

Trainee Manual

Summer/Fall 2019

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Congratulations and Welcome to YouthBuild Memphis!

We are happy you made the commitment to yourself to be a trainee at YouthBuild. We look forward to working with you over the next few months. If you are serious about turning your life around, this is a good program for you. We have high expectations for you to be a responsible and good leader by:

* learning to take care of yourself;
* learning to take care of your family;
* learning to take care of this program;
* learning to take care of your community.

This Manual is arranged from telling you about YouthBuild as a program to what we expect of you and what you can expect from us.

YouthBuild Memphis Pledge

Day by day, the members of YouthBuild pledge that we are together so that each of us may:

* Take responsibility for our own lives;
* Support and nurture our own families;
* Build a strong foundation for YouthBuild;
* Improve the greater community of Shelby County;
* Work for justice and equality for the betterment of all.

All this we will do with pride, dignity, honesty, respect and joy.

**South Memphis Renewal Community Development Corporation Pledge**

**I will get things done for America –**

To make our people safer, smarter, and healthier;

I will bring Americans together to strengthen our communities;

Faced with apathy, I will take action;

Faced with conflict, I will seek common ground;

Faced with adversity, I will persevere;

I will carry this commitment with me (1) year and beyond;

I will an SMRCDC/YBM member, and I will get things done.

**HISTORY OF YOUTHBUILD**

What has come to be known as “YouthBuild” began as a program named Youth Action Project (Y.A.P.) in 1978 in the Harlem Area of New York City. There, several young people, with the help of some adults, decided to renovate an abandoned apartment building. What was unique about this idea was that instead of paying other people to come in and do all the construction, the young people decided that they were going to learn all the skills and do the whole rehabilitation themselves. It took them 5 years, but finally they finished the project, and the abandoned building was turned into clean and affordable housing. From there Y.A.P. continued growing and fixing more buildings, and as they did, more young people became involved. As they grew, their reputation grew too, and eventually, the U.S. Congress passed a bill that established money for programs like Y.A.P. across the country.

Y.A.P. has become YouthBuild USA and is the national nonprofit support center and intermediary for the YouthBuild movement. It is also the home of the YouthBuild Coalition and the YouthBuild USA Affiliated Network. The goal of the

YouthBuild movement is to create and sustain a broad-based national movement in support of policies and programs that enable young people to assume leadership in order to rebuild their communities and lead responsible lives.

YouthBuild USA supports the efforts of organizations planning or operating YouthBuild programs in their communities. We are provided a wide range of materials and services, including how-to manuals on various aspects of program operation, newsletters, national trainings and workshops for both program staff and youth, and on-site assistance from experienced program advisors.

YouthBuild USA offers access to leadership opportunities on the national level to program youth and alumni – THIS MEANS YOU! YouthBuild USA also provides financial support to YouthBuild programs that are members of the YouthBuild USA Affiliated Network through pass-through grants which it receives from national funders, and through a loan fund which allows it to assist YouthBuild programs with short term credit needs.

Four local agencies started YouthBuild Memphis with a 1995 grant from the US Government’s Housing and Urban Development Department commonly referred to as HUD: South Memphis Renewal Community Development Corporation and the American Jobs Center and One Stop Shop.

YouthBuild Memphis is only one of more than 226 independent programs in 44 states, and internationally; YouthBuild USA has engaged with programs in South Africa, Palestinian Territories, Serbia, Mexico, Israel, Canada, Haiti, Timor Leste, Scotland, and Central America. In California alone, there are 26 YouthBuild programs, each committed to helping young adults change their own lives and become community leaders. Our local Congresswoman, Steve Cohen, is a staunch supporter of this bill and actively supports YouthBuild Memphis.

YouthBuild Memphis is a member of the Affiliated Network of YouthBuild programs supported by YouthBuild USA located near Boston, Mass. YouthBuild USA address is 58 Day Street, Somerville, MA 02144. Phone: (617) 623-9900. The founder of YouthBuild is Dorothy Stoneman; she currently lives in Boston, Mass., and is also Founder and President of YouthBuild USA.

**THE STRUCTURE OF YOUR
RELATIONSHIP WITH
SMRCDC/YOUTH BUILD MEMPHIS**

Because YouthBuild Memphis is a program of SMRCDC, you are enrolled in YouthBuild under the “umbrella agency” SMRCDC. You are hired by SMRCDC as a temporary employee and your paycheck will come from SMRCDC. You need to submit time sheets to the YouthBuild Memphis office and we will turn them in to SMRCDC. The YouthBuild Memphis program is a drug-free work environment.

If you would like to know more about SMRCDC, you may stop by or call the SMRCDC’s Human Resources department at 1109 Mississippi Blvd, Memphis, TN and the telephone number is 901-746-8741. SMRCDC personnel are always interested in you and our work.

