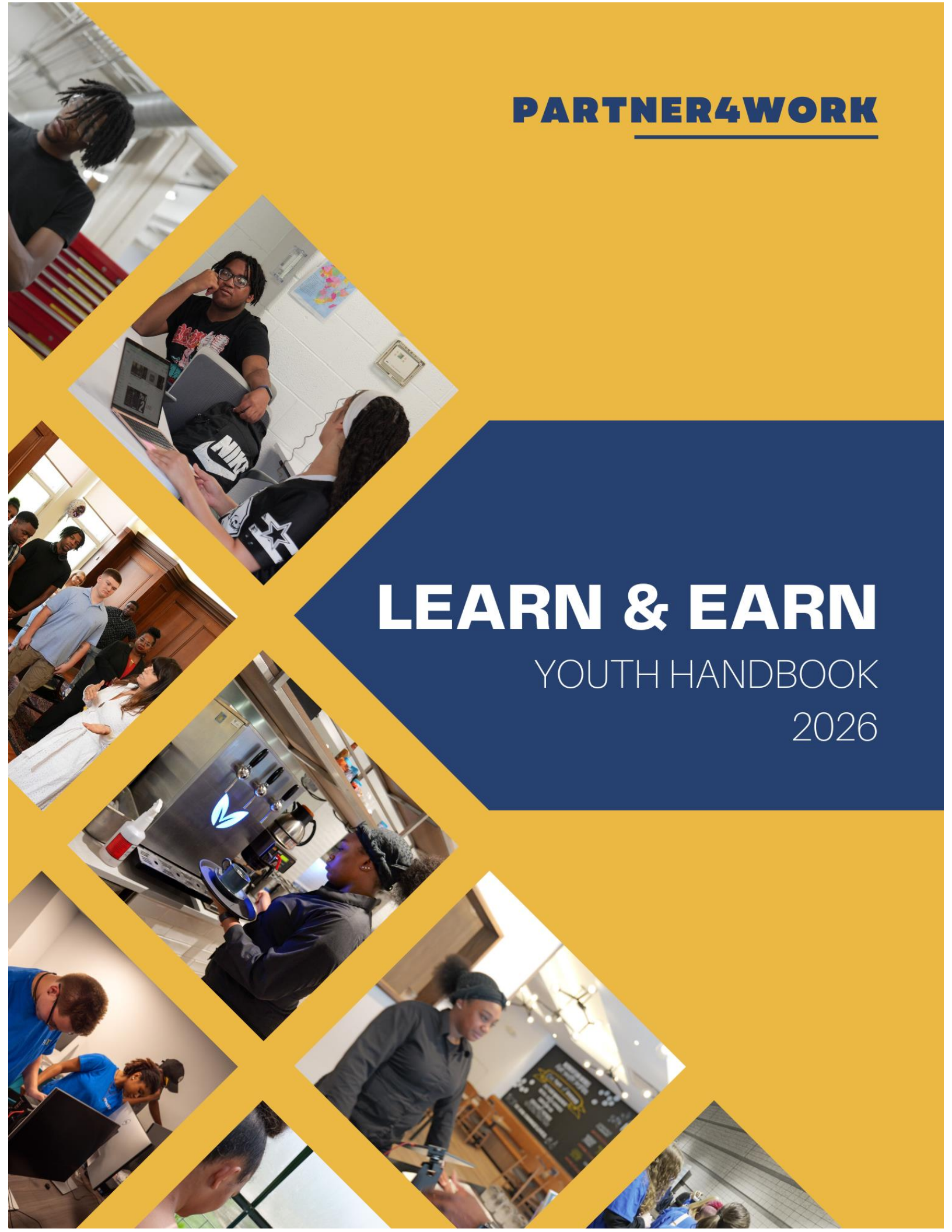


**PARTNER4WORK**

# LEARN & EARN

YOUTH HANDBOOK

2026



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## PARTNER4WORK LEARN & EARN PARTICIPANT HANDBOOK

### WELCOME

Welcome to **Partner4Work**! We are your employer for the Learn & Earn program, but you'll be working closely with a **provider** who will guide you throughout your job experience. Your provider will give you training, assign you to a worksite, and certify your work hours to make sure you get paid. They are here to support you, so if you have any questions or need help, don't hesitate to reach out to them.

### Who is Partner4Work?

We're the team behind the Learn & Earn program. Partner4Work helps young adults like you get paid work experience, build career skills, and connect with real job opportunities in the Pittsburgh area.

Learn & Earn is designed to help young adults develop workplace skills, gain valuable experience, and prepare for future careers. As a participant, you have rights and responsibilities, and this handbook will guide you through the important policies, expectations, and procedures you need to know.

## YOUR RIGHTS & RESPONSIBILITIES

### Know Your Rights

As a participant, you have the right to:

- A **safe and respectful** work environment.
- Equal opportunity, **free from discrimination**.
- Proper **training and support** from your employer.
- A **fair wage** and a structured **work schedule**.

If you believe your rights have been violated, refer to the **Grievance Procedure** section for steps on how to report concerns.

### Youth Worker Responsibilities

To make the most of your experience, you are responsible for:

- **Knowing your assigned work schedule** and reporting to work **on time**.
- **Tracking and submitting your timesheets** correctly.
- **Knowing your supervisor's full name and contact information**.
- **Following workplace policies**, including dress code, cell phone use, and attendance.

- **Notifying your worksite supervisor if you will be late or absent.**
- **Respecting coworkers, supervisors, and customers.**
- **Securing personal property** (Partner4Work is not responsible for lost or stolen items).
- **Reporting any inappropriate behavior** to your supervisor or Partner4Work staff.
- **Attending all mandatory program activities, including meetings and training.**
- **Reading and understanding your job description and training plan.**
- **Understanding that you are not entitled to unemployment compensation** after the program ends.

