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Workforce Program



TEAMSTRING HANDBOOK

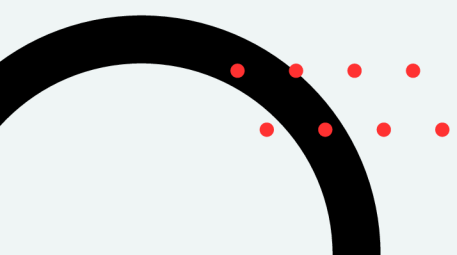
WELCOME TO OUR ORGANIZATION





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WELCOME MESSAGE

01

Welcome to the TeamString Student Workforce Program! You are joining a community committed to growth, leadership, and the development of future changemakers. This 6–8 week program is designed to prepare you for the professional world through hands-on experience, structured mentorship, and skill-building.

Stringer Harris

Executive Director/Founder



PROGRAM

VISION, MISSION & GOALS

02

Program Vision

Empowering the youth of Chicago's South Suburbs to rise above adversity, our vision is a community where every teenager has the opportunity to thrive, grow, and lead. We strive to create safe, supportive environments that foster resilience, inspire academic and personal excellence, and cultivate a generation of empowered, socially responsible leaders ready to drive positive change in their communities.

Program Mission

Our mission is to impact the lives of teens and young people through leadership development, mentorship, skills assessment, and financial growth – creating a space where they can thrive.

Program Goals & Objectives

1. Skills Development: Provide comprehensive training in essential employability skills, including communication, teamwork, problem-solving, and financial literacy.
2. Work Experience: Partner with local businesses offering short-term paid job placements to give participants hands-on experience.
3. Career Planning: Develop individualized career plans, offering mentorship, goal setting, and long-term success planning.
4. Community Impact: Strengthen the local economy by creating a pipeline of skilled, job-ready individuals.

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PROGRAM OVERVIEW

03

Program Overview

- Duration: 6–8 Weeks
- Compensation: Ranges from \$13.00 to \$15.00 per hour
- Hours: Up to 20 hours per week
- Eligibility: Ages 14–24; enrolled in school with a minimum C average
- Program Focus: Internships, apprenticeships, part-time work opportunities

Program Values

- Empowerment: You have a voice. Your input matters.
- Leadership: Lead yourself first; others will follow.
- Self-Respect: Treat yourself and others with dignity.
- Personal Development: We are here to help you grow.

Code of Conduct

- Show respect to supervisors, staff, peers, and clients.
- Communicate with professionalism and courtesy.
- Follow safety procedures and work rules at all times.
- Be punctual and dependable.
- Attend all required meetings and training sessions.

Program Requirements

- Must maintain at least a C average in school.
- Must attend: Mandatory workforce readiness training, Weekly check-ins with the Program Director, Communication and time management workshops.
- Submit to a background check (required to participate).
- Must adhere to the professional dress code.
- Failure to abide by the Code of Conduct can result in removal from the program.

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PROGRAM OVERVIEW

(CONTINUED)

04

Time Management & Attendance

- You may not exceed 20 hours per week.
- You are expected to notify your supervisor if you will be late or absent.
- Frequent absences may result in dismissal from the program.

Communication Expectations

- All communication should be respectful and professional.
- Use proper email/phone etiquette when interacting with staff or external contacts.
- Participate actively in communication skills training and role-play exercises.

Dress Code Overview

- Dress professionally according to your work site requirements.
- No offensive or inappropriate clothing.
- Dress for safety, comfort, and respect for your role.

Feedback & Development

- You will receive feedback regularly to support your growth.
- Use your one-on-one check-ins to ask questions and set goals.
- You may be asked to complete a reflection or evaluation at the end of the program.

Program Completion

- A certificate of completion will be awarded to those who: Complete all hours, Attend required trainings and check-ins, Show growth in skill and professionalism.
- Outstanding participants may be considered for recommendation letters or further opportunities.

