

PROGRAM „LINK SUMMER JOBS”

„Retki su oni koji imaju sreće da su toliko zaljubljeni u svoj posao da im hobi nije potreban. Jedan mudar čovek je rekao: „Nađite posao koji volite i nećete morati da radite do kraja života.”

Međutim, ako niste među malobrojnim srećnicima, pronađite sebi hobi ili oživite onaj iz detinjstva. To je važno kako biste očuvali svoje zdravlje i kako ne biste zaboravili ono što je veoma važno, čak i u poslu – da se igrate.”

Dr Valentin Kuleto

1. O PROGRAMU

1.1. REZIME I KLJUČNE REČI

LEA učenici koji bi bili obuhvaćeni programom su uzrasta od 15 do 19 godina, odnosno uzrasta K Grades 9–12. Srednjoškolci možda žele više slobode u raspolaganju novcem i često nemaju sredstava za neke svoje potrebe. Do novca dolaze tražeći ga od roditelja. Roditelji shvataju da je uzrast srednje škole dobro vreme za njihovu decu da zarade novac za svoje svakodnevne potrebe i da nauče kako da upravljaju novcem. Učenici mogu pomoći svojim roditeljima u finansiranju troškova školarine.

Fakulteti i budući poslodavci u biografijama svojih kandidata očekuju da vide različita iskustva. Letnji poslovi pružaju učenicima mogućnost da razviju svoje poslovne veštine i dobar su dodatak biografiji bez obzira na to koja je vrsta letnjeg posla u pitanju. Učenici će steći radne navike kada je reč o dolasku i odlasku na posao, pauzi i rešavanju poverenih zadataka, učiće o komunikaciji sa drugim kolegama i nadređenima i usvojiti koncept „learning by doing”. Takođe, učenici će imati uvid u različite karijere, a taj uvid im može koristiti u izboru budućih fakulteta, odnosno profesija. Letnji poslovi omogućavaju stvaranje poslovnih mreža. Kada se radi o finansijama, deca se uče kako da upravljaju svojim diskrecionim dohotkom. Pomažu roditeljima da dopune svoj kućni budžet. Roditeljima program pruža pomoć u vidu pomoći i partnerskog odnosa u razvoju njihove dece van klasičnog formata koje nude škole.

Ključne reči: young workers, young at work, student engagement, business skills, networking, diskrecioni dohodak, umrežavanje, preporuke

1.2. OBUHVAT PROGRAMA

Projekat podrazumeva obezbeđenje letnjih poslova za učenike srednjih škola u okviru LEA obrazovnih ustanova formalnog obrazovanja koji pokazuju interesovanje za učešće u projektu i

dobiju saglasnost roditelja, odnosno staratelja, i preporuku odeljenjskog starešine, odnosno nekog od nastavnika. Pribavljanje saglasnosti je neophodno zbog činjenice da su u pitanju maloletna lica, a pribavljanje preporuke nastavnika za učešće u programu je jednako pribavljanju preporuke u realnom scenariju apliciranja za posao koji učenike čeka na njihovom početku karijere.

Kako letnji posao podrazumeva četvorosatni rad u toku radnog dana, odnosno 20 sati nedeljno, učenici će i dalje imati dovoljno vremena za svoje planirane dnevne aktivnosti.

Rad se plaća po cenovniku omladinske zarade, u skladu da pozitivnopravnim propisima Republike Srbije. **U pitanju je rad van radnog odnosa.**

1.3. ŠTA PROGRAM NE OBUHVATA?

Program ne obuhvata formalno zaposlenje u LINKgroupu niti programe prakse koja se organizuje za studente obrazovnih ustanova visokog obrazovanja. Projekat „Summer Jobs for LEA K Grades 9–12 Students” namenjen je samo učenicima srednjih škola iz sistema LINK Educational Alliance.

1.4. RAZLOZI ZA POKRETANJE PROJEKTA

Školovanje obezbeđuje učenicima okvir za razvoj, a kroz svakodnevne obaveze koje imaju učenici su angažovani i usmereni na lični razvoj. Tokom letnjeg raspusta veza sa školom slabi, odnosno ne postoji intenzitet u komunikaciji. Pošto je većina roditelja zaposlena, deca sama organizuju svoje dnevne aktivnosti, te imaju više mogućnosti za nezdrave izbore. Projekat „Summer Jobs for LEA K Grades 9–12 Students” omogućiće angažovanje učenika tokom letnjeg raspusta i ponudiće učenicima bolje alternative, nove sadržaje, interakciju sa svetom rada, sticanje radnih navika i poslovnih veština i mogućnost da zarade novac za svoje potrebe.

Usled posledica koje je pandemija virusa COVID-19 ostavila na svet rada, smanjena je mogućnost zarade roditelja, uz opšti rast cena. Pojedininim roditeljima će zasigurno dobro doći i novac koji zarade njihova deca kao dopuna kućnog budžeta ili diskrecioni novac za potrebe dece.

Ono što će roditeljima svakako biti važno jeste činjenica da njihova deca stiču veštine i tokom letnjeg raspusta, da uče da cene vrednost zarađenog novca i da obezbeđuju sebi elemente za CV koji će im biti korisni prilikom apliciranja za fakultete, odnosno prilikom prijavljivanja za radne aranžmane u budućnosti.

