



2011 WORK EXPERIENCE Fact Sheet Snapshot

<i>Duration</i>	Summer: 07/01/11 to 09/02/11
<i>Age Range</i>	16-21
<i>Priority</i>	Rising 11 th and 12 th grade students Out of School youth
<i>Work Day</i>	7 Hours Per Day (Maximum), Lunch – non-paid
<i>Work Period</i>	Up to 5 Days a Week
<i>Work Hours per Week</i>	Up to 35 Hours
<i>Supervisor/Alternate Supervisor Training</i>	June 15, 2011 from 1:30pm to 3:30 pm June 22, 2011 from 10:00 am to 12:00 Noon
<i>Work Experience/Wage</i>	No Cost to Worksite
<i>Overtime</i>	Not Permitted

YOU PROVIDE

1. Structured work schedule
2. Structured supervision and supervisors with Criminal Background Check, Child Abuse Clearance and Federal Criminal History Record Check
3. Materials, supplies and equipment
4. Learning-rich environment to build and refine a strong work foundation, work ethic, basic workplace competencies, self-esteem, interpersonal skills, teamwork concepts and skills in Lehigh Valley Industry Clusters

WE PROVIDE

1. Work Experience Wages – Employer FICA and Workers' Compensation Coverage
2. Payroll Services
3. Payroll services deductions: FICA, State Tax, Local Tax, Local Services Tax (LST)
4. Case Management
5. Programmatic and Technical Assistance

PROHIBITED WORKSITE ACTIVITIES

1. Activities involving Sectarian activities.
2. Activities replacing employees who are on layoff.
3. Activities located at any casino/gambling establishment, aquarium, zoo, golf course or swimming pools.
4. Activities involving political, electoral or partisan activities.
5. Nepotism – no participant may be placed at an organization when a member of the participant's immediate family is engaged in an administrative capacity or functions as the participant's supervisor.
6. Other prohibited activities based on Child Labor Law.



LEHIGH VALLEY INDUSTRY CLUSTERS HIGH PRIORITY OCCUPATIONS

Financial Services

Healthcare and Life Science

Information and Communication

Business and Professional Services

Diversified Manufacturing and Services

Energy/Green Manufacturing and Services

Please click on <http://www.careerlinklehighvalley.org/Default.aspx?tabid=118>
for additional information on:

Lehigh Valley Industry Clusters
and
High Priority Occupations