## WORK PERMITS

The **Pennsylvania Child Labor Act** requires that **all minors ages 14-17** obtain a **work permit** before beginning employment.

- If you are **under 16**, a **written statement from a parent/guardian** is also required (often part of the worker permit application form itself).
- Work permits can be obtained through your **school district's administration office**.

## CONDITIONS OF EMPLOYMENT

### Pay Rate

**Your hourly pay rate is based on your program tier, with most positions starting at \$10.00 per hour. Keep in mind that taxes will be taken out of your paycheck, so your take-home pay will be slightly less than your hourly rate.**

*For example: If you work 20 hours at \$10.00 per hour, your gross pay will be \$200. After taxes, you might take home around \$170–\$185, depending on the tax information you submit during onboarding.*

Please note: Taxes will be deducted based on the **W-4 form** you submit during your onboarding. A W-2 will be mailed to you by 1/31 of the following year. Below are informational links for tax filing.

[IRS Website](#)

[PA Department of Revenue](#)

[Just Harvest - Free tax prep](#)

### Work Hours by Tier

- **Tier 1 (age 14):** Up to **100 hours total** at **\$10.00 per hour**.

- **Tier 2 (ages 15-19):** Up to **120 hours total** at **\$12.00 per hour**.
- **Tier 3 (recruited youth ages 20-23):** Up to **150 hours total** at **\$15.00 per hour**.
  - **If a worksite wants a youth to work beyond their allotted hours, any additional hours must be pre-approved and covered by the worksite provider.**

## Breaks

- **If you work 4+ hours:** You get a **15-minute paid break**.
- **If you work 5+ hours:** You must take a **30-minute unpaid lunch**.
- The **ADP system requires a 30-minute clock-out for lunch and does not allow clocking back in before that time is completed.**

# WORKPLACE SAFETY & PROPERTY PROTECTION

## Safety & Violence Prevention

Partner4Work provides a **safe and respectful work environment**. If you experience or witness violence, threats, or harassment:

- **Report it immediately** to your supervisor or Partner4Work staff.
- If it's an **emergency**, call **911** first.
- Violent or threatening behavior will **not be tolerated** and can lead to **removal from the program**.
- **Harassment complaints are taken seriously and will be investigated immediately. Retaliation against anyone reporting harassment is strictly prohibited.**

## Worker's Compensation

- **If you are injured on the job in any capacity, report it to your worksite supervisor immediately.**
- **Medical bills may be covered under Worker's Compensation, but they must be reported immediately.**

## Property Damage

- Respect all **workplace property**.
- **Damaging, stealing, or tampering** with property will result in disciplinary action.

# TRAINING & CAREER ENRICHMENT

- **All participants must attend a mandatory orientation** with your provider before beginning work.
- **Career enrichment activities may be scheduled throughout the program.**
- These activities will be **coordinated by your worksite supervisor (if applicable).**

# TIME SHEETS & PAY DATES

## Timesheets

- **You must complete your timesheet by clocking in and out each day.** (please refer to the ADP instruction quick guide)
- **Your supervisor or provider will verify and approve your timesheet each week to ensure your hours are accurate before payroll is processed.**
- **Timesheets are collected weekly to verify completion.**
- **First paychecks may be paper checks,** then direct deposit will apply.

## Pay Schedule

<b>Dates Worked</b>	<b>Pay Date</b>
June 1 – June 5	June 12, 2026 (Tier 3 only)
June 6 – June 19	June 26, 2026
June 20 – July 3	July 10, 2026
July 4 – July 17	July 24, 2026
July 18 – July 31	August 7, 2026
August 1 – August 14	August 21, 2026
August 15 – August 28	September 4, 2026
August 29 – August 31	September 11, 2026

## ATTENDANCE POLICY

Participants are allowed up to two (2) unexcused absences during the program. A third unexcused absence may result in termination, depending on your provider's or worksite's policies. All decisions regarding termination must be communicated to Partner4Work within 24 hours.

### **Additional guidance:**

- Participants may make up missed hours if:
  - The time is recovered within the same pay period
  - Weekly maximum hours are not exceeded
- Pre-approved vacation time may be permitted at the discretion of the provider. Vacations not approved in advance are subject to standard attendance policy enforcement.

## Payroll-Related Questions

If you have any questions or concerns related to your pay, you must first contact your **provider or worksite supervisor**. This includes issues such as:

- **Missing hours or time discrepancies** on your timesheet
- **Incorrect pay amounts**
- **Not receiving your paycheck or direct deposit**

Your provider or worksite will review the issue and, if necessary, will contact **Partner4Work staff** to resolve the problem.

Please do **not** contact Partner4Work directly for payroll issues — all communication must begin with your provider or worksite so the issue can be properly tracked and resolved.

## COMPLAINT AND GRIEVANCE PROCEDURE

### **How to File an Equal Opportunity Complaint**

**If you believe that you have been discriminated against, you are entitled to file an Equal Opportunity complaint. Please refer to the below webpage for more information about filing an Equal Opportunity Complaint:**

<https://www.partner4work.org/about/equal-opportunity-notice/>

### **How to File a Grievance**

If you believe you have been mistreated or workplace rules were not followed, file a **written complaint** including:


- Your **name and contact information**.
- The **name of the person/agency involved**.
- A **clear explanation** of the issue.
- What resolution you're seeking.

### **Where to Send Your Complaint**

 **Jonathan Ross, Subrecipient Compliance Specialist/Equal Opportunity Officer**

 **Partner4Work**

 [jross@partner4work.org](mailto:jross@partner4work.org)

 412-785-7252