1.5. VEZA PROGRAMA I LINK STANDARDA

Projekat „Summer Jobs for LEA K Grades 9–12 Students” usaglašen je sa načelima na kojima počivaju LINK standardi, kao i sa samim LINK standardima, i predstavlja operacionalizaciju ideja i vrednosti koje oni promovišu.

Projekat će omogućiti ostvarenje tri domena LINK standarda za učenike: njihov akademski razvoj, socioemocionalni razvoj i psihofizički razvoj.

1.6. MISIJA PROGRAMA

Misija podrazumeva pomoć učenicima da ostvare svoj puni potencijal, da se pripreme za izbor fakulteta i upis na fakultet, odnosno da se pripreme za svet rada, steknu radne navike i razviju veštinu komunikacije u poslovnom ambijentu.

1.7. BENEFICIJE PROGRAMA

Učenici će dobiti priliku da razviju poslovne veštine, pripreme se za svet rada, obogate svoje biografije, imaju sadržajno leto, zarade novac za džeparac, upravljaju vremenom, grade svoju mrežu, istraže brojne karijerne mogućnosti, nauče se finansijskom planiranju i upravljanju diskrecionim dohotkom.

Poslovi često zahtevaju od radnika da unaprede svoje kritičko razmišljanje i veštine rešavanja problema. Mladi radnici takođe uče kako da se nose sa konstruktivnom kritikom.

Mladi ljudi obično ne znaju šta će studirati i koji će karijerni put odabrati, odnosno čime žele da se bave u budućnosti. Isprobavajući razne poslove sa skraćenim radnim vremenom tokom srednje škole i fakulteta, dobijaju neophodnu perspektivu bez ulaganja mnogo novca.

Mladi ljudi uče kako da razvijaju pozitivne odnose sa različitim tipovima ličnosti dok rade na svojim svakodnevnim zadacima. Letnji poslovi pružaju mogućnost da se mlada osoba poveže sa starijim, iskusnim poslovnim saradnicima. Uspešan letnji posao može da se pretvori u posao sa punim radnim vremenom nakon završetka školovanja ili u parttajm posao uz studiranje.

1.8. CILJEVI PROGRAMA

- Pomoć učenicima da ostvare svoj puni razvojni potencijal
- Pozitivni razvojni ishodi komunikacije sa drugima i interakcije sa ljudima u svetu rada kao što su osećaj samopoštovanja, povezanost sa školom, pozitivan pogled na budućnost i lakša borba sa problemima
- Ostvarivanje ciljeva iz domena LINK standarda za učenike (akademski razvoj, socioemocionalni razvoj i psihofizički razvoj učenika)
- Razvoj poslovnih veština kod učenika
- Povećanje finansijske pismenosti učenika (finansijsko planiranje i upravljanje diskrecionim dohotkom)
- Izgradnja saradničke mreže
- Rasterećenje kućnog budžeta
- Lakše uključivanje učenika u svet rada
- Pomoć u sticanju referenci za buduće zaposlenje

1.9. ISHODI PROGRAMA

- Projekat će omogućiti pripremu učenika za svet rada kroz upoznavanje sa procesima i fazama upravljanja ljudskim resursima: analiza i dizajn posla, regrutovanje ljudskih resursa, selekcija ljudskih resursa, nagrađivanje (kompenzacija), socijalizacija zaposlenih, obuka i razvoj zaposlenih, napuštanje organizacije
- Učenici će razumeti projekat i prepoznati njegove beneficije
- Poboľjšaće se ocene i akademska dostignuća učenika
- Ostvariće se tri domena LINK standarda za učenike (akademski razvoj, socioemocionalni razvoj, psihofizički razvoj)
- Smanjiće se mogućnost rizičnog ponašanja tokom letnjeg raspusta i izbora nekih nezdravih alternativa
- Razvoj veštine komuniciranja učenika uključenih u projekat
- Razvoj poslovnih veština učenika uključenih u projekat
- Razvoj finansijskih veština učenika
- Pojačan društveni i emocionalni razvoj
- Poboľjšani odnosi sa porodicom i vršnjacima
- Rast interesovanja za učestvovanje u zajednici
- Povećana otpornost na negativne uticaje
- Smanjen osećaj izolovanosti
- Povećanje nivoa angažovanosti učenika
- Obezbeđenje preduslova za upis na druge obrazovne ustanove (priprema, pisma preporuke, vannastavne aktivnosti)

1.10. KO BRINE O UČESNICIMA PROJEKTA?

O deci brine LINKgroup, odnosno biznis mentori i psiholozi, koji će voditi računa o tome da se ostvaruju planirani psihofizičke i socijalne beneficije projekta. U projekat su uključeni i specijalisti za ljudske resurse, kao i ekonomisti, koji će brinuti o ostalim beneficijama i dobrobitima učenika. Biznis mentor vodi računa o radu, potrebama, pravima i obavezama učenika učesnika na projektu.

