

Acceptance Letter for Adult Sponsors

December 7, 2007

Congratulations! We are very happy that your team of youth will be participating in the Young Worker Leadership Academy in Berkeley, CA, January 24-26, 2008. I look forward to meeting you and your team. ***We have scheduled a phone conference call for all adult sponsors on Tuesday, January 15, 2008, from 4:00-5:00.*** This is important to finalize roles and expectations for the Academy, the community project, and the evaluation. It will also be an opportunity for you to ask any other questions you may have. The number to call is 707-824-8013. The telephone will ring until there are two or more people on the line.

I am attaching an information packet for *you to distribute to your team members, as well as the following:*

- ▶ Final Registration Form – **Please complete and return as soon as possible;**
- ▶ Travel Information Form – **Please complete and return as soon as possible;**
- ▶ Preliminary Agenda;
- ▶ Map of Berkeley campus area;
- ▶ Directions to the Hotel Durant;
- ▶ Organizational stipend request form to bring to the Academy

The information packet for the students includes the following:

- ▶ Youth Congratulation Letter;
- ▶ Youth Permission slip – **It is mandatory that they be returned with signatures prior to or upon arrival in Berkeley;**
- ▶ “Welcome to the YWLA”: what to bring... Form;
- ▶ Youth Rules Form – **It is mandatory that they be returned with signatures prior to or upon arrival in Berkeley;**
- ▶ Youth Pre-Academy Activity – **Please go over the activity and clarify any questions, particularly the Interview questions. This activity needs to be completed by each individual participant before the Academy.**
- ▶ “Are you a working teen?” fact sheet; and
- ▶ Map of Berkeley campus area.

Please make sure that your students review these sheets carefully and have their parent or guardian complete and sign the sheets before attending the program. Students will receive the final agenda upon their arrival in Berkeley.

Important Information about YWLA Registration:

- ◆ **Registration** will be on Thursday, January 24, from 1:00 - 1:30pm at the Hotel Durant located at 2600 Durant Avenue in Berkeley, CA. Please plan to arrive by 1:30 p.m., in time to get your room assignment. There will be three staff chaperones staying at the hotel.
- ◆ **Opening session starts at 2:00 p.m.** in the Lipman Room of Barrows Hall on the UC Berkeley campus. We will walk over together from the hotel at 1:45.
- ◆ **Dinner on Thursday, breakfast and dinner on Friday, and breakfast on Saturday** will be provided. You and your team will be **on your own for lunch on both Friday and Saturday.**

We are expecting the adult sponsors to attend the Academy. This should be the adult who will work with youth back in their communities to implement their follow-up activity during Safe Jobs for Youth Month.

Adults will participate with youth during parts of the agenda, and will also sometimes meet separately with the other adult sponsors, for their own orientation. And you'll meet other friendly, dedicated folks, and have some fun!

Please contact me at 510-643-2424 with any questions or concerns. The Young Worker Leadership Academy instructors and I are looking forward to meeting you.

Sincerely,

Diane Bush, MPH
Young Worker Project Coordinator

Acceptance Letter for Youth Participants

December 7, 2007

Dear Young Worker Leadership Academy Participant:

Congratulations! We are very happy that you will be participating in the annual Young Worker Leadership Academy! I look forward to seeing you in Berkeley, January 24-26, 2008. Come prepared to have a great time and meet new friends, as you become part of this exciting new group of young leaders, drawn from communities throughout the region.

The student packet includes the following:

- ▶ Congratulation Letter (this letter)
- ▶ Welcome Sheet -- What to bring...
- ▶ Program rules
- ▶ Medical release form and participation waiver
- ▶ Pre-Academy Activity
- ▶ “Are you a working teen?” fact sheet
- ▶ Map of Berkeley campus area.

