

Dear Participant:

Welcome to the Summer Youth Employment Program (SYEP) for 2016.

As Commissioners, we have high expectations of participants. This program is meant to provide you with experience applying for and performing a job, and we expect you to take advantage of the learning opportunities provided. We also expect you to do a good job and to make every effort to make a contribution in your work place.

We wish you the very best in your endeavors with the SYEP, and we hope in years to come you will remember your participation as a positive experience.

--The Sandoval County Commission

SUMMER YOUTH EMPLOYMENT PROGRAM

Every summer Sandoval County offers an employment program for youth between the ages of 15 and 17 years. The purpose of this program is to introduce youth to the working world and give them a chance to learn new skills and earn money. Government and not-for-profit employers also benefit from the work of serious, hardworking employees.

Work opportunities in the SYEP may include Recreational activities, kitchen tasks such as washing dishes, typing and filing, lawn maintenance, or working with senior citizens. Every one of these jobs is important and necessary, and will contribute to your work skills. If an employer requests a youth with specific skills, the County tries to find a good match.

THE APPLICATION PROCESS

If you are between the ages of 15 and 17, and are willing to work hard and take work seriously, you are invited to apply to the program. The application process is simple, but please be sure to provide all of the information required in the application.

NOTE: If you are under the age of 16, you must provide a **work permit**. Work permit forms are available at your school and must be signed by a designated school official and turned in with your application. Forms are also available at the Department of Workforce Solutions in Bernalillo.

If you have any questions about these forms or about the application process, please call the Program Coordinators at (505) 867-7505.

Applicants will be selected by lottery drawing held at 4:00 p.m. on Tuesday, April 5th in the Human Resources Office located in the County Administration Building at 1500 Idalia Road, Bernalillo.

You will be notified by mail of your work assignment the last week of **April**. Please notify the County immediately if your address changes.

Work starts June 6th and ends July 29th. Your first day of work will be a **mandatory** orientation session. You will be notified of the location when you receive your work assignment.

ON THE JOB

WORK HOURS

Once you start working, you will be expected to adhere to the same rules as adult employees. Some of the basics include:

- **Call your supervisor** if you are **sick** and must miss work. Call no later than one half hour (1/2 hour) before the beginning of your scheduled work time.
- Arrive at work **on time** every day. **Call your supervisor** if you will be late.
- Arrange **other absences** (vacation, doctor appointments) with your supervisor.

You will not be paid for any time missed. If your supervisor allows, you may make up work hours. You can work **up to 40 hours within the two-week pay period**.

DRESS AND APPEARANCE

County employees are constantly in the public eye. Consequently, it is important that Summer Youth Employees present the best possible image to the public. Employees should always be clean and neatly dressed in clothing suitable for their work assignment. Supervisors are given the authority and responsibility to establish and enforce a dress code policy.

BADGES

Summer Youth Employees will not be given a SYEP badge. If your employer requires a badge, it will need to be issued to you by the employer.

ADMINISTRATION/TIMESHEETS

There is paperwork involved in every job, and SYEP is no exception. Your most important administrative responsibility is to **submit time sheets on the scheduled due date**. You and your supervisor must sign time sheets. You can work up to 40 hours within the two-week pay period. Timesheets may be faxed to (505) 867-9365 or dropped off at Human Resources, 1st Floor of the County Administration Building. If you do not submit your timesheets on time, **you will not be paid on time**.

PERFORMANCE EVALUATION

At the end of your eight-week work experience, your supervisor will give you a written performance evaluation and will discuss this evaluation with you in person.

SAFETY

Each person must take responsibility for his/her own safety and the safety of others. **You may not drive any "work" vehicles under any circumstance**. Your employer will explain any job-specific safety rules to you. You must also ask questions if the rules are unclear. More safety information will be provided at the orientation session.

INJURIES

Following the rules is the best way to avoid harm, but if an accident or injury of any kind occurs at work, report the situation to your supervisor immediately, even if you do not appear to be injured. Completing a "**NOTICE OF ACCIDENT**" form and filing it with Sandoval County Human Resources within twenty-four (24) hours will help protect your rights to Workers' Compensation coverage.

DRUG FREE WORKPLACE POLICY

- **No** drugs or alcohol at work
- **Never** attend work under the influence of drugs or alcohol
- **No** cigarette smoking for those under 18

Failure to follow these rules will result in immediate termination.

Please notify your direct supervisor, if you must take prescription or non-prescription medication that could interfere with safety or job performance.

ELIGIBILITY

Participants must be permanent residents of Sandoval County and 15 to 17 years of age on or before the program start date. You will be required to provide proof of resident status in order to participate in the program. Participation in the program is limited to two years in order to provide an opportunity to participate in SYEP to a greater number of young adults residing in Sandoval County.

PROGRAM CONDITIONS

All Summer Youth jobs are temporary positions. Temporary employees have no rights to the grievance or appeal procedures set forth in the Sandoval County Personnel Rules and Regulations, no re-employment rights and are not entitled to any benefits.

Please be aware that the program is operated each year based upon available funding. The process of selecting employers and youth employees is at the discretion of Sandoval County.

SANDOVAL COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM GUIDE

SUMMER 2016



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