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PROGRAM OVERVIEW

(CONTINUED)

05

Legal & Compliance Policies

- Fair Labor Standards Act (FLSA) – Youth Employment:
- Ages 14–15 may work in non-hazardous jobs outside of school hours with hour limitations.
- Ages 16–17 may work in non-hazardous jobs without hour restrictions.
- Work hours must comply with federal guidelines including time of day and total weekly hours.
- Illinois Child Labor Law:
- Ages 14–15 must adhere to limits on daily and weekly hours when school is in or out of session.
- Work permits are required for those under 16.

Illinois Minimum Wage Law:

- Workers aged 18 and over must be paid at least \$15.00/hour.
- Workers under 18 working less than 650 hours/year must be paid at least \$13.00/hour.
- If under-18 employees work more than 650 hours/year, they must be paid \$15.00/hour.

Equal Employment Opportunity (EEO):

- No discrimination based on protected characteristics.
- Harassment-Free Workplace:
- Zero-tolerance policy for harassment, bullying, or discrimination.
- Confidentiality & Privacy:
- Personal information is handled confidentially and in compliance with privacy laws.

Use professional language – no slang, swearing, or gossiping.

- Keep workspace neat and clean.
- Follow instructions and ask questions when unsure.
- Arrive on time, be prepared, and be polite to everyone.
- Be respectful of shared spaces and materials.



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PROGRAM OVERVIEW

(CONTINUED)

06

Workplace Etiquette

- When in doubt, speak with the Program Director.
- Accepting gifts or favors from clients or vendors.
- Using your role for personal gain or favoritism.
- Working for a competitor while in the program.

Conflict of Interest

Participants must avoid situations that could create a conflict of interest, including:

- Practice digital responsibility: what you post reflects on you and the organization.
- Do not share photos or videos from your job site unless explicitly authorized.
- Avoid tagging work locations or coworkers without consent.
- Do not post any confidential, inappropriate, or disrespectful content related to your workplace.
- As a representative of TeamString:

Social Media Etiquette

- Personal use of social media or texting during work is not permitted.
- Refrain from taking photos or videos in the workplace without approval.
- Use of phones during work is allowed only during designated breaks or with supervisor permission.
- Phones should be kept on silent or vibrate during work hours.

Cell Phone and Device Etiquette

- Participants may be exposed to sensitive information related to clients, partner organizations, or fellow interns. You must not share, copy, or discuss confidential information outside of your work duties. Breaches of confidentiality may result in dismissal from the program.

Bullying:

TeamString has zero tolerance for bullying of any kind. This includes:

- Verbal abuse, name-calling, or threats.
- Intimidation, exclusion, or manipulation.
- Online or social media harassment (cyberbullying)
- Anyone found engaging in bullying will face disciplinary action, up to and including dismissal.

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PROGRAM OVERVIEW

(CONTINUED)

07

Sexual Harassment:

Sexual harassment is illegal and strictly prohibited. It includes:

- Unwanted comments, jokes, or gestures of a sexual nature.
- Requests for sexual favors or inappropriate touching.
- Sharing sexual content (images, videos, messages).
- If you experience or witness sexual harassment, report it immediately to your Program Director or Supervisor. All reports will be taken seriously and handled confidentially.

Discrimination:

TeamString does not tolerate discrimination based on:

- Race, ethnicity, gender identity, religion, disability, age, sexual orientation, or any other protected status.
- All individuals must be treated fairly and respectfully.

Fighting, Arguing, and Verbal Altercations:

- Physical fighting, aggressive behavior, or shouting matches will not be tolerated.
- Disagreements should be handled calmly or brought to a supervisor.
- Participants involved in serious conflicts may be suspended or removed from the program.

Reporting and Support:

- If you feel unsafe or disrespected at any time, immediately talk to the Program Director, site supervisor, or a trusted adult on the TeamString team. We are here to protect and support you.

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PROGRAM OVERVIEW

(CONTINUED)

08

Participants are strictly prohibited from removing, borrowing, or taking any property, materials, supplies, or equipment from the employer's site without prior written consent from the site supervisor.

This includes but is not limited to:

- Office supplies or tools.
- Technology (computers, tablets, chargers).
- Uniforms or branded apparel.
- Products or merchandise from the work site.
- Confidential documents or forms.
- Trade secrets.

