



Youth employment solutions

Informational Guide



better work, better life

Revised December, 2014

Hello!

Thank you for your interest in the Youth Employment Solutions (YES!) program with Adecco Staffing. We are very excited for this opportunity to partner with the State of Kentucky, Kentucky school districts, and the area businesses to push forward with the common goal of promoting a new and highly skilled workforce for the Kentucky generations to come.

With over 75 million Baby Boomers on their way to retirement, the X and Y generations are currently only going to be able to fill around half of these jobs. With the push for post-secondary education being primarily an academic pathway, the pipeline for employees in the skilled trades is thinning dramatically. If this keeps up, eventually there will be little to no workforce, which will result in an exodus of area businesses from Kentucky and the USA.

In the partnership created between the Kentucky Department of Education, the Kentucky Labor Cabinet, and Adecco, a program has been created to take a proactive approach and promote another pathway for Kentucky youth, allowing Kentucky businesses to say “YES!” to training and employing the workforce of the future. While work-based-learning has always been an option for Kentucky high school students, they now also have the opportunity to participate in the Tech Ready Apprentices for Careers in Kentucky (T.R.A.C.K) program. This pre-apprenticeship program will allow students to explore apprenticeable trades, while getting a jump start on their career.

But how can local business support work based learning in their community while following child labor laws and with little cost? This is where Adecco makes it possible! Per the memorandum of understanding signed by Dr. Winkler with the State of Kentucky, the partnership will allow Adecco to employ the work based learning students, allowing for a cost effective way for area businesses to train their future work force. Students will be required to maintain the curriculum expectations aligned for their program, while Adecco works with them individually to ensure their on the job safety, payroll, and compliance with child labor laws. Adecco will also work closely with the business to ensure compliance and that all of their needs are being met.

We at Adecco look forward to the opportunities available through this partnership and program!

Megan Bethel, YES! Client Services Manager



The Partnership: Who and How Are They Involved?

<u>Partner</u>	<u>Purpose</u>
Kentucky Department of Education/Office of Career and Technical Education	In promoting their mission to “assist schools in providing students with skills necessary for a successful transition to post-secondary education or work...”, KDE and OCTE have partnered with the Kentucky Department of Labor with the creation of the TRACK program. These offices, whom govern and monitor the success of Kentucky students, will work to give students another pathway to be successful beyond secondary education.
Kentucky Labor Cabinet	As we all know, the Kentucky Labor Cabinet maintains a plethora of responsibility when it comes to employment. While looking out for the best interest of the employee, they also ensure work place safety, maintain regulation and compliance, as well as govern pay. In partnering with the Office of Career and Technical Education, the TRACK program is born. This program provides Pre-Apprenticeship opportunities for secondary education students, as well as a pipeline for apprenticeship and a new workforce in the skilled trades.
Adecco Staffing	The global human resource agency has partnered with the State of Kentucky to assist in the allowance of students to be more involved with their work based learning experience. In the past, major legal issues involving child labor and worker’s compensation liability have been a host of large restriction for businesses willing to let students work and learn at their establishments. In signing with Adecco, the student is now an Adecco employee, alleviating the responsibility from the business.



Work Based Learning: Pathway Differences

With a number of opportunities for work based learning available for students, the most common are as follows. If you need more information on these, please reference the Work Based Learning Manual. In order for the Work Based Learning program to partner with the Adecco YES Program, the student employees **MUST** be paid a wage.