Projekat podrazumeva sistem izveštavanja i merenja performansi učenika uključenih u projekat, u koji je, pored biznis mentora, uključen i generalni menadžer kompanije i predsednik kompanije.

Roditelji se mogu informisati o svojoj deci – dobiće sve potrebne odgovore od HR službe poslodavca (LINKgroup) i koordinatora projekta, ali je naša preporuka da roditelji dopuste deci da budu samostalna u radu kako bi se realizacija letnjeg posla što više približila realnom scenariju zaposlenja, koje u nekom trenutku očekuje naše učenike u budućnosti.

2. PROCEDURA

2.1. KO MOŽE DA SE PRIJAVI ZA PROGRAM?

Za program mogu da se prijave svi učenici srednjih škola iz LINK Educational Alliance:

1. Savremena gimnazija;
2. International School;
3. Srednja škola za informacione tehnologije – ITHS.

Oni koji na dan apliciranja za učešće u programu budu stariji od 15 godina i koji budu odabrani treba:

- a) da dostave saglasnost roditelja za učešće u projektu;
- b) da dostave pismo preporuke odeljenjskog starešine ili jednog nastavnika za učešće u projektu;
- c) da se učlane u omladinsku zadrugu – partnera u okviru projekta (dobiće precizna uputstva).

Pismo preporuke se šalje u vidu mejla koordinatoru realizacije projekta na imejl-adresu hr@link.co.rs. Onaj ko daje preporuku to jasno navodi u telu mejla i naslovu poruke i kratko obrazlaže zašto smatra da je učenik dobar za taj projekat.

Naši učenici mogu da se izjasne da li žele da rade mesec dana (tokom jula ili avgusta) ili dva meseca (tokom jula i avgusta). Za obračun zarada računa se broj radnih dana, odnosno sati provedenih na radu. Očekivanja su da će se većina studenata odlučiti samo za jedan mesec, zbog odlaska na letovanje.

2.2. REGRUTOVANJE I SELEKCIJA KANDIDATA

Prijavljeni kandidati prolaze kroz program selekcije. Program selekcije obavlja HR služba LINKgroupa. Na ovaj način prikazuju se realni procesi sa kojim će se naši učenici susresti u svetu rada, odnosno u budućnosti – kad odluče da se zaposle.

2.3. TRENINZI I MATERIJALI ZA UČESNIKE U PROJEKTU

Koordinator projekta će predstaviti projekat i uvesti učenike u posao, odnosno pojasniti odabranim učenicima šta se od njih očekuje (dolazak na posao na vreme, prisustvo, obavljanje poverenih zadataka, izveštavanje, poštovanje organizacione kulture).

Biznis mentori imaju sledeće uloge: koordinacija, obuka, vođstvo, pomoć u radu, izveštavanje o projektu (na početku i kraju ciklusa), priprema obrazaca za ocenu performansi i davanje realnih ocena performansi.

2.4. ŠTA KAŽE ZAKON O RADU?

Odredbom člana 198 Zakona o radu („Sl. glasnik RS”, br. 24/2005, 61/2005, 54/2009, 32/2013, 75/2014, 13/2017 – odluka US, 113/2017 i 95/2018 – autentično tumačenje) data je mogućnost poslodavcu da radi obavljanja privremenih poslova i zapošljavanja zaključi ugovor sa licem koje je član omladinske ili studentske zadruge za obavljanje posla koji ne traje duže od 120 radnih dana u kalendarskoj godini. Za takve poslove mogu se prijaviti studenti uzrasta do 26. godine života, učenici ili lica starosti do 30 godina.

3. SISTEM PRAĆENJA, KONTROLE I IZVEŠTAVANJA

3.1. ULOGA TIMA ZA REALIZACIJU PROJEKTA

Biznis mentor je zaposleni iz HR službe LINKgroupa, zaposleni u okviru LINKgroupa ili menadžer prve linije koji će raditi sa učenicima u okviru projekta, obučavati ih i davati im zaduženja i razgovarati sa njima u skladu sa uočenim potrebama. U zavisnosti od broja prijavljenih kandidata, možemo imati i više mentora. Mentor ocenjuje učinak učesnika na projektu i predlaže ih za novo angažovanje u nekom narednom ciklusu i za parttajm i za fultajm posao u budućnosti. Mentor vodi pisanu evidenciju o svojim impresijama.

U skladu sa svojom profesijom, članovi tima za realizaciju imaju različite uloge u pogledu ispunjenja beneficija projekta za učenike.

Rad svih mentora u okviru projekta „Summer Jobs for LEA K Grades 9–12 Students” koordiniše Nikola Goljović i vrši nadzor.

3.2. Nadzor nad realizacijom projekta

Izveštavanje o efektima projekta po njegovom okončanju, 1. septembra, vrši HR služba LINKgroupa, odnosno koordinator za realizaciju projekta na osnovu individualnih izveštaja biznis mentora, tima za realizaciju projekta i sopstvenog uvida. Izveštaj se podnosi generalnom menadžeru i predsedniku kompanije. **Učenici će dobiti sertifikat za učešće u projektu.**

4. NAJČEŠĆA PITANJA

1. Zašto je za moje dete / mene važno da učestvuje(m) u programu „LINK Summer Jobs”?

Učešćem u projektu „Summer Jobs for LEA K Grades 9–12 Students” vaše dete će ostvariti brojne beneficije koje se odnose na razvoj socijalnih, psihofizičkih i poslovnih veština, izgradnju mreže, sticanje dobrih radnika, pomoć pri izboru karijernog puta, pomoć u obezbeđenju referenci kod zaposlenja, jačanje finansijske pismenosti, obezbeđenje finansijskih sredstava i upravljanje dobijenim diskrecionim dohotkom.

