MEMBERSHIP form

2016

CAC Fayette County YouthBuild Program

 We expect the best of YouthBuild trainees. The fact that you were accepted into the program means that we trust that you want to learn and to grow. We intend to help you in that process. In coming to YouthBuild, you have made a commitment to take your life in a new direction, to strive to do your best and contribute as a leader. As a YouthBuild trainee you are agreeing to the following:

1. Participate fully in all aspects of the program. To attend every day, arrive and leave at the scheduled time. To achieve an attendance rate of at least 85 percent for the entire cycle.
2. Come to the classroom or the worksite prepared to work-bringing the appropriate tools and equipment, and wearing clothing and shoes that will be protective or appropriate for the activity that you will be engaged in.
3. Express an attitude and a spirit of respect and cooperation toward all staff and students. Remember that your actions not only reflect on yourself, but on the group as a whole and the YouthBuild program.

Best of luck and welcome to YouthBuild!

Base Pay

 Trainees are provided a daily stipend of $20 for each full day of participation for a total of 5 days per week ($100 each week for up to 39 weeks).

Incentives

 Every trainee is eligible for specific incentives as stated in the incentive policy and chart listed below.

**DOL YOUTHBUILD**

 **CAC Fayette County YouthBuild (CACFC)**

**YOUTHBUILD INCENTIVE POLICY**

CAC Fayette County YouthBuild is implementing a formal DOL YouthBuild incentive award policy, which is applicable to DOL YouthBuild participant of CACFC. The terms of this policy are as follows:

1. CACFC YouthBuild participants who attain an attendance rate of at least 100% over a two-week pay period will receive an **incentive** payment of $100 for that pay period for a maximum of 20 bi-weekly pays for the cycle.
2. CACFC YouthBuild participant who have TABE tested and show Literacy/Numeracy Gain of 1 or more functioning levels in each quarter (total of 3 quarters) will also receive an additional **incentive** payment of $50 for that quarter (maximum of 3 gains for a total of $150 for the cycle) .
3. CACFC YouthBuild participants who have gained employment will receive a $25 **incentive** after the first 30 successful days of employment, + if still employed by the same employer at 60 days the YouthBuild participant will receive $50, + at 90 days they will receive an additional $75, and if still employed by the same employer at 120 days the YouthBuild participant will receive $100. These **incentive** payments will be included in regular pay periods which are bi-weekly (maximum of $250 per participant).
4. CACFC YouthBuild participants who have been placed in a post secondary/certificate program with an accredited college or vocational school and they actively participate for 30 days they will receive $25 **incentive**, + if they are still actively attending at 60 days the YouthBuild participant will receive $50, + if they are still actively attending at 90 days the YouthBuild participant will receive $75 and if the YouthBuild participant is still attending at 120 days they may receive $100. These **incentive** payments will be reflected within regular bi-weekly pay periods (maximum of $250 per participant).
5. CACFC YouthBuild participant who have been placed in an approved apprenticeship program with a sponsoring school/employer and they actively participate for 30 days they will receive $25 **incentive**, + if they are still actively attending at 60 days the YouthBuild participant will receive $50, + if they are still actively attending at 90 days the YouthBuild participant will receive $75 and if the YouthBuild participant is still attending at 120 days they may receive $100. These **incentive** payments will be reflected within regular bi-weekly pay periods (maximum of $250 per student).
6. CACFC YouthBuild participants who have attained their GED will receive a $500 **incentive** for this attainment. This **incentive** will be reflected within the regular bi-weekly pay period in which it was attained.
7. CACFC YouthBuild participants who attain their NCCER Certification will receive a $250 **incentive** for this attainment. This **incentive** will be reflected within the regular bi-weekly pay period in which it was attained.