**SMRCDC**

**Sexual Harassment Policy**

It is the policy of YouthBuild Memphis and South Memphis Renewal Community Development Corporation of Shelby County (SMRCDC) that all employees will be allowed to work in an environment free from unsolicited and unwelcome sexual overtones or comments. SMRCDC policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. SMRCDC's anti-harassment policy applies to all persons involved in the operation of SMRCDC and prohibits unlawful harassment by any employee or trainee of SMRCDC.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

A. Unwanted sexual advances, invitations, propositions or comments;

SMRCDC encourages all employees and trainees to report any incidents of harassment to the Human Resource Department immediately so that complaints can be quickly and fairly resolved. You should also know that the Federal Equal Employment Opportunity Commission and the Tennessee Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office can be googled. 

1407 Union Avenue, 9th Floor, Memphis, TN 38104. Phone 1-800-669-4000

Fax: 901-544-0111

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

Director: Delner Franklin-Farmer

Regional Attorney: Faye Williams

Office Hours: The Memphis District Office is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

**EQUAL OPPORTUNITY IS
THE LAW**

It is against the law for this recipient of Federal Financial assistance to discriminate on the following bases:

Director

Director, Civil Rights Center

U.S. Department of Labor Room N-4123

200 Constitution Avenue, NW Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

**THE BASIC PARTS OF
YOUTHBUILD MEMPHIS**

There are SIX parts of YouthBuild Memphis and each one needs your participation and positive spirit. Nonparticipation is never an option. As staff, we need you to always remember that you wanted to be here and your participation is voluntary; if you do not demonstrate that you want to be here, we may ask you to leave until you want to be here and your effort and behavior show us that you do. Each part of YouthBuild Memphis helps you be an effective leader for yourself, your family, your program, and your community.

**A. Education Program**

This is an on-site program especially designed by you and approved by the Education Manager and staff. We do not ***give*** you a diploma - you work toward your diploma through the affiliation with the Advance Memphis for GED Preparation.

You work in the academic areas where you need credit. The education program is a diploma program, and you may also attend classes at the South West Tennessee Community College if appropriate. There may or may not be classes offered by the SMRCDC here on the Youth Build Memphis campus that are required by YouthBuild Memphis.

Your education program includes work on the computer on an interactive academic program called [MySkillsTutor.com](http://myskillstutor.com). You are expected to work hard all the time in education. This program is designed to be one year – the fewer credits you have earned before coming here, the more credits you will need to get here. ***We expect that you will earn at least 30 credits each semester.***

YouthBuild Memphis is in session for 16 weeks – we do not take a spring break or a summer break. The only break we take is between Christmas and New Year’s Day. We have our major funding grant from the U.S. Department of Labor and they require that half of the time you are in the program is spent in education.

**B. Counseling/Life
Skills/Community Service**

Here you focus on your individual life and needs. We offer life-skills counseling, parenting skills, drug and alcohol counseling, financial counseling, and work to meet other needs you might have. We help you look at your housing needs. We link with other organizations such as childcare providers, family planning clinics, anger management classes, food banks, etc.

We also work actively with Probation Officers and Social Workers.

Community Service is a large part of the program here at YouthBuild Memphis. Our construction with our partners is helping others in our community and so is community service. We may have other community service projects we will all do together, and we may also expect you to do community service on your own and let us know about it.

We are applying to YouthBuild USA to be an AmeriCorps program. If we are accepted, you will need to have 64 hours of community service by the time you graduate. Since your time in construction and part of your time in education will count towards your community service, you will only have to perform some of those hours outside the program. After you graduate, you will have an education award that you can use while you go to school.

**C. Construction and On-Site
Training**

The on-site training can happen at different construction sites. You learn hands-on construction by actually helping to renovate and build low-income housing in Memphis. You may also work on rehabilitating or remodeling or even just maintaining homeless shelters or other housing in the community. By doing this,

you are “giving back” to your community. The Construction Manager is responsible for your training at the work site.

You must be ready and willing to work individually, with a partner, or your team at all times. This means we also expect you to be dressed in the clothes we will provide for you *any time* you are in construction training (including in the construction classroom) and *any time* you are representing YouthBuild Memphis in the community.

YouthBuild Memphis supplies you with 3 t-shirts, 2 pairs of pants, a pair of boots, and a tool belt, and personal hand tools for use in the program. We also provide Personal Protective Equipment, plus a hardhat, goggles, ear protection, eye protection, breathing protection, and any other PPE you may need. If you complete the program, they are yours to keep. If you lose them, the cost to replace these items may be deducted from your pay. Keep in mind that even in bad weather, there will still be construction activities; we use the Home Builders Institute’s Construction Education and Research curriculum – a nationally recognized program. You will be earning certificates in this curriculum. You will get direct instruction- this means that you will be learning directly from our staff in the construction classroom. This will be presented to everyone at the same time and you are expected to keep up with the material; if you are absent you need to take the initiative to make up what you missed. You are expected to show up on time.

 **D. Leadership Development**

YouthBuild USA and YouthBuild Memphis believe that society needs more ethical and effective leaders. We also believe that it is important for young adults like you to have experiences that allow you to learn how to develop and use leadership skills.

You will have many opportunities to take on leadership roles both in the classroom and at the construction site. You will be encouraged to take a role in making positive changes in your life, your neighborhood, your community, and in the program.