2. Koliko dugo traje letnji posao u okviru programa „LINK Summer Jobs”?

Učenici mogu da se odluče da li će njihov posao trajati 30 ili 60 dana. U slučaju da se odluče za 30 dana, podrazumeva se sledeće: rad tokom jula ili avgusta, svakog radnog dana po četiri sata, odnosno 20 sati nedeljno, u prostorijama poslodavca (LINKgroup). U slučaju da se odluče za 60 dana, podrazumeva se sledeće: istovetan rad u toku jula i avgusta.

3. Koje poslove bi obavljali učenici koji se odluče za učešće u programu „LINK Summer Jobs”?

U pitanju su različiti poslovi iz domena rada LINKgroupa:

Client Service Assistant

- Pomoć u sređivanju dokumentacije u klijentskom servisu
- Sređivanja kartona polaznika
- Slanje, primanje i evidencija pošiljki
- Arhiviranje ugovora i pomoć u administrativnim poslovima u finansijama
- Drugi poslovi po nalogu biznis mentora

CCD Learning Assistant

- Pomaganje polaznicima i studentima da naprave kvalitetan CV i napišu motivaciono pismo za svoje prvo zaposlenje
- Istraživanje potencijalnih klijenata i novih partnerstava (*cold reachout*)
- Učestvovanje u organizovanju seminara i edukativnih aktivnosti
- Istraživanje i kontakt sa potencijalnim predavačima
- Rad na razvoju *e-booka* i priručnika za polaznike
- Drugi poslovi po nalogu biznis mentora

HR Assistant

- Program „Employee Health and Safety” – komunikacija i proširenje liste saradnika
- Pisanje HR zanimljivosti u vezi sa ličnim i profesionalnim razvojem zaposlenih
- Rad na posebnom projektu, koji uključuje aktivnosti brendiranja poslodavca
- Koordinacija i zakazivanje intervjua za HR sektor
- Ostali administrativni poslovi
- Drugi poslovi po nalogu biznis mentora

Marketing Assistant

- Pripremanje sadržaja za društvene mreže
- Fotografisanje
- Oflajn promotivne aktivnosti
- Pisanje tekstova
- Dizajn i veb-dizajn, uz pomoć mentora
- Drugi poslovi po nalogu biznis mentora

EduTV Assistant

- Uređivanje sadržaja, premijernih i repriznih objava na sajtu i društvenim mrežama linkTV-a, uz mentora
- Pisanje tekstova za sajt linkTV-a, uz mentora
- Pisanje i čitanje *voice-overa* na srpskom i engleskom jeziku, uz mentora
- Novinarska priprema i rad ispred i iza kamere, uz mentora
- Priprema studijskih snimanja, uz mentora
- Osnove funkcionisanja i rada produkcije, uz mentora
- Drugi poslovi po nalogu biznis mentora

4. Koja su prava i obaveze učenika uključenih u projekat „LEA Summer Jobs”, a koja prava i obaveze LINKgroupa kao poslodavca?

Učenik potpisuje ugovor o privremenim i povremenim poslovima sa omladinskom zadrugom, partnerom na projektu, i biva upućen na rad kod poslodavca, tj. na LINKgroup. Sva prava i obaveze iz oblasti rada koje predviđa Zakon o radu za ovaj tip ugovornog odnosa se poštuju. U obavezi su da dolaze na vreme, provode planirani broj sati u kancelarijama poslodavca i izvršavaju poverene zadatke, kao i da o svom radu izveštavaju svog biznis mentora i zaposlenog u LINKgroupu koji im je dao zadatak za izvršenje. Od učenika se očekuje da dolaze na vreme. Po Zakonu o radu, u toku četiri sata rada imaju pravo na pauzu od 15 minuta. Poslodavac je u obavezi da omogući učenicima koji su zaposleni realizaciju prava na rad i ostalih prava iz ovog tipa ugovornog odnosa, kao i isplatu naknade. **U pitanju je rad van radnog odnosa.**

5. Da li je dozvoljen rad osoba koje nisu punoletne?

Da. Za osobe starije od 15, a mlađe od 18 godina Zakon o radu Republike Srbije, član 24, navodi: „Radni odnos može da se zasnjuje sa licem koje ima najmanje 15 godina života i ispunjava druge uslove za rad na određenim poslovima utvrđene zakonom, odnosno pravilnikom o organizaciji i sistematizaciji poslova ” (Zakon o radu RS, 2005). Pored toga, radnik angažovan preko studentske omladinske zadruge nema status zaposlenog lica zato što se za poslove koje će obavljati ne zasniva klasičan ugovor o radu, već se potpisuje ugovor o obavljanju privremenih i povremenih poslova.