Any unauthorized removal of items will be treated as a serious violation of program policy and may result in:

- Immediate removal from the job site.
- Termination from the workforce program.
- Possible legal consequences depending on the nature of the offense.

Remember: Respect for employer property is a vital part of professionalism and integrity.

No Overtime

- Participants are not allowed to work overtime. All work must be pre-approved and within the 20-hour weekly maximum.

Visitors at Work

- Bringing friends, siblings, or relatives to the job site is prohibited during work hours.

Unexcused Absences

- Missing more than 3-5 consecutive days without a written statement from a doctor or pre-approval from the Program Director may result in dismissal from the program.

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PROGRAM OVERVIEW

(CONTINUED)

09

Substance-Free Workplace

Smoking, vaping, and consumption or possession of alcohol or drugs are strictly prohibited during work hours or on work premises.

Personal Relationships

Romantic or inappropriate personal relationships between participants, staff, or coworkers during the program are discouraged and may result in reassignment or dismissal if they interfere with performance or professionalism.

Confidentiality of Work Matters

Participants must keep workplace matters and trade secrets confidential. Sharing sensitive information outside of work is not permitted.

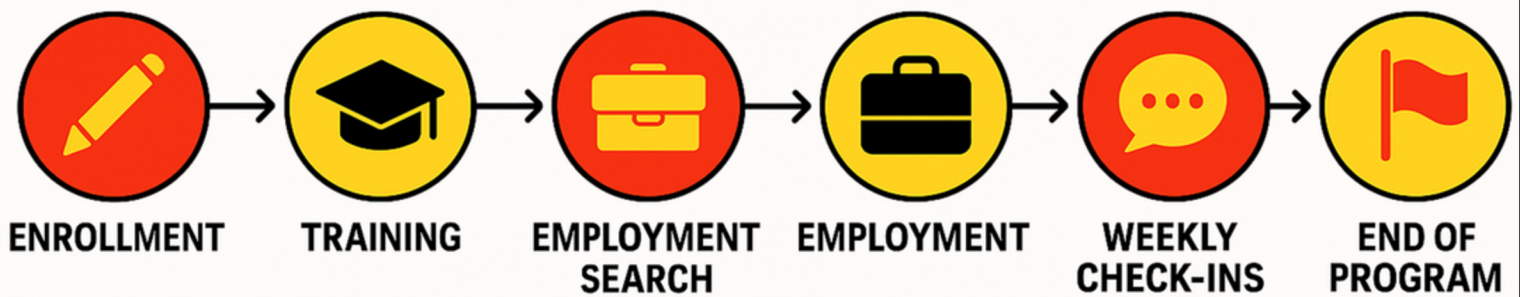
Accessibility Accommodations

TeamString is committed to an inclusive environment. Participants with disabilities may request reasonable accommodations by contacting the Program Director.

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TEAMSTRING WORKFORCE PROGRAM



THE STUDENT JOURNEY



IMPORTANT CONTACTS

10



STRINGER HARRIS

FOUNDER/EXECUTIVE DIRECTOR

312-918-2310

INFO@TEAMSTRING.ORG

WWW.TEAMSTRING.ORG

STUDENT EMPLOYEE ACKNOWLEDGEMENT

11

Agree to the Program Rules

Acknowledgment Form

I acknowledge that I have read and understood the TeamString Student Workforce Program Manual. I agree to follow the **program rules** and **uphold the values** of empowerment, leadership, self-respect, and personal development.

Signature (Student): _____ Date: _____

Signature (Parent/Guardian, if under 18): _____ Date: _____

Anti-Bullying, Harassment, and Workplace Conduct Policy

Acknowledgment Form

I acknowledge that I have read and I agree to follow the **Anti-Bullying, Harassment, and Workplace Conduct Policy** and uphold the values of empowerment, leadership, self-respect, and personal development.

Signature (Student): _____ Date: _____

Signature (Parent/Guardian, if under 18): _____ Date: _____





THANK YOU!