The Youth Policy Committee is made up of a group of trainees selected by their peers to help in some of the decision-making processes that affect the program. These leaders share tasks, which may include:

* Play a part in the hiring of staff

Suggest changes in program policies and services

* Planning and coordinating events
* Reporting to and consulting with the rest of the program
* Solving problems as needed

Leadership opportunities are also offered at the construction site. You could earn the ability to be a Crew Leader or a Safety Captain. These leaders are assigned a range of tasks, allowing you to practice leadership and responsibility.

An important part of leadership is giving back to your own community. You are involved in projects that will improve the community through beautification projects, school clean ups, and other volunteer services.

**E. Alumni and Transition
Services**

You will go to the LeMoyne-Owen College and South West Tennessee Community College campuses at least once some time while you are a trainee; this field trip exposes you to the many ways the SMRCDC can serve you and the community of Memphis.

In addition to construction skills, you are evaluated on your work habits and ability to work well individually and as part of a team. These work skills include task completion and time management, following work and safety rules, dependability, effective communication, and cooperative attitude towards supervisors and co-workers. These skills will all help you not just during your time here at YouthBuild Memphis, but in everything you do. Coming to the program 100% of the time, on time is the most important job skill you can learn at YouthBuild Memphis. Imagine you being a business owner and your employee does not come in when she or he is scheduled to, or does come in but is late. How do you think that will affect their job performance? Are you likely to promote them into a position of management?

While you are here we will help you write a resume. Then you and the Job Developer or Transition Specialist can plan a job search. You may need different job readiness skills than other youth in the program, and you will get a chance to build those skills.

Trainees going on formal job searches with YouthBuild Memphis must test clean on all drug screens and have attendance between 95% and 100%.

Learning to be an adult learner and teaching yourself keyboarding skills or attending an extra course at the SMRCDC proves you are going to build an exciting future for yourself.

**F. Mentoring**

YouthBuild Memphis will provide mentoring for the youth in the program who were 18 and under. However, we found that many youth 19 and older wanted mentors too, so we have included mentoring as a 6th component at YouthBuild Memphis.

Every youth has a mentor of some sort and we are just looking to provide the opportunity to find a positive mentor - one who can help you make positive choices in your life.

The mentoring begins with a group mentoring process, where there are planned group activities that will allow both youth and mentors to get to know each other. The Mentoring Coordinator may introduce you to a specific mentor because she thinks you and the mentor have some interests in common or for some other reason are good matches. You and the mentor will decide if you are a good match for each other.

Once you match with a mentor, there are still activities here at YouthBuild Memphis that will be planned for you to do, but you and your mentor are also able to do other things you two choose, like attend sporting events, local concerts or plays, movies, skating, any number of things. We also may ask you and your mentor to plan a community service project.

The matches between a mentor and a youth should last for more than a year, because studies have shown that the longer a youth has the same mentor, the more positive things happen in the youth's life. We hope you are able to find someone to be your mentor!

**FAQs - Frequently Asked Questions**

**What is the Length of the Program?**

The training part of YouthBuild Memphis lasts for 3 to 6 months. Sometimes students need a little less time and others a little more time, you are expected to give at least a 3-month commitment.

YouthBuild Memphis is committed to making sure you continue to succeed after you leave the program. So, we make every attempt to give you additional follow-up services for a year after you complete the program. It is up to you to make sure that we have up-to-date information about where you live, your phone number, and where you work or go to school after you complete the program.

**What is Mental Toughness?**

Before you start to be paid as a trainee at YouthBuild Memphis, you need to complete a four-week Mental Toughness period. Almost all YouthBuild programs have some sort of Mental Toughness component for the youth before they are accepted.

During this time, you must attend YouthBuild Memphis each day on time and experience the opportunities the program can offer you. If the program is right for you, and if you have a successful experience during Mental Toughness, you are asked to become a Probationary Trainee in YouthBuild Memphis.

**What is so hard about Mental Toughness?**

No tardiness or absences are allowed for any reason!

So think about how you will get here each day. Is it by car; rides a bike, walk, get a ride or drive yourself? Do you know the bus schedule? Is it safe for you to ride the bus? Do you have a lock for your bike? How long will it take you to walk? Can you count on the person who will give you a ride? Do you have a driver’s license? What if your car is impounded by the police? Does the car break down? What then?

If you have children, we want you to think about childcare and babysitting. Does your family depend on you to provide care for the children? What if the baby is sick? Who will you get to take the baby to childcare and you here to YouthBuild Memphis on time? What if your usual babysitter is sick? Have a back-up plan in place.

We need you to think about all these things, and any others that will get in your way, before you make a commitment to YouthBuild Memphis.

We are also going to talk about some things that may be uncomfortable at first. Usually, these topics are uncomfortable because we do need to talk about them.

Working with others you may not have chosen to work with can also be a challenge for you, but in a job or in a class at a college or university you will be around all kinds of other people. Learning to respect others differences is also very important here and in the world outside of YouthBuild Memphis.

**What happens after Mental Toughness?**

YouthBuild helps you go from being dependent on someone else to being self-sufficient. We give you time to commit to working on the different parts of the program.