6. Koliko ću moći da zaradim za mesec dana i kako će mi biti isplaćena zarada?

Naknada se obračunava po cenovniku omladinske zadruge, partnera na projektu, u skladu sa pozitivnopravnim propisima u Republici Srbiji u pogledu cene rada, i to za efektivne radne sate (za radne dana kada učenici dolaze na rad i obavljaju ugovorene poslove). Na kraju meseca poslodavac, LINKgroup, šalje omladinskoj zadruzi obračun radnih sati i radnih dana učenika. Omladinska zadruga poslodavcu dostavlja fakturu sa obračunatim doprinosima, koju poslodavac plaća odmah po prijemu. Nakon uplate na račun omladinske zadruge, u roku od tri dana na račun radnika zadruga isplaćuje neto iznos zarade.

7. Kako da znam da li je moje dete bilo dobro na letnjem poslu, kako da iskažem svoje zadovoljstvo ili nezadovoljstvo projektom?

Projekat podrazumeva anketiranje učenika uključenih u projekat i njihovih roditelja. Svoje zadovoljstvo ili nezadovoljstvo realizovanim projektom možete iskazati kroz anketu koja će učenicima i roditeljima biti upućena na kraju ciklusa zaposlenja (posle jednog meseca, odnosno dva meseca) i napuštanja organizacije. Tokom letnjeg posla učenici će imati svog biznis mentora koji će im pomagati i ujedno procenjivati njihove performanse. Za izvanredne performanse planirane su nagrade. Za lošije performanse, ukoliko budu postojale, učenici će putem intervjua dobiti informacije šta mogu da unaprede, kao i pomoć u unapređenju svojih performansi.

8. Ukoliko nam se dopadne projekat, da li možemo da se prijavimo i naredne godine?

Planirano je da projekat ima svoj trajni karakter i da se organizuje svake godine. Projekat će se realizovati svake godine u slučaju zainteresovanosti naših učenika. Jedan učenik se može prijavljivati za projekat svake godine dok god pohađa naše obrazovne ustanove formalnog obrazovanja (nivo srednje škole).

9. Šta se dešava kad učenici maturiraju? Da li će slični projekti i mogućnosti letnjeg posla biti organizovani za njih i posle završetka srednje škole?

Program „LINK Summer Jobs” namenjen je samo učenicima srednjih škola iz sistema LINK Educational Alliance. Nakon maturiranja, bivšim učenicima će biti na raspolaganju drugi projekti koji su namenjeni studentima naših formalnih ustanova visokog obrazovanja.

5. REČNIK POJMOVA

LEA LETNJI POSAO: posao koji traje četiri sata dnevno radnim danima (ponedeljak–petak), odnosno 20 sati nedeljno, u okviru kog se obavljaju povereni zadaci; može trajati 30 (jul ili avgust) ili 60 dana (jul i avgust); ne podrazumeva formalni radni odnos

K GRADES 9–12 STUDENTS: u kontekstu projekta – učenici srednjih škola od I do IV razreda, odnosno od 9 do 12 razreda

BIZNIS MENTOR: osoba koja u ime LINKgroupa koordinira rad učesnika na projektu, obučava ih i priprema za njihov samostalan rad, zaposlena je u HR službi LINKgroupa ili drugim organizacionim delovima kompanije

KOORDINATOR REALIZACIJE: osoba zadužena za realizaciju projekta, nadzor i izveštavanje

OMLADINSKA ILI STUDENTSKA ZADRUGA: mesto koje mladima obezbeđuje potencijalno zaposlenje na privremenim, povremenim, odnosno sezonskim poslovima, direktno ih povezujući sa privrednim subjektima



Program „LINK Summer Jobs”

Imejl-adresa projekta: hr@link.co.rs, cnir@institut.edu.rs



LINK SUMMER JOBS PROGRAM

"Those lucky enough to be so in love with their job that they don't need a hobby are rare indeed.

A wise man once said: "Choose a job you love, and you will never have to work a day in your life". However, if you are not one of those lucky few, you should find yourself a hobby, or resume the one from your childhood. This is important in order to preserve your health and so as not to forget the most important thing in life and career – to play."

Dr. Valentin Kuleto

1. ABOUT THE PROGRAM

1.1. SUMMARY AND KEYWORDS

LEA students eligible for the program are aged 15 to 19, i.e. K Grades 9–12. High school students may want more freedom in how they manage and spend their money, and often lack the funds to fulfill some of their needs. The only way to obtain money is to ask their parents. Parents understand that high school is a good time for their children to earn money and learn to manage their finances. Students can even help their parents finance their tuition costs.

Faculties and future employers expect to see diverse experiences in their candidates' resumes. Summer jobs give students the opportunity to develop their business skills, and are a bonus to one's resume, regardless of their type. Students will acquire work habits related to arriving and leaving work on time, breaks, solving entrusted tasks, learn communication with their coworkers and superiors, and adopt the "learning by doing" concept. In addition, they will gain insight into different career paths that will help them choose a faculty where they want to study, i.e. their future career. Summer jobs also enable students to create their own business networks. When it comes to finances, children learn to manage their discretionary income. The program also helps parents by establishing a partnership with them aimed at the development of their children outside the traditional format offered by school.

