicable if the Employer also has employees outside of North Carolina.