This is what you need to do before the Academy:

- ▶ Review the program rules carefully and sign them, along with your parents, acknowledging that you have read them;
- ▶ Your parent or guardian must sign the Permission Slip/Emergency Medical Form; *it is mandatory that this be returned with signature prior to or upon arrival in Berkeley;*
- ▶ Read the Welcome sheet, which provides information about what to bring (we will be walking a lot, so bring comfortable shoes); and
- ▶ Youth Rules Form – **It is mandatory that this be returned with your signature and your parent or guardian’s signature prior to or upon arrival in Berkeley**
- ▶ **Complete the pre-Academy Activity before January 24.**

Do not feel uneasy if you feel like you don’t know anything about job rights or health and safety. We do not expect you to be an expert! At the Academy, you will learn about workplace health and safety and how you can have an impact on policy. You’ll have a chance to develop and share your opinions, and hear what other youth think. You will challenge yourself and others! Just come with an open mind and don’t be afraid to ask questions. Your enthusiasm will make this Academy work!

The Academy days will be long and intense, but fun! You will have an experience that most people will never have in their life. Some teachers may be concerned about the missed class time, so be sure to get caught up. You may want to offer to make a report and share your materials from the program so that others will benefit.

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Sincerely,

Diane Bush, MPH
Young Worker Project Coordinator

Are You a Working Teen?

Could I Get Hurt or Sick on the Job?

Every year nearly 30 teens under 18 die from work injuries in the United States. Another 27,000 get hurt badly enough that they go to a hospital emergency room.

- » 18-year-old Anna caught her hand in an electric cabbage shredder at a fast food restaurant. Her hand is damaged for life and she'll never have full use of it again.
- » 17-year-old Joe lost his life while working as a construction helper. An electric shock killed him when he climbed a metal ladder to hand an electric drill to another worker.
- » 16-year-old Donna was attacked and robbed at gunpoint at a sandwich shop. She was working alone after 11 p.m.

Why do injuries like these occur? Teens are often injured on the job due to unsafe equipment, stress, and the rushed pace of work. Also they may not receive adequate safety training and supervision.

Teens are much more likely to be injured when they work on jobs they are not allowed to do by law.

What Hazards Should I Watch Out for?

Type of Work	Examples of Hazards
Janitor/ Clean-up	<ul style="list-style-type: none">» Toxic chemicals in cleaning products» Blood on thrown out needles
Food Service	<ul style="list-style-type: none">» Slippery floors» Hot cooking equipment» Sharp objects
Retail/ Sales	<ul style="list-style-type: none">» Violent crimes» Heavy lifting
Office	<ul style="list-style-type: none">» Stress» Harassment» Poor computer work station design

PROTECT YOUR HEALTH! KNOW YOUR RIGHTS!

What Are My Rights on the Job?

By law, your employer must provide:

- » A safe and healthful workplace.
- » Training on chemicals and other health and safety hazards.
- » Clothing and equipment that protects the worker.
- » At least the California minimum wage - \$8.00 an hour through June 30, 2014; \$9.00 an hour starting July 1, 2014; \$10.00 an hour starting January 1, 2016. In some cases, employers can pay less than minimum wage during your first 160

hours of work if you have not worked before in the same type of job.

- » 1/2 hour meal break after no more than 5 hours; 10 minute rest period after each 4 hours.
- » Workers' compensation benefits if you are hurt on the job. These include:
 - » Medical care for your injury, whether or not you miss time from work.
 - » Payments if you lose wages for more than 3 days.
 - » Other benefits if you become permanently disabled.

You also have a right to:

- » Report safety problems to Cal/OSHA.
- » Work without racial or sexual harassment.
- » Refuse to work if you could be killed or badly hurt by doing the task.
- » Join or form a union.

What Should I do to Protect Myself on the Job?

To work safely you should:

- » Follow all safety rules and instructions; use safety equipment and clothing that protects you, when it's needed
- » Watch out for problems that might hurt other workers
- » Keep work areas clean and neat
- » Know what to do in an emergency
- » Report any health and safety hazard to your supervisor
- » Ask questions if you don't understand something

Do I Need a Work Permit?

YES. If you are under 18 and plan to work, you must get a work permit from your school or school district office (unless you have graduated).



Is It OK to Do Any Kind of Work?

NO. There are laws that protect teens from doing dangerous work.