Keywords: young workers, young at work, student engagement, business skills, networking, discretionary income, recommendations

1.2. PROGRAM SCOPE

The project involves providing summer jobs for high school students of LEA formal educational institutions who show interest in the project, and obtain the consent of their parents, i.e. guardians, and a letter of recommendation from their homeroom or another teacher. Obtaining consent is necessary due to the fact that students are minors, and a teacher's letter of recommendation for participation in the project is similar to obtaining a letter of recommendation when applying for a job in real life, which is something students will be faced with from the very beginning of their career.

As a summer job involves part-time work (4 hours a day), i.e. 20-hour workweek, students will still have plenty of time for their planned daily activities.

Students' work will be paid in accordance with the Law of the Republic of Serbia and youth cooperation's youth payscale. **It does not involve an employment relationship.**

1.3. WHAT IS NOT COVERED BY THE PROGRAM?

The program does not include formal employment in the LINKgroup, or internship programs organized for students of our higher educational institutions. The project *Summer Jobs for LEA K Grades 9–12 Students* is designed ONLY for high school students of the LINK Educational Alliance institutions.

1.4. REASONS FOR STARTING THE PROJECT

Education provides students with a framework for development, and daily obligations ensure students' engagement and focus on their personal development. During the summer vacation, the link with one's school is weakened, i.e. there is not intensive student-school communication. Since the vast majority of parents are employed, children are forced to organize their daily activities on their own, which gives them more opportunity for unhealthy choices. The project *Summer Jobs for LEA K Grades 9–12 Students* will enable student engagement during the summer vacation, and provide them with better alternatives, new content and interaction with the world of labor, acquisition of new business skills and work habits, as well as the opportunity to earn their own money.

Due to the consequences of the global COVID-19 pandemic on the world of labor, the earnings capacity of parents is reduced, and there is a general increase in prices. Some parents will certainly appreciate the money their children earn as enhancement of their home budget, or discretionary money for their children's needs.

Another thing that most parents will value is the fact that their children will acquire skills during the summer vacation, learn the value of money and enhance their resume that will be useful when applying for universities, i.e. jobs in the future.

1.5. RELATIONSHIP BETWEEN THE PROGRAM AND LINK STANDARDS

The project *Summer Jobs for LEA K Grades 9–12 Students* is harmonized with the fundamental principles of the LINK standards, as well the LINK standards themselves, and represents the operationalization of the ideas and values promoted therein.

The project will enable the realization of three domains of the LINK standards for students: their academic, socioemotional and psychophysical development.

1.6. PROGRAM MISSION

The mission of the program involves helping students to realize their full potential, choose and enroll at university/college, i.e. prepare for the world of labor, acquire work habits, and develop the skills of communication in a business environment.

1.7. PROGRAM BENEFITS

Students will have the opportunity to develop their business skills, prepare for the world of labor, enhance their resume, enjoy a fulfilling summer, earn pocket money, manage their own time, build professional networks, explore different career opportunities, learn financial planning and manage their discretionary income.

Jobs often require workers to improve their critical thinking and problem solving skills. Young workers will also learn how to handle constructive criticism.

Young people usually don't know what they want to study, or what career they will choose, i.e. what they want to do in the future. By trying out different part-time jobs while in high school and at university, they will gain the necessary perspective regarding the matter without having to pay for it.

Young people will learn to develop positive interpersonal relationships with different personality types while performing their daily tasks. Summer jobs enable young people to connect with their older and more experienced business associates. A successful summer job can be turned into a full-time job after graduation, or a part-time college/university job.

1.8. PROGRAM OBJECTIVES

- Helping students to achieve their full development potential
- Positive developmental outcomes of communication and interaction with other people in the world of labor, such as self-esteem, link to one's school, positive outlook on the future, and coping with problems more easily
- Achieving goals from the domain of LINK standards for students (academic, socioemotional and psychophysical development)
- Developing students' business skills

- Increasing students' financial literacy (financial planning and discretionary income management)
- Building a collaborative network
- Contributing to household budget
- Introducing students into the world of labor
- Obtaining references for future jobs

1.9. PROGRAM OUTCOMES

- Preparing students for the world of labor by introducing them to processes and phases of human resource management: analysis and design of work, recruitment of human resources, selection of human resources, rewarding (compensation), employee socialization, employee training and development, leaving the organization
- Students will understand the project and recognize its benefits
- Student grades and academic achievement will improve
- Three domains from the LINK standards for students will be realized (academic development, socioemotional development, psychophysical development)
- Reduced opportunity of risky behavior during the summer vacation, and the selection of unhealthy alternatives
- Developing communication skills of students involved in the project
- Developing business skills of students involved in the project
- Developing financial skills of students
- Increased social and emotional development
- Improved relationships with family and peers
- Growing interest in community participation
- Increased resistance to negative influence
- Reduced feeling of isolation
- Increasing the level of student engagement
- Ensuring requirements/credentials for enrollment to other educational institutions (preparation, letters of recommendation, extracurricular activities)

1.10. WHO WILL LOOK AFTER THE PARTICIPANTS OF THE PROJECT?

The LINKgroup, i.e. our business mentors and psychologists will look after the children, making sure that the planned psychophysical and social benefits of the project are fulfilled. The project also includes human resource experts and economists who will also look after the benefits and well-being of students. Business mentors are in charge of the work, needs, rights and obligations of all participants in the project.

