



# 2020 Student Summer Work

The office of WEDD is offering Student Summer Work to high school students and college students.

**REQUIREMENTS FOR HIGH SCHOOL STUDENTS:** Must be age 14 at day of application, students up to age 24 may apply, must be enrolled in a public school, boarding school, an alternative education program, or GED, must have email, must have a good phone contact number and an emergency contact number, make sure you have reliable transportation to/from work.

- Call the WEDD office at 541-553-3324 or 541-553-3328 to apply. An intake and youth status and other information will be gathered.
- Provide school picture Id card, or school transcripts, or attendance record for proof of school enrollment
- Provide proof of being Native American: Can be a Tribal Id card, Certificate of Indian Blood from your agency's enrollment office or Vital Stats. Dept., or Form BIA-4432
- Copy of your social security card
- Males ages 18 to 24 must be registered with Selective Service: Can be a copy of Selective Service Acknowledgment letter received when first registered or Registration Acknowledgment card SSS Form 3A, or go to <https://www.sss.gov/Registration> and sign up online and print acknowledgment letter once signed up
- All students must provide a resume and cover letter
- All students over age 18 must to do a background check.

**REQUIREMENTS FOR COLLEGE STUDENTS:**

- Provide proof of being Native American: Can be a Tribal Id card, Certificate of Indian Blood from your agency's enrollment office or Vital Stats. Dept., or Form BIA-4432
- Provide a picture id card: Can be a Tribal Id card, driver's license, school id card
- Copy of social security card
- Provide college transcripts or proof of currently attending college
- Provide a statement of your intentions for when you finish college education
- Provide a resume and a cover letter
- All students over age 18 must do a background check.

For any questions on this part of requirements, please call 541-553-3324 for any clarification.

## **WHAT TO EXPECT:**

Because of the COVID-19 virus, there are some changes to this year's work experience. Most communication will be by phone or email. Make sure you have a good phone contact number and an email set up.

- No job application will be required.
- All interested students interested in working for the summer must complete an over-the-phone intake and answer various questions. This process will be considered as the application process to access services offered by WEDD.
- Resumes will be used for employers to screen, interview and select for employment, all students must submit a resume and cover letter
- The required training are as follows. Once your email is received, the following will be emailed to you for completion:
  - Youth Work Handbook must be read prior to working; a verification form will be signed by potential worker and their parent/guardian if applicant under age 18
  - Read and learn the protocols set in place concerning the CORONA-19 virus

## **EMPLOYMENT OPPORTUNITIES**

Once enrolled, you are ready for job interviews with your choice of type of work you would like and/or employer of your choice. Keep paper and pencil/pen handy when information is shared with you. Employer selection will be limited this year because of the COVID-19 health safety requirements.

A list of employers will be established and these will be shared with you and you should:

- Select 3 job sites you would like to work at.
  - Be certain of your choices
  - Select work to help you decide if this is the kind of job or career you would like to pursue
  - Be aware that if your #1 job site is filled, you may have to select your #2 or #3 job site selection
- Write down the employer contact name and phone number shared with you
  - Your resume will be sent to the employer for review
- Call the employer to request an interview
  - A phone interview will be conducted between you and the employer
  - Once the employer interviews all interested students, the employer will select who they want hired and send that information to WEDD
- You will be contacted by WEDD to verify a good time for you to go take a drug swab
  - WEDD will arrange a day and time set for you set by the Human Resources Department for you to do a drug swab.
- You will be contacted by WEDD of date and time to report to Human Resources Department in the Administration Building at 1233 Veterans Street
  - Please be on time reporting to Human Resources
  - Take a picture id with you. Picture id cards cannot be older than 3 years, please make sure you have a current picture id
  - If you under age 18, have your parent/guardian go with you as they will need to sign authorization for you to take a drug swab
  - DO NOT HAVE ANYTHING IN YOUR MOUTH WITHIN 15 MINUTES OF TEST:

▪ Candy	▪ Mouth Wash
▪ Fireballs	▪ Toothpaste
▪ Gum	▪ Chewing Tobacco
▪ Coffee, soda pop, drinks with color in them	▪ Cigarettes of any kind
▪ Energy Drinks	▪ Mouth needs to be clean

Human Resources of any medication you are taking

- If you are on any medication, take your medication containers with you and inform
  - If you had any of these in your mouth prior to drug swab, you will be asked to wait. You will need to wait right there at the Administration, Please do not leave the area because if you do and they call your name and you do not answer you will be considered as a 'Refusal' which will require you to wait 30 days for another drug swab.
  - Your drug swab results will be forwarded to WEDD
  - You will be contacted for notification of your drug swab results
- You will sign hire papers
- If you tested 'negative', you will asked to come sign these hire papers
    - Hire form
    - W-9 form
    - W-4 form
    - State Tax Exemption form, optional
    - Direct Deposit form:
      - You may choose to have your pay deposited on a debit card
      - You may choose to have your pay directly deposited to your checking or savings account. Please have a copy of your bank account information such as a cancelled check, letter from bank verifying name on account, account number, and routing number
  - If you tested 'positive', you may
    - Ask for what showed up in the test results if you disagree with results
    - Chose to do another drug test at your own expense and return those results in to Human Resources and abide by Human Resources decision
    - You will have to wait 30 days to do another drug swab if you chose not to do your own drug test
- You will receive a timesheet, Timesheet Due Date Schedule, and what time to report to work
- You as first time workers must report to Payroll, located in the Administration Building at 1233 Veterans Street, and they will issue you a debit card and instructions how to activate it
- Your debit card may need to be reactivated if you worked last year and you still have it. If you do not have it, report to Payroll to have another issued to you