In California no worker under 18 may:

- » Drive a motor vehicle on public streets as a main part of the job (17-year-olds may drive in a few specific cases.)
- » Drive a forklift or other heavy equipment
- » Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- » Work in wrecking, demolition, excavation, or roofing
- » Work in logging or a sawmill
- » Prepare, serve, or sell alcoholic drinks
- » Work where the teen is exposed to radiation

Also, no one 14 or 15 years old may:

- » Do any baking
- » Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- » Work in dry cleaning or a commercial laundry
- » Do building, construction, or manufacturing work
- » Load or unload a truck, railroad car, or moving belt.
- » Work on a ladder or scaffold

Are There Other Things I Can't Do?

YES. There are other rules about the type of work you can and cannot do. You must be at least 14 years old for most jobs except for informal jobs like babysitting or yard work. Check with your state labor department, school counselor, or job placement coordinator to make sure the job you are doing is allowed.



Should I Be Working This Late or This Long?

Child labor laws protect teens from working too long, too late, or too early.

This table shows the hours teens may work. (Some school districts may have more strict rules. Also, there are some exceptions for teens in work experience education programs.)

WORK HOURS FOR TEENS		
	Ages 14-15:	Ages 16-17:
Work Hours	<ul style="list-style-type: none"> » 7 am–7 pm, from Labor Day–June 1 » Not during school hours » 7 am–9 pm, from June 1–Labor Day 	<ul style="list-style-type: none"> » 5 am–10 pm when there is school the next day » 5 am–12:30 am when there is no school the next day
The most hours you can work when school is in session	18 hours a week, but not over: <ul style="list-style-type: none"> » 3 hours a day on school days » 8 hours a day Saturday –Sunday and holidays 	48 hours a week, but not over: <ul style="list-style-type: none"> » 4 hours a day Monday–Thursday » 8 hours a day Friday–Sunday and holidays
The most hours you can work when school is not in session	<ul style="list-style-type: none"> » 40 hours a week » 8 hours a day 	<ul style="list-style-type: none"> » 48 hours a week » 8 hours a day

What If I Get Hurt on the Job?

- » Tell your supervisor right away. If you're under 18, tell your parents or guardians too.
- » Get emergency medical treatment if you need it.
- » Your employer must give you a claim form. Fill it out and return it to your employer. This helps ensure that you receive workers' compensation benefits.

WORKERS' COMPENSATION

Did You Know?

You can receive benefits:

- » Even if you are under 18.
- » Even if you are a temporary or part-time worker (in most cases).
- » You receive benefits no matter who was at fault for your job injury.
- » You don't have to be a legal resident of the U.S. to receive workers' compensation benefits.
- » You can't sue your employer for a job injury (in most cases).

What If I Have a Safety Problem?

Talk to your supervisor, parents, teachers, job training counselor, or union (if any) about the problem. If you need help, contact one of these agencies.

For health and safety information and advice:

- » California Partnership for Young Worker Health and Safety.
Materials available in English and Spanish.
(888) 933-TEEN
www.youngworkers.org
- » UC Berkeley Labor Occupational Health Program
(510) 642-5507
www.lohp.org
- » UCLA Labor Occupational Safety and Health Program
(310) 794-5964
<http://losh.ucla.edu/yw/>

To make a health or safety complaint:

- » Cal/OSHA
(800) 963-9424
www.dir.ca.gov/DOSH
- » OSHA (Occupational Safety and Health)
(800) 321-OSHA
www.osha.gov

To make a complaint about wages or work hours:

- » California Labor Standards Enforcement
(415) 703-5300
www.dir.ca.gov/DLSE
- » US. Department of Labor
(866) 487-9243
www.dol.gov/whd/

To make a complaint about sexual harassment or discrimination:

- » California Fair Employment and Housing
(800) 884-1684
www.dfeh.ca.gov
- » US Equal Employment Opportunity Commission
(800) 669-4000
www.eeoc.gov/youth/

For information about benefits for injured workers:

- » California Workers' Compensation – Information and Assistance
(800) 736-7401
www.dir.ca.gov/DWC



LOHP
LABOR OCCUPATIONAL
HEALTH PROGRAM

youngworkers.org

You have a right to speak up!

