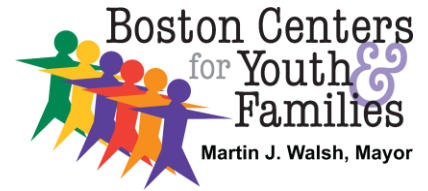


**Boston Centers for Youth & Families  
Youth Engagement & Employment  
SuccessLink Youth Employment Program**



**Youth Employee Contract/Parental Consent & Media Release Form**

**Youth Employee Name (please print):** \_\_\_\_\_

**Work Site Name (please print):** \_\_\_\_\_

- I understand that as a City of Boston, BCYF YEE youth employee, I have a responsibility to promote a healthy and safe work environment, not only for myself, but also for my peers, as well as those I am serving through my position.
- **As a YEE youth employee, I understand, and agree to the following contract items listed below:**
- Be on time for my scheduled shift or call my supervisors if I am going to be late.
- Dress appropriately for my duty requirements, position and workplace.
- Be professional, polite, courteous, and respectful at all times.
- Not possess any alcohol, tobacco products, drugs, weapons, or other inappropriate material while at the workplace.
- Not use inappropriate or profane language.
- Not threaten or use an act of violence (if this happens, it will be dealt with swiftly and will result in termination).
- Learn and follow the policies regarding timesheets and paychecks.
- Sign in when my shift starts and sign out when my shift ends.
- Understand that time sheets will only reflect those hours that I have signed for and I will be paid for those hours only.
- Understand that I will not be paid for my break period – I must sign out at the beginning of my break and sign back in when I return to work.
- Can only be paid for a maximum of 10 hours (school-year only) OR a maximum of 25 hours (summer only).
- If I do not accurately sign the timesheets, there may be a delay in receiving my paycheck.
- I am the only individual that will be allowed to sign for my paycheck when being distributed.
- YEE, nor my workplace, will release my paycheck to anyone other than me. My parent(s), legal guardian(s), friend(s), relative(s), or any other individual(s) are not permitted to receive my paycheck

By signing below, as a BCYF YEE youth employee, I agree to the employee contract and policies above. Failure to comply with the policies above could result in termination from my employment in the SuccessLink Youth Employment Program.

X

X

\_\_\_\_\_  
**(Employee Signature)**

\_\_\_\_\_  
**(Date)**

**Parental/Guardian Consent Form & Media Release**

*I give permission for my son/daughter to participate in the SuccessLink Youth Employment Program. I give permission for the BCYF Youth Engagement & Employment, and partnering organizations, to record, film, photograph, or interview my son/daughter at events pertaining to the employment program. I also agree to allow the publication of my son/daughter's name, appearance, and words, throughout the duration of the SuccessLink Youth Employment Program. I understand that these images, interviews, or other publications will be used strictly for non-profit, funding purposes. I release the BCYF Division of Youth Engagement & Employment from any claims or liabilities resulting from my son/daughter's participation in these forms. I hereby authorize the release of all required and pertinent information pertaining to the employee above during the BCYF YEE SuccessLink Youth Employment Program in order to comply with any state requirements that provide information about the individual participating in the program. I understand that the participant's identity and information will be kept confidential to the maximum extent possible. By signing below, I **(parent/guardian-print name)**, \_\_\_\_\_ hereby certify that the above information and statements are true under the pains and penalties of perjury.*

X

X

\_\_\_\_\_  
**(Parent/Guardian Signature)**

\_\_\_\_\_  
**(Date)**