We ask you to learn how to look at your attitudes and behavior that you may decide need to be changed, and how to address issues of participation and attendance during this period.

In the end, we expect you to help yourself, to ask questions, to come to conclusions, to care about yourself, your family your program, and your community.

We are looking for people who want to turn their lives around and have strong, positive educational and career life goals. 100% participation is needed for you to be moved to regular status.

**How does it work?**

You and the other youth are divided into teams: Team A and Team B.

Team A and Team B swap between a week of on-site construction training and one week of education, employment training services and leadership services. That means while one team is in class, the other is on the work site.

This way you will spend half of your time in classroom education and activities and the other half of your time will be spent getting hands-on training at the construction site where you actually help build low income housing.

Every Friday, YBM call it ***“Empowerment Friday”*** everyone is required to attend. This meeting is used to pass on important information, policy and program issues, guest speakers, life skills workshops, physical education activities, field trips, parties, or participation in community service projects.

**What are the usual program hours?**

You are assigned specific days to be in the classroom for education, counseling, and life skills and specific days to be on a construction site or in a construction classroom. **As a trainee at YouthBuild Memphis, your hours of participation are considered to be 8:00 am to 4:00 pm.** However, usually your hours will be:

• Mondays: 8:00 am to 12:00 p.m.

• Tuesdays/Wednesdays/Thursdays:

8:00 am-12:300 pm (Education) or

8:00 am-2:00 pm (Construction) • Fridays: 8:30 a.m. to 12:00 p.m.

Sometimes your hours may change for special projects or opportunities. It is important not to leave on Friday until you know your Monday schedule. If you have any questions, you can always talk to any staff member.

**Can I hold a part-time job and still be part of YouthBuild?**

Yes, you can have a part-time job to add to the money you earn with us in the program. Part-time jobs are in the evening and/or on the weekends. Keep in mind that your work schedule cannot interfere with YouthBuild Memphis hours. That includes scheduling time to sleep.

**What is a Behavioral Contract?**

Being placed on a Behavioral Contract (Level One, Two, or Three) means that a trainee officially entered the serious phase of YouthBuild Memphis’ discipline process.

This will involve a conference with the Site Supervisor/ Case Manager and the Program Director. At this time, a written agreement, or contract, will be prepared that will outline a course of consequences and stipulations for the trainee to follow in order to get out of contract. The terms of this contract will vary, but usually be in effect for 10 working days.

**PROGRAM RULES AND
EXPECTATIONS**

The YouthBuild Memphis program rules and expectations set the standards of behavior for all trainees. We want to create an atmosphere of ***respect, responsibility, and cooperation*** among young people so that we can all successfully accomplish our goals.

**YouthBuild Memphis
Guidelines**

The following is the YouthBuild Memphis Code of Conduct and was written and developed by the Policy Committee of YouthBuild Memphis. All trainees are expected to abide by the Code during program hours and program activities at all times.

These principles have been developed to set the tone for progress and success to happen in your training, education, and subsequent job search. This code is a foundation for the way we treat each other and treat ourselves.

Also, remember that by participating in YouthBuild Memphis, you are representing the program, and all the other people who are part of YouthBuild when you are in the community. We expect you to understand that your behavior and actions will reflect on your fellow trainees and staff, so we strongly encourage you to follow the basic principles of the Code even when you are not participating in YouthBuild Memphis activities.

**DRESS REGULATIONS**

Appropriate clothing is expected on both the work site and in the classroom. As adults, this means coming to work in the classroom with clean, well fitting, sensible outfits. This means no bras or undershorts visible, and no breasts visible. Revealing, or provocative outfits are not allowed. The Youth Build Memphis Center campus should be considered a business site. Work site clothing is provided to you, with safety and personal dignity always in mind. Wearing appropriate attire is a YouthBuild Memphis commitment.

Any time you are on the construction site and/or during any YouthBuild Memphis outing, field trip, or other activity you are to wear your YouthBuild shirt, and on the construction site you are also to wear the pants and boots you are provided.

Jeans and/or long pants are required every day. Knee length shorts are acceptable on the educational site only when the weather is above 80 degrees.

Wearing any of the following clothing items and/or accessories during program hours would not be professional or acceptable. You will be asked to change your clothing, turn it inside out, tape over it, or you may be sent home. A violation may result in an infraction/incident report:

* Overly baggy, or loose fitting clothing
* Overly tight or skimpy clothing
* Drug, alcohol, or tobacco emblems, logos or images that promote the use of drugs and/or alcohol
* Emblems or logos on clothing or jewelry with weapons, or that promote violence
* Sexually explicit or suggestive logos
* Sunglasses indoors
* Gloves, rags, gang related attire
* Sleeveless shirts or tank tops
* Sandals, open toe shoes, or slippers
* Undergarment in sight
* NO BLUE OR RED AT ANYTIME (as described above)

**TRAINEE CODE OF
CONDUCT**

2) Be willing to cooperate and work with
others, work as a team and support
your YouthBuild Memphis peers.

1. Help work out problems respectfully
2. Maintain an attitude of support for each other
3. Carry out the tasks assigned to you thoroughly and without argument.