It is against the law for your employer to fire or punish you for reporting a workplace problem or injury, or for claiming workers' compensation.

The information in this factsheet reflects your state and/or federal labor laws, whichever are more protective. The more protective laws usually apply. Check with the state agencies listed above.

The Young Worker Leadership Academy PERMISSION SLIP/EMERGENCY MEDICAL FORM

I hereby give approval for _____ (Participant Name) to participate in all of the **Young Worker Leadership Academy** activities on **January 24-26, 2008 in Berkeley, CA**. I assume all risks and hazards incidental to participation in the program, including transportation.

I also give the UC Berkeley Labor Occupational Health Program (LOHP), the UCLA Labor Occupational Safety and Health (LOSH) Program, the California Center for Civic Participation, as well as the Commission on Health and Safety and Workers' Compensation the right to copy and/or publish, reproduce, or otherwise use my child's name, voice, and likeness and/or written material, photographs, and audiovisual recordings about or by my child for instruction, art advertising, program website, publications or brochures, or any other lawful purpose. I hereby agree to relinquish all rights, title and interest I may have in the finished product and waive all rights to any compensation thereof.

In the event my son or daughter, a minor, becomes ill or sustains an injury while in the care or under the supervision of UC Berkeley's LOHP, any of its staff or program instructors are given permission to administer first aid. If I, the parent or legal guardian, cannot be contacted immediately in the event of an emergency, I authorize UC Berkeley LOHP or any of its partners on this program, to consent to emergency hospital care. Should any illness or accident occur to him or her, I will not hold liable UC Berkeley's LOHP, its partners, its staff or program instructors. I assume full responsibility for all related medical costs.

Student's Name: _____ Date of Birth: _____

Student's Address: _____

Parent or Legal Guardian's Name: _____

Phone Number: Day _____ Eve _____ Cell _____

Health Insurance Company: _____ Policy Number: _____

Any special health concerns, allergies to medication etc.? _____

Please list any medication the student is currently taking. _____

In case of an emergency if I cannot be reached, please notify:

Name: _____

Phone: _____

Relationship: _____

Signature of Parent or Guardian

Date

Pre-Academy Activity

YOUNG WORKER LEADERSHIP ACADEMY January 24-26, Berkeley, CA

Please complete the following activities **before** January 24, 2008

- 1) **Read and highlight key points** of: “Are You a Working Teen?” Fact Sheet;
- 2) Visit **3** of the websites listed below. **Be prepared to share something you learned from the websites.**
- 3) Interview a young person, age 14-18, who is currently working at a paid job (see attached suggestion of questions to ask). **Be prepared to summarize your interview and experience at the Academy.**

1) Read and highlight key points of: “Are You a Working Teen?”

2) Web sites: (Chose 3 to visit.)

- ✓ California Partnership for Young Worker Health and Safety: www.youngworkers.org
- ✓ UCLA Labor Occupational Safety & Health (LOSH) Program: www.losh.ucla.edu
- ✓ Commission on Health & Safety and Workers Compensation (CHSWC): <http://www.dir.ca.gov/CHSWC/WOSHTEP.html>
- ✓ U.S. Department of Labor: www.youthrules.dol.gov
- ✓ OSHA: www.osha.gov/SLTC/teenworkers
- ✓ Free the Children: www.freethechildren.org
- ✓ Students Against Sweatshops: <http://www.studentsagainstsweatshops.org>
- ✓ Child Labor Coalition: <http://www.stopchildlabor.org>

3) Interview:

(Consider interviewing the person outside of the work environment.)

A. Pre-interview introductions:

- 1) Your name
- 2) *Do you have a few minutes now that I might ask you a few questions regarding your work experience? If no, when would be a good time?*
- 3) Explain why you are interviewing this person: *I have been accepted to the annual Young Worker Leadership Academy. To learn more about issues important to young workers, our pre-activity is to interview someone 14-18 who has a paying job. If you want to know more about the Academy or sponsoring partners, you can visit their websites at www.losh.ucla.edu or www.youngworkers.org, or call Nancy Morales at UCLA: 310.794.5996 or Diane Bush at UC Berkeley: 510.643.2424.*
- 4) *Your answers are anonymous and confidential.*
- 5) *Do you have any questions for me?*
- 6) *Let's begin the Interview.*

B. Interview Questions:

- 1) Is this your first paid job? If not, what was your first job and how old were you when you started?

