

# SummerWorks 2020: Help My Intern!

## Your Worksite Liaison

Your worksite liaison can answer your general questions and help you with issues you and your intern may be experiencing. Your liaison also knows who is coaching each of your interns. Each intern may have a different coach.

Liaison Name \_\_\_\_\_

Liaison Phone \_\_\_\_\_ Liaison Email \_\_\_\_\_

## Resources

The SummerWorks program has many aspects to it. Explore these resources to learn more about:

### Time Sheets & Paydays

Time sheets are due every Sunday for the previous week. Paydays are every other Monday. The SummerWorks calendar lists specific dates.

Youth enter their hours online at the SummerWorks Payroll website. Go to [www.SummerWorksPayroll.org](http://www.SummerWorksPayroll.org) and watch the 5-minute video on how to enter hours.

Remember, youth cannot work more than 8 hours a day or 40 hours a week. You will verify your interns' hours with your worksite liaison every week.

### Bus Passes & Other Supports

SummerWorks can supply youth with bus passes and other supports like work clothing. Talk with your worksite liaison if your intern needs these supports.

### Career Labs & Career Con **[NOTE: Career Con is cancelled for SummerWorks 2020!]**

SummerWorks includes 16 hours of professional development for each intern. Interns are required to attend this paid training.

Please do not schedule your intern to work during Career Labs or Career Con. Your worksite liaison will provide you with specific dates and times.

If we select your intern(s) to showcase their internship(s) at Career Con, you are invited to attend the Reverse Networking Fair portion of the event and support them.

### Worksite Injury

If an intern is injured while working, administer first aid and then contact your worksite liaison ASAP. Refer to the SummerWorks handout "Report a Worksite Injury" for detailed information and required forms.

**GET HELP!** 503-478-7378 | [help@SummerWorksPDX.org](mailto:help@SummerWorksPDX.org)