<p><u>Co-Op</u></p>	<p>From the Work Based Learning Manual: ““Co-op” Education is a paid educational program consisting of in-school instruction combined with program related on-the-job experience in a business or industrial establishment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student’s Individual Learning Plan.”</p>
<p><u>Internship</u></p>	<p>From the WBL Manual: “A student internship is a type of “Work Based Learning Program” for high school students who have completed extensive school based preparation relating to an identified area of career and academic interest in the ILP. Internships are usually one time experiences which should lead to course credit and/or pay.”</p>
<p><u>Pre-Apprentice/TRACK</u></p>	<p>From the TRACK website: “A partnership between the OCTE and KY Labor Cabinet to provide pre-apprenticeship opportunities to secondary students. This is an industry driven program to create a pipeline for students to enter post-secondary apprenticeship. Upon successful completion, the student will be awarded an industry certification by the employer through the Labor Cabinet and all on-the-job hours worked will be counted towards the apprenticeship. The certification will also count towards the local school district’s college and career ready accountability index. There is no cost involved except wages for the student employee. The employer must have a registered apprenticeship program with the Kentucky Labor Cabinet.</p>



Steps for Implementing an Apprenticeship Program

The Labor Cabinet has apprenticeship program standards that are in conformance with federal and state laws governing apprenticeship. These standards are used to register all apprenticeship programs in the Commonwealth of Kentucky.

If you have a collective bargaining agreement in place, a Joint Apprenticeship Committee should be established consisting of equal representation from both labor and management. If the bargaining unit does not wish to participate in the administration of the apprenticeship program, a letter of waiver from the union is obtained and the employer will operate the apprenticeship program according to the standards. If no collective bargaining agreement is in place, an employer can both register and administer the apprenticeship program.

Registered apprenticeship in Kentucky is very flexible and is tailored to individual employers needs for on-the-job training of apprentices. In addition to on-the-job training, a minimum of 144 hours of related instruction classes are required for each year of apprenticeship. The related instruction is designed to teach the apprentice the theoretical and technical subjects related to the trade.

The basic requirements for registering an apprenticeship program are:

- (a) The standards must contain the equal opportunity pledge prescribed by the Kentucky State Plan for equal employment opportunity in apprenticeship.
- (b) The employment and training of an apprentice in an approved occupation.
- (c) A term of apprenticeship, not less than 2,000 hours of work experience, consistent with training requirements as established by industry practices.
- (d) An outline of work processes in which the apprentice will receive supervised work experience and training on the job and the allocation of the approximate time to be spent in each major process.
- (e) Provision for related instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is required.
- (f) A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage shall not be less than forty (40) percent of the established journeyman rate of the employer or not less than the applicable minimum wage prescribed by state or federal law, whichever is greater. On projects where the wage rate has been set by law, the apprentice's rate of pay shall be based upon the established journeyman rate.
- (g) Periodic review and evaluation of the apprentice's progress in job performance and related instruction and maintenance of appropriate progress records.
- (h) The ratio of apprentices to journeymen consistent with proper supervision, training, and continuity of employment are required. The ratio of apprentice to journeyman is established by Kentucky statute.
- (i) A probationary period of not more than twenty five percent of the entire apprenticeship, during which the apprenticeship agreement may be terminated by either party with full credit for such period toward completion of apprenticeship.
- (j) Adequate and safe equipment and facilities for training, supervision, and safety training for apprentices.
- (k) Granting of credit for previous experience, training, skills or aptitude for all applicants equally, with commensurate wages for any accorded progression.
- (l) Assurance of qualified training personnel.
- (m) Placement of an apprentice under an apprenticeship agreement as required by the state apprenticeship law and regulations. The agreement shall incorporate the standards of the program as part of the agreement.
- (n) The required minimum qualifications for persons entering an apprenticeship program with an eligible starting age of not less than sixteen (16) years.
- (o) Recognition of the successful completion of an apprenticeship program by evidence of an appropriate completion certificate.
- (p) Identification of the registration agency.
- (q) Name and address of the appropriate authority to receive process and make disposition of complaints.
- (r) Recording and maintenance of all required records.

From the Work Based Learning Manual



FAQ's

My business has ____ open positions! It would be great if we could employ students to make extra money! How can Adecco help us?

Unless the positions line up with a Career and Technical pathway, we cannot staff students using the YES! Program. While in theory, it is a terrific thought: students can come here and work/learn, we can supplement our staff. This is NOT what the YES Program is intended for! If you need traditional staffing assistance, Adecco can help you out for sure and we will put you in contact with a branch in your market!