- 2) What do you like about your job?

- 3) Is there anything you don't like about your job? Describe.

- 4) Have you ever had any problems or concerns at work? What?

- 5) Who helped you deal with this?

- 6) Have you ever been hurt at work, or worried about getting hurt? Describe.

- 7) Did you receive any training about what the dangers or hazards are, and how to work safely? Was it helpful?

C. Completion:

- 1) *Thank you for your time and support.*
- 2) *Do you have any last questions or comments?*

RULES FOR YOUTH PARTICIPANTS AT THE YWLA

In order for the YWLA staff to ensure that your stay in Berkeley is pleasant and trouble free, it is necessary that you observe the following rules while in attendance. THESE RULES ARE STRICTLY ENFORCED! *Please sign the bottom and return with your parent permission slip:*

YOU MAY NOT LEAVE THE HOTEL GROUNDS OR ANY PROGRAM EVENT SITE without the company of a teacher or staff person and Without The Expressed Permission of the Program Director. ATTENDANCE AT ALL PROGRAM EVENTS IS MANDATORY--no exceptions. If you miss a session, you will be subject to dismissal from the program.

POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS BY STUDENTS IS FORBIDDEN. **Suspected** misconduct of this nature may result in immediate Expulsion from the Academy, notification of your parents and school administrators and suspension from school. Participants are responsible for transportation home in cases of expulsion. This rule is rigorously enforced! (Note: "Suspected"!) SMOKING IS PROHIBITED AT ALL TIMES.

STUDENTS FOUND IN THE ROOM OF THE OPPOSITE GENDER WILL BE DISMISSED FROM THE PROGRAM AND SENT HOME AT THE EXPENSE OF THEIR PARENTS WITHOUT EXCEPTION. There is an assigned floor for male students and a separate floor for female students.

SHOW RESPECT TO ALL SPEAKERS. Even though you may disagree or be bored with a speaker or another participant, please show them your respect. Continuous slumping, slouching and sleeping will not be tolerated. All conference rooms and auditoriums must be left in perfect condition. All papers, gum wrappers and cans--even those left by others--MUST be picked up prior to departure of each program site.

OPERATING YOUR VEHICLE DURING THE PROGRAM IS NOT AN OPTION. If you drove to the YWLA, your car will need to be registered with the Program Director and your keys turned in. All passengers commuting with you must also be registered.

CURFEW IS ESTABLISHED FOR EACH NIGHT THROUGHOUT THE PROGRAM. This means you must be in your assigned rooms and quiet at the set time. All rooms will be checked after curfew. You are expected to open your door for inspection by Staff upon their request. Failure to do so is considered suspicion of violation of rules. All occupants will be subject to suspension and notification of their parents and school officials. (There will be staff and hotel security patrolling throughout the night and until morning). You MAY NOT leave your room for ANY REASON after curfew! NO EXCEPTIONS!!

PUNCTUALITY to all sessions is crucial. We have a schedule to keep and appointments with speakers that must, out of respect, be on time. DO NOT RETURN LATE FROM LUNCH, DINNER, BREAKS OR ANY OTHER SESSION.

COOPERATION - Students are expected to cooperate with all program staff, teachers, and hotel personnel at all times.

APPROPRIATE DRESS - Ripped, torn, or holey and faded jeans, T-shirts with obscene writing, and hats are unacceptable for program events. Remember, you are representing students from all over the state, as well as your community. No see through tops or blouses or overly revealing attire. Please use consideration and DRESS FOR SUCCESS.

NO PERSONAL ELECTRONIC-MUSIC GEAR - Radios, Walkmans, and other assorted music machines or video games are not allowed during program activities. (Tape recorders to record speakers are O.K.).

PARENT PERMISSION SLIP - Students must have parents sign the permission form and this rules sheet, and bring them to the program.

