

GRow 1,000 Employer Frequently Asked Questions



Q: What do I need to consider when placing a person, age 15-21.

A: You must abide by the Michigan work requirements. A person under 18 years of age cannot be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health. Young people are resourceful and have a lot to offer. They can research, file, answer phones, provide good customer service, inventory, attend meetings, document testing methods, compile information, generate new ideas for design development, sell, type, test prototypes, market, implement communications, interview other staff throughout the organization and explore career opportunities. The benefit to your organization is the opportunity to engage our most valuable asset and support the diversity of our workforce pipeline. Remember the goal is to help expand horizons, develop relationships with professional contacts and explore new career opportunities for our youth. These positions can be in-person or virtual.

Priority is youth from 49503, 49507, 49508 and 49509 zip codes that have been most heavily impacted by COVID-19 and other disproportionate outcomes.

Q: In light of the global COVID-19 pandemic, what should I consider before agreeing to place a youth worker?

A: The health and well-being of our youth are paramount. All precautions should be taken to ensure safety and slowing the spread of the virus within your workplace. Employment experiences can be in-person or virtual. If you are offering in-person employment experiences, PPE should be given to the student as often as they are working. You should abide by all national, state and local health official guidelines and consider joining the *Kent County Back to Work Program* if you haven't already.

You may also provide a hybrid of virtual (work from home) and in-person work experience.

Q: Who is responsible for paying for the wages?

A: GRow 1,000 through the City of Grand Rapids will cover of the wages upfront. Then the City of Grand Rapids will send an invoice to the employer for the cost associated with hiring the youth at \$1,500 per youth. Companies/organizations can host 5, 10, 20, 50 youth and pay their stipend.

Q: How many hours are we expected to provide? Who pays for the wages? And is this for five days a week?

A: You are expected to provide 20 hours a week for 6 six weeks. Work experiences are flexible. Students under the age of 18 must have a work permit and you must abide by all rules and regulations indicated. Work schedules can be negotiated with the youth worker to include evenings and weekends as long as they comply with the Michigan Department of Energy, Labor & Economic Growth Youth Employment

standards if your youth worker is a minor.

Q: Will I need to have my youth worker fill out a timecard?

A: The City of Grand Rapids is the employer of record. They will provide a standardized timecard template to you and to your youth worker. It is your responsibility to ensure the youth worker completes the timecard and at the end of each week and email it to parksandrec@grcity.us.

Q: How often will youth be paid?

A: Youth will be paid every two weeks via a paycard they can pick up from the City's Human Resources Department on the 8th floor of Grand Rapids City Hall.

Q: Is my organization responsible for providing insurance or benefits?

A: No, normally only full-time employees are eligible for benefits provided by the employer. Youth workers are short-term employees and are therefore ineligible.

Q: When does the employment experience start and end?

A: Your commitment is to offer an employment experience for 6 weeks of work averaging 20 hours a week from July 13 – August 21, 2020.

Q: Can I continue to employ my youth worker(s) after the 6 weeks of work?

A: Employers can offer further employment with our youth once the summer program is complete. In this case, the employer will need to assume all payroll responsibilities.

Q: When should I start looking for a youth applicant?

A: Youth applicants 15 to 21 will complete a City of Grand Rapids online application first. Then they will participate in a paid training session facilitated by the City. Finally, the City will match the youth worker to the employer and assist the youth worker with all pre-employment payroll documentation.

Q: What if my youth worker does not work out?

A: This experience is to promote career exposure and learning about your industry. Expectations are that they be given some leeway as they newly learn your operation. Difficulties could arise. There will be a site monitor assigned to check how the placement is going through phone and field visits, and you have access to Our Community's Children Program Coordinator to help resolve any issues that may arise so the work experience is successful. It is important that the Program Coordinator be contacted as soon as there is evidence of an unacceptable pattern of behavior.

Q: Can I donate to the initiative as well as employ youth?

A: Absolutely! Notify us of your interest by going to www.grandrapidsmi.gov/GRow1000business.

Q: If I have more questions, whom should I contact?

A: Lynn Heemstra, Executive Director, Our Community's Children,
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