



CITY OF
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To: Mayor and City Council

From: Dr. Marc-Antonie Cooper, City Manager

Date: March 14, 2023

RE: Summer Youth Employment Program (Draft)

The Summer Youth Employment Program provides Forest Park youth between the ages of 16 and 20 with paid summer employment. Participants can work a maximum of 150 hours over the summer.

The Summer Youth Employment Program focuses on four priority service areas. These focus areas include providing economic access by establishing education to employment pathways for disconnected youth, increasing communications outreach, providing social and emotional learning programs that support quality out-of-school time, and ensuring safety and justice by providing young people with alternatives to unhealthy behaviors.

The Summer Youth Employment Program provides paid work experience in a wide range of career fields in local government. Limited slots are available.

Eligible participants will undergo an application, and interview process to participate, youth must be:

- Between the ages of 16-20
- A Forest Park Highschool Student and/or recent graduate of Forest Park Highschool
- Eligible to work in the United States
- In school and/or currently unemployed
- Available from the beginning date of the program until the closing date
- Able to work for five (5) consecutive weeks.
- (Maximum 150 hours) 30 hours per week.
- Before beginning work at designated job sites, youth candidates will receive intensive orientation sessions to advise them of established procedures for reporting to work, appropriate work dress and behavior. The orientation sessions provide guidance and advice on carrying out their responsibilities at the highest levels to ensure they establish a track record of excellence in carrying out their responsibilities.

FINANCE –

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Working with Finance, we have identified funding that could be used to fund this program this first year. The pay is \$17.00 part-time. Students would work a total of 20 hours per week. We are looking at funding 8-9 students for a total cost of \$30,000. Due to this not being a budgeted item money must be reallocated to this program for the FY22-23 and can be budgeted for FY 23-24 and beyond.

SELECTION PROCESS –

Looking to Partner with Forest Park Highschool through Parent Liaison/Councilwoman Kimberly James and allow Directors and/or Manager time to interview and select participants from several students that signed up through the school. If possible, interviews should be held at Forest Park High School on a particular day and time frame, approximately 15 minutes or so, just to give the candidate interview experience and feedback.

WORK ASSIGNMENTS -

All Director's will provide Human Resources with a description or summary of what their specific department would have the Summer Youth Employment Candidate's doing in their respective departments. These write up would then become the basis for the Human Resources job description/ Scope of Work that would be provided to the school for the youth candidates to review and sign up for an interview. I believe these interviews should be held at the school on a particular day, approximately 15 minutes or so, just to give the candidate interview experience and feedback.

GUIDANCE – Youth.gov is the U.S. government website that helps you create, maintain, and strengthen effective youth programs. Included are youth facts, funding information, and tools to help you assess community assets, generate maps of local and federal resources, search for evidence-based youth programs, and keep up to date on the latest, youth-related news.

According to the Fair Labor Standards Act (FLSA), youth must be 14 years old or older to hold a nonagricultural position.

- Youth 18 years or older may perform any job, whether hazardous or not, for unlimited hours.
- Youth 16 or 17 years old may perform any nonhazardous job for unlimited hours.
- Youth 14 or 15 years old may work outside school hours in various nonmanufacturing, nonmining, nonhazardous jobs. They can work only between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when they are able to work between the hours of 7 a.m. and 9 p.m. They may not work.
 - more than 3 hours per day on school days, including Fridays.
 - more than 18 hours per week in school weeks.
 - more than 8 hours per day on non-school days; or
 - more than 40 hours per week when school is not in session.

Under a special provision, youth 14 or 15 years old who are enrolled in an approved Work Experience and Career Exploration Program may be employed for up to 23 hours during school weeks and 3 hours on school days (including during school hours).

Child Labor Rules restrict the jobs that youth may perform on the basis of the age of the youth and the type of employment.

- A youth 18 years or older may perform any job, whether hazardous or not.
- A youth 16 or 17 years old may perform any job not identified as hazardous by the Secretary of Labor.
- A youth 14 or 15 years old may not work in
 - hazardous jobs identified by the Secretary of Labor.
 - manufacturing, processing, and mining occupations.
 - communications or public utilities jobs.
 - construction or repair jobs.
 - operating or assisting in operating power-driven machinery or hoisting apparatus other than typical office machines.
 - as a ride attendant or ride operator at an amusement park or a “dispatcher” at the top of elevated water slides.
 - driving motor vehicles or helping a driver.
 - peddling, sign waving, or door-to-door sales.
 - poultry catching or cooping.
 - lifeguarding at a natural environment such as a lake, river, ocean beach, quarry, or pond (youth must be at least 15 years of age and properly certified to be a lifeguard at a traditional swimming pool or water amusement park).
 - public messenger jobs.
 - transporting persons or property.
 - workrooms where products are manufactured, mined, or processed.
 - warehousing and storage.
 - boiler or engine room work, whether in or about.
 - cooking, except with gas or electric grills that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets in and out of the hot grease or oil.
 - baking.
 - operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers, grinders, choppers, or cutters and bakery mixers.
 - freezers or meat cooler work, except minors may occasionally enter a freezer for a short period of time to retrieve items.
 - loading or unloading goods on or off trucks, railcars, or conveyors except in very limited circumstances; meat processing and work in areas where meat is processed.
 - maintenance or repair of a building or its equipment.

- outside window washing that involves working from windowsills.
 - all work involving the use of ladders, scaffolds, or similar equipment; or
 - warehouse work, except office and clerical work.
- The jobs that 14- or 15-year-old workers may legally perform are limited to.
 - office and clerical work.
 - work of an intellectual or artistically creative nature.
 - bagging and carrying out customer's orders.
 - cashiering, selling, modeling, artwork, advertising, window trimming, or comparative shopping.
 - pricing and tagging goods, assembling orders, packing, or shelving.
 - clean-up work and grounds maintenance—the young worker may use vacuums and floor waxers, but he or she may not use power-driven mowers, cutters, and trimmers.
 - as a lifeguard at a traditional swimming pool or water amusement park if at least 15 years of age and properly certified.
 - kitchen and other work in preparing and serving food and drinks, but only limited cooking duties and no baking.
 - cleaning fruits and vegetables.
 - cooking with gas or electric grills that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets in and out of the hot grease or oil.
 - clean cooking equipment, including the filtering, transporting, and dispensing of oil and grease, but only when the surfaces of the equipment and liquids do not exceed 100°F.
 - pumping gas, cleaning, and hand washing and polishing of cars and trucks (but the young worker may not repair cars, use garage lifting rack, or work in pits).
 - wrapping, weighing, pricing, and stocking any goods as long as he or she doesn't work where meat is being prepared and doesn't work in freezers or meat coolers.
 - delivery work by foot, bicycle, or public transportation.
 - riding in the passenger compartment of a motor vehicle except when a significant reason for the minor being a passenger in the vehicle is for the purpose of performing work in connection with the transporting—or assisting in the transporting of—other persons or property; or
 - loading and unloading onto and from motor vehicles, the hand tools and personal equipment the youth will use on the job site.