3) Be present [in mind, body, and spirit} and on time for all YouthBuild Memphis activities.

1. On time and ready at the scheduled start of the day.
2. Tardiness is not tolerated.

4) No discrimination, harassment, or expression of prejudice against any person or group will be tolerated. This includes anything that is

1. racist,
2. sexist,
3. homophobic
4. prejudice against any individual or group of people. This includes any group you may consider yourself a part of.

5) Accept people’s differences. No personal insults. Please do not put others down.

6) No inappropriate physical contact between trainees at YouthBuild Memphis or on/near the YouthBuild Campus sites in Memphis

1. No “hanging all over one another”
2. No kissing
3. No hitting, kicking, punching, poking, tripping, or other “playful” physical contact

7) YouthBuild Memphis policy prohibits sexual harassment.

8) No physical or verbal abuse

 a) No threat of physical contact in a hostile or harmful manner.

1. No actual physical contact in a hostile or harmful manner
2. No use of profanities directed at individuals
3. No use of derogatory and/or racial terms
4. No gossiping, vicious rumor passing

9) Gang affiliation activities are prohibited;

1. No wearing of gang colors
2. No wearing of gang insignia
3. No discussing your participation in any gang activity.
4. You must not openly signify gang affiliation.
5. No whistling, hooting, or other noises indicating gang involvement No tagging, or other graffiti No hand signs. No possession of gang related items such as bandannas (rags), hats, clothing with lettering or numbering, jewelry with insignia, belts, shoe strings, key lanyards, shoes/sneakers, hair accessories, etc.

10) Possession of any kind of weapon is prohibited.

11) Respect for personal and project property is expected.

1. No stealing
2. No destroying
3. No „borrowing without permission any trainee, staff, or YouthBuild Memphis property

12) No alcohol or other drugs.

1. No possession of alcohol or other drugs during program hours or activities
2. No consumption of alcohol or other drugs during program hours or activities
3. No drug dealing at any time

13) Respect our space and environment.

1. No littering (including cigarette butts)
2. No vandalism
3. No graffiti of any kind, including tagging

14) Appropriate clothing is expected on both the work site and in the classroom.

1. Clean, sensible clothes
2. Clothes that fit well enough not to be a safety hazard
3. Revealing, or provocative clothing is not allowed
4. No sleeveless shirts, “beaters” tank tops

No bra straps visible

No belly buttons visible

No underwear of any kind visible

15) Smoking during YouthBuild Memphis hours or activities

1. Only during break times
2. Only in designated areas – this is defined as across Edith Ave, or Third Street and at least 55 feet from any working door.
3. Only if 18 years or above.
4. No smoking is allowed on the J E Walker House Campus, Ewing Moving & Storage Campus – work site or the Memphis Youth Build Center property.
5. Do not leave cigarette butts in the parking lot or on the work-site.

16) Pagers/cellular phones must be on silent/vibrate at all times.

1. Do not allow your phone use to disrupt your education
2. Any unauthorized use of your cell phone on the construction site is a safety hazard.
3. Use of phone for music during class time must include headphones and be kept at a low volume so as not to distract fellow trainees or staff ***AND*** must have the approval of the teacher.

d) You must not use any headphones of any kind in the construction lab, or on the construction site.

1. Phone calls are not to be received by trainees during YouthBuild Memphis hours

a) Text messages are allowed during education ONLY if they do not interfere with your ability to stay on task and are not a disruption to others.

1. No swearing is allowed during YouthBuild Memphis hours or during any YouthBuild related activities. Find other words to express yourself.

**ATTENDANCE, PAYROLL**

Attendance that goes below 85% per month (one day per month) is seen as risky for you if you are looking for work. Attendance under 85% will be viewed as a counseling and health issue.

The SMRCDC wages usually runs between $250 and $280 per month. This is calculated by earning $7.79/hr. working ~20 hours every other week, while on the Construction Sites.

You have the ability to earn leadership positions, such as Safety Captain or Crew Leader, and to be on the Youth Policy Committee. We also expect you to earn the OSHA (Occupational Safety and Health Administration) 10-hour General Industry and Construction Industry cards.

Each one of these comes with a raise!

**Pay Period and Paydays**

Employees are paid twice a month – on the 15th and the 30th/31st. Any work completed between the 1st and 15th of the month is recorded on your time sheet due (usually) on the 15th by 4 p.m. and paid on the 15th of that month. For work on dates between the 16th and last day of the month is recorded on your time sheet due (usually) on the last day of the month by 4 p.m. and is paid on the 30th of the following month. Checks are normally available at 1:30 p.m. at the Memphis Youth Build Center office.

Missing program day’s right after your payday is not acceptable and may result in a suspension. The program has zero tolerance for trainees missing days after payday.

In February 2019, the Policy Committee decided on the following attendance policy for YouthBuild Memphis:

* The 1st pay period your attendance or punctuality falls below 85%, you will receive a written warning.
* The 2nd pay period your attendance or punctuality falls below 85%, you will receive a Program Contract
* If you have a 3rd pay period with less than 85% attendance and punctuality, you will receive a two week suspension, you must check-in every day at the end of the day with the Education Manager and Case Manager; write a letter to yourself on why you want to be a part of YB.
* A 4th pay period with less than 85% attendance and punctuality will result in staff assuming you do not want to be part of the program and will ask you to reapply in 6 months.
* The Attendance Policy does not reset at any time during your enrollment.