What exactly does the YES Program and Adecco do?

For the school, Adecco provides a partnership to ensure your students are being paid, remain safe on the job, and are oriented to their position properly. With visits to your institution, we provide soft skill and job readiness courses that educate! For the student, Adecco is your employer! We will provide your paycheck, make sure you are properly covered with liability insurances, and be here for you with any questions! For the business, we would provide the payroll support, liability insurance, and all other traditional staffing amenities in this untraditional program! Through YES, we hope to open the doors to many Kentucky businesses for students allowing more opportunity both academically and economically!

I am a high school freshman, can I participate?

Of course! However, you must wait until you are at least 16 years of age due to both state and federal child labor laws.

I'm a student who doesn't want to participate in a Work Based Learning Pathway, can I still work with Adecco?

This depends on your age. Adecco complies with all state and federal child labor laws and will promote the following of such. Please see the Work Based Learning Manual for further outlines of these laws.

How much will this cost me?

As an educator, this program is of no cost to you. Students, you will be making the money! Businesses, to register your apprenticeship program, there is no cost. To take on a student employee, you must pay their wage! When using Adecco, there will be a markup that will be contracted with you per the job description and risk of the student. With employing a minor, the liability insurance is significantly higher, so it may be in your financial best interest to use Adecco...and that is EXACTLY what we are here for!

I am a school that has ____ students looking for work, can you find them a job?

Adecco will work with the students based on their pathway. If they are looking for work outside of a Work Based Learning Program, Adecco will do what we can in compliance with State and Federal Child Labor Laws.

What is pre-apprenticeship?

The Office of Career and Technical Education has implemented a new pre-apprenticeship program, with the Kentucky Labor Cabinet, known as Tech Ready Apprentices for Careers in Kentucky (TRACK). Through this program, high school students can get a jump start on their apprentice hours, while businesses can begin molding their future work force pipeline. Businesses must have a registered apprenticeship program to participate.



Resources and Contacts

Kentucky Labor Cabinet:
www.kentuckyapprenticeship.com

Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship:
<http://education.ky.gov/CTE/cter/Documents/Kentucky%20Labor%20Cabinet%20Pre-Apprenticeship%20Policy.pdf>

Office of General Counsel's Opinion on TRACK and Child Labor Law
<http://education.ky.gov/CTE/cter/Documents/GC%20ChildLaborOpinion%20TRACK.pdf>

TRACK:
<http://education.ky.gov/Pages/default.aspx>

US Dept of Labor Office of Apprenticeship:
<http://www.doleta.gov/oa/>

Kentucky OSH Etrain:
<http://www.laborcabinetetrain.ky.gov/>

Work Based Learning Manual
<http://education.ky.gov/CTE/cter/Pages/WBL.aspx>

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Adecco and the YES! Program

Mission: To build partnerships allowing more Kentucky businesses to say YES! to pre-apprentice, co-op, and internship opportunities for high school students, while complying with both state and federal child-labor laws, and ensuring the best interest of the student.

Getting Started: If you are interested in being a YES! partner, please reach out to Megan Bethel, Client Services Manager with Adecco Staffing. Once your questions are answered, a contract or Memorandum of Understanding will be put into place with either the CSM or the local Adecco Branch. If you are planning to participate in the pre-apprenticeship program, you must have a state registered apprenticeship program registered. Because each program, school district, and student is very different, each will be handled on an individual level to ensure the processes and procedures are followed, proper attention is delivered, and all questions are answered. Please remember that this is a process, it is VERY unlikely that there be an interest today and a student can start tomorrow.

And then...: Once your program has begun, the CSM will maintain a relationship with all parties to ensure compliance with contract and MOU's. The relationship between the school and business must remain alive to ensure all aspects of the work based learning program are being met. If the student is in a pre-apprenticeship program, the business must move them to their true apprenticeship program upon high school graduation.

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