The project also includes a system of reporting and performance measurement of the students involved in the project, overseen by the business mentor, general manager and the president of the company.

Parents can get information about their children – they will get all the necessary answers from the employer's (LINKgroup) HR department and project coordinator, but our advice is to let your children be independent in the workplace, so as to make the summer job scenario as close as to real-life employment as possible, because it is something that awaits all our students in the future.

2. PROCEDURE

2.1. WHO CAN APPLY FOR THE PROGRAM?

All high school students from the LINK Educational Alliance can apply for the program:

4. Savremena gimnazija;
5. International School;
6. Information Technology High School – ITHS.

Those candidates who are selected, and who are over 15 on the day of application should:

- d) Submit parental consent form for participation in the project;
- e) Submit a letter of recommendation for participation in the project from their homeroom or another teacher;
- f) Join the youth cooperative – project partner (they will receive detailed instructions).

The letter of recommendation is sent in the form of an email to the project coordinator at the following email address: hr@link.co.rs. The person who offers recommendation should clearly state their purpose in the email body and subject, and provide a short explanation of why they think the student is a good candidate for the project.

Our students can state whether they want their employment to last for one month (July or August), or two months (July and August). Salaries are calculated in relation to the number of workdays, i.e. working hours. The expectation is that most students will choose the one-month employment model due to going away for a summer vacation.

2.2. CANDIDATE RECRUITMENT AND SELECTION

The applicants will go through the selection program performed by the HR department of the LINKgroup. In this way, students will experience real-life processes that they will encounter in the world of labor, when they decide to get a job.

2.3. TRAINING AND MATERIAL FOR PROJECT PARTICIPANTS

The project coordinator will introduce the project and ease the selected candidates into the job, i.e. explain what is expected of them (punctuality, attendance, performing entrusted tasks, reporting, compliance with organizational culture).

Business mentors have the following roles: coordination, training, leadership, work assistance, reporting on the project (at the beginning and end of the cycle), preparing performance appraisal forms, and providing objective and impartial performance appraisals.

2.4. WHAT DOES THE LABOR LAW SAY?

Article 198 of the Labor Law (Official Gazette of the Republic of Serbia, No. 24/2005, 61/2005, 54/2009, 32/2013, 75/2014, 13/2017 – decision US, 113/2017 i 95/2018 – authentic interpretation) states that: For the purpose of performing temporary and periodical jobs which do not last longer than 120 workdays in a single year, an employer may conclude a contract with a person who is a member of a youth or student cooperative, in accordance with the regulations on cooperatives. Students under 26, and persons under 30 are eligible to apply for such jobs.

3. SYSTEM OF MONITORING, CONTROL AND REPORTING

3.1. ROLE OF PROJECT IMPLEMENTATION TEAM

A business mentor is an employee of the HR of another department of the LINKgroup, or a first-line manager who will cooperate with the participants in this project, train them, give them assignments, and talk to them when necessary. Depending on the number of applicants, there can be several business mentors. The mentor appraises a participant's performance and suggests new engagements in some future cycle, as well as for part-time and full-time employment. Mentors are expected to keep written records of their impressions.

In keeping with their profession, members of the project implementation team have different roles in terms of helping the participants enjoy the benefits of the project.

The work of all mentors in the *Summer Jobs for LEA K Grades 9–12 Students* project is coordinated and supervised by Nikola Goljović.

3.2. Supervision of project implementation

Reporting on the project effects upon its conclusion on September 1, is performed by the HR department of the LINKgroup, i.e. by the project implementation coordinator based on individual reports of the mentors, project implementation team, and their own insight. The report is submitted to the general manager and the company's president. **Students will receive project participation certificates.**

4. FREQUENTLY ASKED QUESTIONS

10. Why is it important for my child/ me to participate in the *LINK Summer Jobs* project?

By participating in the *Summer Jobs for LEA K Grades 9–12 Students* project, your child will gain numerous benefits related to the development of social, psychophysical and business skills, network building, acquisition of good work habits, career guidance, and references for future employment. They will also strengthen their financial literacy, earn money, and learn to manage their discretionary income.

11. How long does the summer job within the *LINK Summer Jobs* program last?

Students can choose whether they want to work for 30 or 60 days. In case they decide to work for a month, the following rules apply: they will work four hours every weekday during July or August, i.e. 20 hours per week in the offices of the employer (LINKgroup). In case they decide to work for two months (60 days), they will work the same number of hours per day/week as in the previous model, except their employment will last during July and August.