**Vacation, Holiday, Shortened
Schedules, and Challenges**

Unless otherwise specified in writing and cleared by the staff, you are not paid for time you are not onsite training. We are a year-round program ± that means we do not take a summer break or a spring break. SMRCDC is closed between December 24th and January 1st each year, and we observe the following legal holidays:

* Martin Luther King Junior - the third Monday in January
* President’s Day the third Monday in February
* Memorial Day ± the last Monday in May
* Independence Day ± July 4th
* Labor Day ± the first Monday in September
* Veterans Day November 11th
* Thanksgiving Day and the day after ± the third Thursday in November

From time to time, the Program Director may issue an attendance challenge. It is a chance for everyone to work as a team to meet the challenge. As any challenge, there will be a reward!

**Tardy and Lateness Policy**

Throughout the years, research has shown that employees who arrive on time to their work place have more opportunities to remain employed, have good references at the time of looking for another job, better possibilities to find employment, and feel good about themselves.

Thus, YouthBuild Memphis expects that you arrive on time to the workplace, YBM Training Center, SWTCC, or assigned meeting place.

We believe that each individual is capable of excellent attendance. YouthBuild Memphis expects you to arrive at all YouthBuild Memphis sites, including the Shelby County Memphis Youth Build Center before 8:15 am (Mondays and Fridays) and before 7:45 am on (Tuesdays /Wednesdays/Thursdays).

If you know in advance you will need to come in late, fill out a Request for Time Off form and get it approved by the Program Director. You still will not be paid for the time you are not here and your attendance will be affected but it will not count as a late.

**Absence Policies**

An absence is excused only if you can provide proper documentation. Acceptable examples of these include a paper from the court or jail, a doctor’s note, or a note from another agency saying you were there for an appointment.

An excused absence will count against your overall percentage, but will not put you on contract (discussed above).

You must call YouthBuild Memphis at 901-746-8741 or text a staff member by 8:15 am (Mondays and Fridays) or by 7:45 am (Tuesdays/Wednesdays/ Thursdays) in order to get an excused absence. ***Family members and friends cannot call for you –*** remember you must take responsibility for yourself.

The Program Director or Case Manager, after checking with you, may give you an excused absence. We take any and all

absenteeism very seriously and the staff will check with you to see you have the proper care and medical attention you need.

Excessive or patterned absences of any kind (like usually absent on a certain day of the week), even if they are excused, will interfere with your performance here at YouthBuild Memphis.

If you are absent for 3 days in a week, even if you have called in every day, we will expect you to provide a note from a doctor or a clinic saying that you are well enough to be back at school and/or work.

If you miss 3 days in a row, ***without calling in*** and notifying staff what is going on, we MUST drop you from the roster of Youth Build Memphis. If you are not enrolled in Youth Build Memphis, you are not participating in one of the 6 components of the program, and we will ask you to try the program again at a later time.

**Unexcused Absence**

Any absence not fitting the above description is considered an unexcused absence and is not acceptable.

**Procedures to Schedule an
Appointment and NOT lose pay**

Schedule your appointments for after 1:30 pm on Fridays or 2:30 pm on Mondays or after 2:00 pm Tuesdays, Wednesdays, or Thursdays.

**What you need to get your first
paycheck:**

Because you will be employed by SMRCDC, we will need to complete an employment Eligibility Verification form, or I-9, that requires that we have copies of certain documents. To earn your first payroll check, all required, essential documents (i.e. Birth Certificate, Social Security Card, Tennessee Picture I.D. or CDL) must be on file.

It is up to you to give us copies of all these documents. We can suggest how to get them and we are happy to help you if you have any problems or questions. You are expected to have provided us all these documents by the end of your Mental Toughness period.

We must also have proof of your income if you are 18 or older, or your family’s income if you are younger than 18

Also, time sheets are due on the last day of the month and on the 15th of each month. Sometimes they are due earlier if the deadlines fall on a weekend or holiday. The program cannot pay you without an exact time sheet, which you must sign and confirm as true.

**Insurance, Health, and
Childcare**

You are probably eligible for TennCare or

a parent’s private health insurance. If you need help filling out the forms for TennCare, talk to any staff person.

You are covered by Workers Compensation insurance through SMRCDC when you are on the construction site. Work related accidents must be reported to the Human Resources Department of SMRCDC immediately – 901-747-8741.

 If you have children, you are expected to have backup emergency day care in PDL

case your children’s main childcare worker is unavailable or in case the children are sick.

**Pregnancy**

YouthBuild Memphis does not have a specific policy around pregnancy, but assumes it is a normal, healthy stage of physical development. However, for the health of the mother and the baby, we want to make sure she is able to perform the duties on the job site. We ask that the doctor provide SMRCDC with a statement that it is OK for the mother to work, and to give us a date when she should stop working. This is only for the safety of the mother and the unborn baby.

