



PARTNER4WORK LEARN & EARN PARTICIPANT HANDBOOK 2025

Learn & Earn

PARTNER4WORK - 650 Smithfield St #2400, Pittsburgh, PA 15222

Contents

YOUR RIGHTS & RESPONSIBILITIES	2
Know Your Rights	2
Youth Worker Responsibilities.....	2
WORK PERMITS	3
CONDITIONS OF EMPLOYMENT	3
Pay Rate	3
Work Hours by Tier.....	3
Breaks	4
WORKPLACE SAFETY & PROPERTY PROTECTION	4
Safety & Violence Prevention	4
Worker's Compensation.....	4
Property Damage.....	4
TRAINING & CAREER ENRICHMENT.....	4
TIME SHEETS & PAY DATES	5
Timesheets	5
ATTENDANCE POLICY	5
Payroll-Related Questions	6
GRIEVANCE PROCEDURE	6

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.

Work Hours by Tier

- **Tier 1 (ages 14-15):** Up to **100 hours total** at **\$10.00 per hour**.
- **Tier 2 (ages 16-24):** Up to **140 hours total** at **\$12.00 per hour**.
- **Tier 3 (recruited youth ages 18-24):** Up to **100 hours total** at **\$15.00 per hour**.

- If a worksite wants a youth to work beyond 100 hours in Tier 3, 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

Pay Date	Tier I & II (Hours Worked)	Tier III (Hours Worked)
June 13, 2025 (Tier 3 only)	N/A	May 26 – June 6
June 27, 2025	June 9 – June 20	June 9 – June 20
July 11, 2025	June 23 – July 3	June 23 – July 3
July 25, 2025	July 7 – July 18	July 7 – July 18
August 8, 2025	July 21 – August 1	July 21 – August 1
August 22, 2025	August 4 – August 15	August 4 – August 15
September 5, 2025	N/A	August 18 – August 29
September 19, 2025	N/A	September 1 – September 12

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.

GRIEVANCE PROCEDURE

How to File a Complaint

If you believe your rights were violated 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, Equal Opportunity Officer

Partner4Work

jross@partner4work.org

412-785-7252

Complaints must be filed **within one year** of the violation. If unresolved, you may request a **hearing within 15 days** of filing.

Language & Accessibility Services

By Phone: 717-787-1127

TTY: 717-705-7772

Email: RA-PWBEOAO@pa.gov

Mail: Bureau of Equal Opportunity, **P.O. Box 2675, Harrisburg, PA 17105**