



# Summer Youth Employment Program Operational Guidelines

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## **Purpose**

The goal of the Summer Youth Employment Program of the County of Columbia is to provide college-attending youth with the opportunity to be exposed to employment opportunities within County government so that, upon graduation, they may realize career opportunities in and for their County.

## **Qualifications:**

In order to be considered eligible for employment under the Summer Youth Employment Program of the County of Columbia, individuals must meet the following criteria;

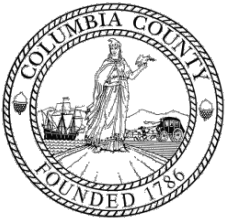
1. At the time of appointment, must be at least 18 years of age and under the age of 24 years\* AND enrolled full-time in an undergraduate or graduate-level college or university (excluding colleges offering courses only through the Internet) for the Fall Semester directly following the summer of employment.

Maximum age limitation adopted based on the “qualifying child” provisions as set-forth by IRS Publication 501 of 2008. There will be no waiver of the maximum age limitations, including those individuals who may be seeking re-employment in the program until their college education is complete.

2. Must be sponsored by one of the twenty-three Board of Supervisors members (Sponsorship does not have to be solely from your town’s supervisor)
3. As part of the application process, must provide proof of enrollment for the Fall Semester as outlined in #1 above
4. Must provide a valid physical examination that is less than one-year old at the time of appointment to be considered for the purposes of this program.
5. Must pass a drug test. Cost will be paid by the County. (Highway and Solid Waste appointments only)

## **Annual Procedures:**

- Each year, prior to the commencement of the program, the Human Resources Department will solicit interest from the various departments as to their desire to employ summer youth.
- The HR Dept. will manage all applicants, sponsorships, employment packets, physical and drug test facilitation when necessary, and will attempt to match the skills/interests of the youth with the needs of the departments.
- The HR Dept will provide a brief orientation upon appointment. Important county-wide policies will be discussed and forms will be signed to acknowledge receipt of said orientation.
  - Summer youth employees will receive an appointment letter outlining expectations and conditions of employment (copy attached).
  - It will be the responsibility of the individual departments to discuss their specific policies with the summer youth employee assigned to their department.



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- The funding for the program will be maintained in the HR Dept budget.
- Once a summer youth employee is appointed to a department, the funding in the HR budget will be transferred to the specific-department's budget. Upon the summer youth employee's appointment, the department should disclose the .1 account number to which they would like the funds transferred.
- The specific-department will process the payroll for the summer youth in the same manner that they process payroll for all employees of their department.

### Position Details/Salary/Benefits

- A total of 23 positions are available, one for each member of the Board of Supervisors.
  - Employment during a given summer does not guarantee employment under this program in future summers.
  - Each position can work up to 400 hours during the period of the program. Said period may vary slightly from year to year.
  - Pay rate is \$11 per hour.
  - All positions are Full-Time. No Part-Time employment will be allowed under this program.
  - These positions are considered Temporary, Labor Class positions and, therefore, are not subject to Civil Service examination.
  - They are not part of UPSEU and, therefore, do not pay union dues or agency fees.
  - These positions are not entitled to any benefits as set-forth by the union contract, such as paid leave days and access to health insurance.
  - Summer Youth employees ARE ELIGIBLE to join the NYS Retirement System if they so choose.
  - Employees of this program are subject to termination for violation of the various laws governing employment in Columbia County and/or for violation of local workplace rules, including, but not limited to, frequent tardiness and absenteeism.

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*Policy Enacted: June 9, 2010*

*Resolution #: 229-2010*

*Revised: February 13, 2017, Resolution #101-2017*

*Revised: February 12, 2018, Resolution #99-2018*

*Dated: March 15, 2018*