All payments (both stipend and bonuses) will coincide with the bi-weekly pay schedules already in place at CAC of Fayette County.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YB Staff Signature Date

**DOL YOUTHBUILD**

**CAC of Fayette County**

**INCENTIVE CHART**

 (pay periods are bi-weekly)

|  |  |  |  |
| --- | --- | --- | --- |
| **INCENTIVE** | **AMOUNT** | **CALCULATIONS** | **ESTIMATED #** |
| Literacy/Numeracy Gain of 1 or more functioning levels | $50 per gain | Each participant will have 3 gains over the cycle | $150 Maximum per participant |
| Placement in Employment | $25$50$75$100 | After 30 daysAfter 60 daysAfter 90 daysAfter 120 days | $250 Maximum per participant |
| Placement in Education | $25$50$75$100 | After 30 daysAfter 60 daysAfter 90 daysAfter 120 days | $250 Maximum per participant |
| Perfect **Attendance** Bi-Weekly | $100 | $100 every week for 100% attendance for 39 weeks/cycle | $3,900 Maximum per participant |
| GED Attainment | $500 |  | $500 Maximum paid in the bi-weekly regular pay period in which the attainment was achieved |
| NCCER Certification | $250 |  | $250 Maximum paid in the bi-weekly regular pay period in which the attainment was achieved |
| Placed in Apprenticeship | $25$50$75$100 | After 30 daysAfter 60 daysAfter 90 daysAfter 120 days | $250 Maximum per participant |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YB Staff Signature Date

At the beginning of your cycle, your counselor, teachers and construction manager will meet with you individually to discuss what you need to do to earn a certificate of achievement for the coming cycle. We encourage you to talk to them at any time during the cycle about how you are doing, so you can stay on track for meeting all of your goals and for earning incentives.

**Infractions**

Infractions and Written Incident Reports

The YouthBuild program must have rules and guidelines to achieve order and accomplish its goals. In keeping with the basic principal, we have identified some behaviors/infractions that, when they occur in the program, have the potential to threaten the achievement of program goals.

You will be given an infraction/incident report for engaging in any activity that may be considered disruptive and or inappropriate during any YouthBuild related program event/training/class.

An infraction will result in a written incident report describing what occurred and outlining a course of consequence to follow. These reports are kept in your case file and you will have an opportunity to discuss and review any incident with staff.

The following actions and offenses are examples of what likely would result in an infraction/incident report:

No call at least 15 minutes before start time for absence or tardy

Poor attitude, defiance of staff

Receiving one or more major safety citations

Gang-related behavior, activities

Dress code violations

Walking away from or ignoring staff

Dangerous or careless behavior

Stealing/damaging property

Graffiti/tagging

Smoking in unauthorized area or at an unauthorized time

Not turning in assigned work

Disrespecting peers, staff – including lying

Visible possession of cell phones during program hours

Suspected drug or alcohol use while at the program

Foul and inappropriate language

Suspension Procedures

When your behavior and/or attitude have seriously impaired the work at-hand, you may be suspended and asked to leave the premises (unpaid).

Any staff member has the authority to suspend any trainee. When you are suspended you must leave the classroom or worksite until you meet with staff to be considered for reinstatement. You have the right to appeal suspension and termination decisions when you meet your counselor, staff member involved, and/ or Policy Committee. You will be unpaid for any time off. If you are reinstated your pay will commence the date you return.

 Students are expected to follow all the rules at all times. Violations of these infractions will be dealt with swiftly and appropriately. (For more information about guidelines, code of conduct, rules, etc. please refer to your handbook).

 YouthBuild recognizes that trainees have a great need for their stipends, and it is not our desire to keep any trainee’s stipends or incentives. Nevertheless, trainees need to understand that stipends/incentives pay is a privilege within the context of a training program. Therefore, some trainees may place themselves in a position where the privilege of this pay is lost.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the conditions that are described above in the YouthBuild Trainee Contract and agree to abide by these conditions. I also acknowledge that I have received a copy of this contract and the Participant Handbook in which I am expected to follow and to learn.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YouthBuild Staff Date