YouthBuild Memphis will allow for a pregnant trainee to have up to a month before and six weeks after delivery of while enrolled in the program, you will be missing valuable instruction. We expect that you will not take a vacation during your time in the program.

**Leave of Absence**

Youth who are experiencing extreme life stress or other hardships may request a Leave of Absence. This request must be made in writing and you are expected to come to a staff meeting (Mondays at 2:30 pm) and “make your case”. This is intended for use only if there are no other options because we have found that most people who take a Leave of Absence do not come back.

**Preplanned Vacation**

YouthBuild Memphis is an intensive program and a vacation is not part of the planned program. If you go on vacation while enrolled in the program, you will be missing valuable instruction. We expect that you will not take a vacation during your time in the program.

**PROGRAM
COMMUNICATION
GUIDELINES**

At Youth build Memphis we follow 11 basic rules for communication. These rules are important to understand and respect, because as a program we want to make sure that everyone is informed about what is going on.

Also, following these rules keeps everyone on the same team and organized so that we can be focused on a common mission. As a team, it is very important that everyone feels respected, valued, and treated fairly. Remember, our team has a lot of work to do together, and having agreements about communication will allow our personal and professional relationships to be mature and effective. The 11 communication guidelines are as follows:

1. Speak only for yourself, using "I" statements.

2. Respect other people’s time: Everyone should have equal time to speak.

3. Respect others when they are talking: Be attentive and considerate.

1. No interruptions! Allow others to finish what they are saying before making comments or responding.

5. Be sure to raise your hand and be acknowledged before speaking. You will not be ignored.

6. Accept people’s differences.

7. No personal insults. Please do not put others down.

8. No yelling or profanity.

9. Try not to be judgmental.

10. Do not make assumptions.

11. Do not be condescending.

**CONSTRUCTION AND ON-
SITE SAFETY
REGULATIONS**

The reason for the rules listed below is so that we can create a safe and productive environment on the training site(s).

No playing or fooling around on or near any job site.

No baggy clothing of any type (tops or pants).

No pointing sharp objects, hand or power tools at anyone.

No earphones of any kind on the construction site or the construction lab.

Hard hats and boots must be worn as required by supervisors at all times.

Safety glasses must be worn when operating power tools.

Do not use power tool in the Construction Lab without a staff person present.

Wear hearing or breathing protection as required by safety rules.

No rings, hanging chains or bracelets/hoop or dangle earrings, dangling watches.

Report all accidents to the work supervisor immediately

Wear your construction clothes on the job site. This includes your YouthBuild shirt under your hoodie.

Trainees under 18 may not climb extension ladders, use power tools, or work on the roof. (This is an OSHA rule.)

***Even if you have a “Compassionate Use”***

***Or “Medical Marijuana” letter, you "may not go on the construction site if you test dirty.***

If you test dirty for drugs, and are not able to go out on the construction site for an extended period of time (THC stays in your system for weeks), staff will consider you unable to participate in the construction component of the program. Remember, YouthBuild Memphis works because of the 5 components (education, construction training, counseling/case management, leadership development, and transitional/alumni services). If you are unable to participate in one of the components, you are unable to participate in the program and may be asked to leave until you can get and stay clean.

**YOUTHBUILD MEMPHIS DISCIPLINE
PROCEDURES**

In this program, we are preparing you for the real work-world. These rules should be treated as guidelines for keeping a position

with any organization. The same things expected here.

All of our rules are very clear, and they are included in this manual. We pay close attention when trainees keep the rules as well as when they violate them. You should know this.

There will always be a consequence for any inappropriate action. If you

understand these rules and give your best effort in the program, you will probably never need to experience any of the following disciplinary actions.

**Infractions and Written Incident
Reports**

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.

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.

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 reinstated. You have the right to appeal suspension and termination decisions when you meet your counselor, staff member involved, and/ or Policy Committee.

**DRUG TESTING**

YouthBuild Memphis program is a drug free work environment. Drug testing is not used to screen applicants

Most applicants, by their own admission, have been doing drugs since they were 10– 12 years old. Students who have been doing drugs apply for the Youth build Memphis program knowing that we do random drug testing, and most of them honestly believe that they can quit.

We do not want to have to do drug tests. If alcohol and/or other drugs are barriers to your education, employment, or your overall health, the program wants to help.

**Build relationships before
testing**

YouthBuild Memphis staff will try to allow enough time for us to develop relationships with you before we do drug testing.

We will do a drug test during the second week of the program start to get a baseline. If you are clean, we expect that you will stay clean. If you test dirty, you will be expected to get clean.

We will do a second drug test at the end of the first month of training, and if you tested dirty and were still using while in Mental Toughness, we will require that you enroll, participate, and complete in the Drug Abuse Alternative Center’s program.

Drug Abuse Alternative Center, YouthBuild Memphis’ drug and alcohol counseling partner, will occasionally come

in and lead training about the effects of alcohol and other drugs.

**12-Step Meetings**

If you test positive for any drug at any time you are referred to our 12-Step meeting, held here on Mondays and Fridays. You will be required to attend the 12-Step meetings as long as you are in the YouthBuild Memphis program. Also, you cannot participate in the vocational part of the program because of the safety issues this presents on the construction site. This becomes a problem quickly because of the 50% rule the Department of Labor has about education.