HOTEL BEHAVIOR - No moving of mattresses, furniture, etc. in hotel rooms. Hotel towels are counted by housekeeping. If they are missing, they will be charged to you. Quiet is required at all times on the guest room floors. **Do not hang or throw things out hotel windows.** Hotel noise curfew is 10:00 PM, we should be neither seen or heard after that! No group gatherings allowed on guest room floors. No more than five people in a room at a time. No phones after curfew. DO NOT REMOVE SCREENS FROM HOTEL WINDOWS!

IN THE EVENT OF ANY DAMAGE TO HOTEL OR YWLA PROPERTY THAT OCCURS AS A RESULT OF STUDENT MISCONDUCT, THE STUDENT AND/OR HIS GUARDIANS WILL BE HELD RESPONSIBLE FOR REPAIR OR REPLACEMENT COSTS.

Infraction of these rules may result in immediate dismissal from the program. In the case of such a dismissal, the school and parents are notified and the student returns home immediately at his/her own expense. My signature below certifies that I have read and fully understand the rules above and the consequences of infraction.

PRINT STUDENT NAME

SIGNATURE OF STUDENT

DATE

PRINT PARENT/GUARDIAN NAME

SIGNATURE OF PARENT

DATE

Welcome to the Young Worker Leadership Academy!

During this exciting two-day program you will be joined by youth from communities throughout California. You will have the chance to learn about why workplace safety is so important, as well as how you can create positive change on behalf of young workers. At the Young Worker Leadership Academy your opinion counts! Thanks for your decision to take action and make a difference. Here are some suggestions and helpful information:

Arrival/Registration: The Hotel Durant is located at 2600 Durant Ave. in Berkeley, at the corner of Bowditch and Durant. Upon arrival, look for the YWLA staff. Present your signed parent permission slip and emergency medical form, pick up your program materials and read through the daily schedule of events. After you have checked in with the Academy staff at the hotel, you will be able to store your luggage. Opening session begins at 2:00 p.m. in the Lipman Room of Barrows Hall on the UC Berkeley campus. We will walk over together from the hotel at 1:45.

Room Assignments: We will attempt to satisfy **requests made in advance** for specific combinations of roommates. However, this will *not* always be possible. **There are no room changes allowed during the program.** Adults will be double occupancy unless a single private room is requested in advance and paid for separately by the adult. See Program Director for specific private room fee.

Program Materials: Upon arrival, each participant will receive a packet of materials including the final schedule, a map, glossaries, and a handy assortment of publications.

What to Bring - Pack Lightly! Label all your personal belonging with your name and address.

- **Appropriate Dress:** Basically, if you can't wear it at school, you can't wear it at any time during the YWLA. See through shirts, halter tops, and T-shirts with alcohol logos or profane writing are unacceptable.
- **Appropriate clothing:** January can be chilly. Make sure you bring a jacket or light sweater.
- **An umbrella:** Be prepared for rain, just in case.
- **A pair of comfortable shoes:** There will be **LOTS of walking**.
- **A note pad and a pen:** Throughout the program you will be taking lots of notes.
- **Money for lunch, snacks and souvenirs:** We will provide dinner on Thursday, breakfast and dinner on Friday, breakfast and on Saturday. Bring money for lunch on your own, on Friday and Saturday.
- **Parent permission slip and medical emergency form:** You cannot attend the program without these documents. They are attached to this packet for your completion.
- **BRING A PHOTO ID:** A school ID will work if you do not have a California driver's license. Photo identification is required when boarding an airplane and possibly at other times throughout the program.
- **Change or a calling card for pay phones.**
- **A camera:** (optional).

What NOT to Bring

- **NO valuables** or large sums of money. The Young Worker Leadership Academy, its staff and partners, as well as the hostel, will not be responsible for lost or stolen articles.
- **NO electronics** i.e.; iPods, Gameboys, etc. (You may bring a cellular phone, HOWEVER, if your phone is seen or heard during an activity, members of our staff will take it and return it to you at the program's conclusion.)
- **NO drugs, alcohol, or weapons.** This rule speaks for itself.