



SuccessLink Leader Participant Contract and Release Form

Youth Employee Name: _____ Work Site Name: _____

SuccessLink Code of Conduct

As a SuccessLink employee, I understand and agree to the items listed below:

- I will promote a healthy and safe work environment for myself, my peers, and those I am serving through my position.
- I will follow the work schedule provided by my supervisor and I will commit to being on time for my scheduled shift.
- I will regularly document my time worked using the time submission process provided by my supervisor.
- I will follow the dress code and personal appearance requirements for my position.
- I will be professional, polite, courteous and respectful at all times.
- I will not possess any alcohol, tobacco products, drugs, weapons, or other inappropriate material while at the workplace.
- I will not use inappropriate or profane language, threaten or use any acts of violence (verbal or physical).
- I will commit to limiting all use of personal electronics (phones, tablets, other devices) unless it is for work-related purposes and my supervisor approves of it.
- I will follow the policies regarding payments. I will be the only one to receive my payment and understand that no one else can pick up my payment for me.**

I will be paid for a maximum of 20 hours per week during the school year and 30 hours during the summer. By signing below, I agree to the contract and policies above. Failure to comply with the policies above could result in termination from employment in the SuccessLink Employment Program.

X _____ X _____
(Employee Signature) (Date)

Successlink Consent and Media and Data Release

The SuccessLink Youth Employment Program is paid for by the City of Boston and supporting funds from the state of Massachusetts and other public and private funders. In an effort to assess the impact of the youth employment program and whether the program is meeting its goals and maintain funding, we need to take/use pictures, vidoes, media – and collect and report data that shows youth and young adults are participating in youth jobs and engaged in workforce readiness training and learning opportunities.

As a SuccessLink employee, I understand and agree to the items listed below:

- I give permission to the Office of Youth Employment and Opportunity and partnering organizations, agencies, funders and evaluators to record, film/photograph, or interview me at events pertaining to the employment program and understand that images, interviews or other publications will be used strictly for non-profit, city government and/or other funding purposes.
- I allow the publication of my name, appearance, and verbal/written statements to be used throughout the duration of the SuccessLink Youth Employment Program.
- I release the City of Boston Department of Youth Engagement & Employment, partnering organizations, agencies, funders and evaluators from any claims or liabilities resulting from my participation in the SuccessLink Employment program.
- I understand that providing my social security number is an application requirement, and will be used to evaluate the program.
- I hereby authorize the release of all required and pertinent information pertaining to myself or the employee above during the employment program in order to evaluate and comply with any city, state, public or private requirements, that provide information (e.g. demographics, job experience, pay, reports, etc.) about the individual participating in the program. I understand that my identity and information will be kept confidential to the maximum extent possible.
- SuccessLink Youth information collected during the application process, survey/data collection, etc. may be released to the partnering organizations, program evaluators, government agency(ies), educational institutions and/or public and private funders which evaluate, fund and/or audit the DYEE program(s) in which I (or my child) apply and/or participate, if such information is requested or required by the agency (e.g., City of Boston).

By signing below, I hereby certify that the above information and statements are true under the pains and penalties of perjury.

X _____ X _____
(Employee Signature) (Date)