**AFTER BEING HIRED:** You now have responsibilities.

- Preview your Youth Work Handbook, know what is expected of you as an employee and what you should expect of the employer
- You should have your handbook available to answer any of your questions. Copies are available at WEDD if you need one
- Workers are covered by Workers Compensation, there are no other benefits offered
- Know your supervisor's name, telephone number, and work location
- Know your assigned work hours
- Be on time to work every day
- Sign in and out for work in your own handwriting
- Keep you supervisor informed at all times if you are going to be late, or cannot make it to work
- Remain actively engaged in assigned tasks
- Ask questions if you do not know or are not sure of what is expected of you, when you complete assigned tasks, or need assistance
- Be a team worker
- Listen, pay attention, follow direction
- Turn in your timesheets when they are due
- Do not use your cell phone or other media devices during your work hours. Only in emergencies as needed.

- Do not take your friends, siblings to work with you
- Be timely signing in and out of work; stay within your required lunch time
- Again, review your handbook, ask your supervisor, call WEDD if you have any questions
- There will be no job site transfers. Only those with valid reasons will be considered and must be approved by your work supervisor and WEDD.

**PAYROLL**

- Participants will only be compensated for time worked. No overtime is allowed.
- Pay periods are every two weeks

Pay Period	Timesheet Due Date	Pay Day
7/05/2020 to 7/18/2020	7/20/2020, 3:00 pm	7/31/2020
7/19/2020 to 8/01/2020	8/03/2020, 3:00 pm	8/14/2020
8/02/2020 to 8/15/2020	8/17/2020, 3:00 pm	8/28/2020
8/16/2020 to 8/29/2020	8/31/2020, 3:00 pm	9/11/2020

- You must fill out your timesheet for actual hours you worked for the two-week pay period.
- You must have your supervisor go over your timesheet with you, check for accuracy, and have your supervisor sign your timesheet
- You must turn your signed timesheet in to WEDD at the above Timesheet Due Date
  - Any time not turned in will result in no paycheck
  - Any time away from work must be authorized by your supervisor and arrangements made ahead of time before your absence so time can be submitted for you
- You will not be paid for holidays. You will not work on the July 3, 2020 because that is a designated holiday for 4<sup>th</sup> of July.

**END OF SUMMER WORK**

- You will be allowed to work 6 weeks.
- Hire dates are as follows:

Your Date of Hire	Your Last Day to Work	# of Work Days with no Absences
July 6 <sup>th</sup>	August 14 <sup>th</sup>	30
July 20 <sup>th</sup>	August 28 <sup>th</sup>	30
August 3 <sup>rd</sup>	August 31 <sup>st</sup>	21
August 17 <sup>th</sup>	August 31 <sup>st</sup>	11

- You must turn in your timesheet on your last day of work at noon time to WEDD. Make sure your supervisor signs your timesheet
- Your termination will be processed and sent to Human Resources and Payroll for your termination check.
- You will receive a termination check (not directly deposited or loaded to your debit card)
- You will be required to sign for your termination check at Human Resources or WEDD

Be mindful to taking advantage of this great opportunity to earn, gain work skills, gain exposure to employers for future employment, learn if this is the right type of job you would like to do after you graduate from high school, learn how to be a successful employee, earn credit for school.

Your Youth Work Handbook should answer majority of your questions. Do not hesitate to call WEDD if you have further questions.

## TIPS:

- Employers may refer you back to WEDD for
  - Drugs: Possession, sale, or use of illegal drugs, including marijuana or alcohol while on the job
  - Excessive absenteeism: Failure to report to work on three (3) consecutive work day without prior approval
  - Disruptive behavior: Fighting, physical or verbal assaults or any act that endangers the well-being of coworkers or customers
  - Theft: Stealing from the employer, other worksites, your coworkers, customers
  - Falsifying documents: Including your timesheet, company records
  - Insubordination: Refusal to adhere to the worksite's rules and regulations, failure to follow direction in completion of work tasks, repeated reminders to correct job tasks or to correct your behavior
  - Harassment: Verbal, sexual, or physical
- No cell phone, iPad, or other devices should be used while working
- Adhere to COVID-19 virus protocols
- Stay home if you are sick
- Ask questions
- Have fun