**Drug Policy**

If at any time you test dirty for drugs, you will be referred to our 12-step meeting, as described above. On your first dirty, you will be given a Program Contract.

If you test dirty a second time (a higher result than the previous test), you will be suspended for one week and required to attend 5 off-site 12-Step meetings with

verification of attendance. You will also need to write a letter to yourself (given to staff) that explains why you want to remain in YouthBuild Memphis. You also need to check-in at the end of the program day with the Education Manager and Case Manager.

If you test dirty a third time, we will believe that you are not fully committed to participating in the YouthBuild Memphis program, and you will be asked to reapply after 6 months.

**WHAT WE EXPECT FROM YOU, THE YOUTHBUILD TRAINEE:**

**A. WE EXPECT YOU TO
SHOW UP!**

In a challenging program like YouthBuild Memphis, being here every day is of the highest value. All of the work you will do here – in your academic classes,

construction training, and leadership development – is work that builds upon what you had learned earlier. Therefore, missing days can seriously set you back.

**B. WE EXPECT YOU TO BE
ON TIME!**

When a team of learners works together, they depend on each other for support. If you are not present when the day or the session begins, your entire group is affected. Do we start without you or wait and lose valuable time? This is not an easy decision for staff to make, so we feel that it is extremely important for you to be on time.

**C. WE EXPECT YOU TO
WORK HARD AND
PARTICIPATE FULLY**

Many times, your work here at YouthBuild Memphis will be challenging, but we expect you to try your best. You will be learning new skills and trying new things, and this may frustrate or discourage you sometimes. With this in mind, we are here to support you and want you to put your best effort toward classroom and construction. If you stick with it, your efforts at YouthBuild will turn into success.

**D. WE EXPECT YOU TO
WORK AS A TEAM AND TO
SUPPORT YOUR
YOUTHBUILD PEERS**

You will need support and encouragement, and the group will need your support as well. YouthBuild gives you the skills you need to become a member in a community of learners. A group that works together, as a team, is more likely to succeed than one that does not. Sometimes this means that your personal desires need to be set aside so that the group can accomplish its goals. It also means that the entire group will help you accomplish something you could not do alone.

**E. WE EXPECT YOU NOT
TO BE AFRAID TO ASK
QUESTIONS AND
CHALLENGE YOURSELF.**

**WHAT YOU CAN EXPECT
FROM THE STAFF:**

**A. WE WILL PROVIDE THE
INSTRUCTION YOU NEED
TO SUCCEED.**

Your instructors (classroom and work site) and staff are expected to design classes and lessons that give you the tools you need to move toward your goals. This means that you will have sufficient instruction to equip you for your responsibilities in every area of YouthBuild Memphis, and we hope that you will take advantage of this useful guidance and apply it well after your graduation.

**B. WE WILL RESPECT CONFIDENTIALITY.**

We recognize that your personal business is your own. We agree to keep your privacy if you discuss something personal with us, unless the law requires us to do something different. Also, over time, you may become more comfortable with sharing personal information with staff.

**C. WE WILL BE FAIR**.

Our rules are clear, and they will be applied equally to everyone. Every trainee must follow the program requirements. When YouthBuild Memphis rules are broken, staff members are required to report the violation to the YouthBuild Memphis Director, no matter whom the trainee is or who has committed the violation.

**D. WE WILL BE ON TIME.**

We expect you to be on time, and you have a right to expect the same from us. We will respect your commitment to being on time, and we will not make you wait for us. This also means that we will stick to the hours we schedule for meetings, trainings, and activities unless a change cannot be avoided.

**YouthBuild Memphis Trainee Agreement**

This page is a contract that each Trainee must sign in order to be enrolled in the YouthBuild Memphis Program. Upon signing below, you agree that you have received information about Youth Build Memphis and all its partner agencies and received a copy of the Trainee Manual, have had its contents explained clearly, and that you will agree to abide by the rules and conditions that are contained in the Manual.

Trainee name (please print)

Trainee signature and date

Malcom Wallace, Site Supervisor Staff name

(Please print)

Staff signature and date

 



It is against the law for SOUTH MEMPHIS RENEWAL COMMUNITY DEVELOPMENT CORPORATION of SHELBY County as a recipient of Federal financial assistance to discriminate on the following bases:

It is against the law for any member of South Memphis Renewal Community Development Corporation as a recipient of federal funding to discriminate to any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

**The recipient must not discriminate in any of the following areas:**

deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

**WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION**

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

The Director, Civil Rights Center (CRC), U.S. Department of Labor,

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

**For more information contact: Jeffrey T. Higgs,** Executive Director/CO Officer

SOUTH MEMPHIS RENEWAL COMMUNITY DEVELOPMENT CORPORATION

1109 Mississippi Blvd.

Memphis, TN, 38126-6605

Email address: jhiggs@loccdc.org

Phone number: 901-746-7487

**Participant’s Signature****Date\_\_\_\_\_\_\_\_\_\_**