12. What positions are available to students who decide to participate in the *LINK Summer Jobs* program?

Students can apply for the following positions in different departments of the LINKgroup:

Client Service Assistant

- Assistance in organizing documentation in the client service;
- Organizing student records;
- Sending, receiving and keeping records of received mail and packages;
- Archiving contracts and providing assistance in clerical duties in the Finance department
- Other tasks as ordered by the business mentor

CCD Learning Assistant

- Helping students create a good resume and motivational letter for their first jobs
- Researching potential clients and new partnerships (cold reachout)
- Participating in the organization of seminars and educational activities
- Researching and contacting potential lecturers
- Helping in the development of e-books and student handbooks
- Other tasks as ordered by the business mentor

HR Assistant

- Communicating and expanding the list of collaborators within the Employee Health and Safety program
- Writing HR trivia related to employees' personal and professional development
- Working on a special project related to employer branding activities
- Coordinating and scheduling interviews for the HR department
- Other clerical tasks
- Other tasks as ordered by the business mentor

Marketing Assistant

- Preparing content for social media
- Taking photographs
- Offline promotional activities
- Writing texts

- Design and web design with mentor's assistance
- Other tasks as ordered by the business mentor

EduTV Assistant

- Editing content, new and reposted posts on social media of linkTV, with the mentor's help
- Writing texts for linkTV website with mentor's help
- Writing and reading voiceover in Serbian and English, with mentor's help
- Journalistic preparation and work in front and behind the camera, with the mentor's assistance
- Preparation for recording studio sessions
- Learning the basics of production, with a mentor's assistance
- Other tasks as ordered by the business mentor.

13. What are the rights and obligations of students involved in the *LEA Summer Jobs* project, and what are the rights and obligations of the LINKgroup as the employer?

A student signs a fixed-term (temporary) employment contract with the youth cooperative, partner on the project, and is sent to work for the employer, i.e. LINKgroup. All rights and obligations stipulated by the Labor Law for this type of contract will be observed. Students are obliged to be punctual (arrive on time), spend the planned number of hours in the offices of the employer, perform entrusted tasks, and report on their work to their business mentor, and employee of the LINKgroup who assigned them the task. Students are expected to be punctual and always arrive at work on time. According to the Labor Law, they are entitled to a 15-minute break during their 4-hour workday. The employer is obliged to make sure that students-employees can exercise their right to work, as well as other rights arising from this type of contract, as well as pay their salaries. **It does not involve an employment relationship.**

14. Are minors allowed to work?

Yes, they are. The Labor Law of the Republic of Serbia states the following regarding individuals above 15 and under 18 years of age: "An employment relationship may be established with a person who is at least 15 years old and satisfies other requirements to work at specific jobs as specified by law i.e. rule book on organization and systematization of jobs (hereinafter: rule book)". (Labor Law of RS, 2005). In addition, a worker hired through a student youth cooperative does not have the status of an employee, because he/she did not sign an employment contract with the employer, but a temporary (fixed-term) employment contract instead.

15. How much will I earn and how will my salary be paid?

The salary is calculated according to the youth cooperative's youth payscale, and the legal regulations of the Republic of Serbia regarding the price of labor, for effective working hours (for workdays when students are at work performing the entrusted tasks). At the end of the month, the employer, LINKgroup, sends the calculation of a student's working hours and workdays to

the youth cooperative. The youth cooperative sends an invoice with the calculated employer contributions to the LINKgroup, which the employer pays immediately upon receipt. After a payment is made to the youth cooperative's account, the cooperative pays the net salary to the workers' accounts within three days.

16. How to know if my child is good at their summer job, and to express my satisfaction/dissatisfaction with the project?

The project involves a survey among all students involved in the project and their parents, so you can express your satisfaction or dissatisfaction with the project through a survey that will be given to students at the end of their employment cycle (after one, or two months), after leaving the organization. Students will have their own business mentor in this summer job to help them and appraise their work performance. We have planned to reward students who achieve outstanding performance. Those who demonstrate poorer performance, if any, will receive information on what they can improve during the interview, as well as help to improve their performance.

17. If we like the project, can we apply next year as well?

The project is planned as a long-term thing, and will be organized every year, provided that there are interested students. Students can apply for the project every year as long as they attend our formal educational institutions (high schools).

18. What happens when students graduate? Will similar projects and summer jobs opportunities will be organized for them after graduating high school?

The LINK Summer Jobs program is designed only for high school students from the LINK Educational Alliance. After graduation, former students will get access to other projects designed for students of our formal higher education institutions.

5. GLOSSARY

LEA SUMMER JOB: work that lasts four hours a day on weekdays (Monday to Friday), i.e. 20 hours per week, and implies performing the entrusted tasks; it can last for 30 (July or August), or 60 days (July and August); does not involve indefinite employment.

K GRADES 9–12 STUDENTS: in the context of the project – high school students; Year 1 to Year 4, or 9th to 12th grade.

BUSINESS MENTOR: person who coordinates the work of project participants on behalf of the LINKgroup, and trains them for independent work; they are employed in the HR or other organizational sectors of the LINKgroup company.

IMPLEMENTATION COORDINATOR: person in charge of project implementation, supervision and reporting.

YOUTH OR STUDENT COOPERATIVE: organization that provides young people with potential employment (temporary or seasonal), connecting them directly with business entities.



Program *LINK Summer Jobs*

Project email address: hr@link.co.rs, cnir@institut.edu.rs