



**SANDOVAL COUNTY
2018 SUMMER YOUTH EMPLOYMENT PROGRAM
EMPLOYER/SUPERVISOR QUESTIONNAIRE**

Please complete electronically or print legibly

1. Organization Name: _____
2. Mailing Address: _____
3. City, State, Zip: _____
4. This organization is: a governmental agency a registered not-for-profit 510(c) (3) agency (**check one**)
5. Administrative Contact Person _____
Name Phone Number
6. Person responsible for supervising, training, and **submitting time sheets** for summer youth employee(s):
Name: _____ Phone: _____ Email: _____
7. Your organization can provide sufficient work for # _____ youth employee(s) for the entire 8 week program period.
8. Please provide a job title and brief description for each position requested (attach additional sheets if necessary):

9. Identify skills that would be required for the position(s) (i.e. clerical, computer, recreation, maintenance):
Keep in mind that these are Youth Employees and this may be their first job.

10. The job site is located at: _____
(Address including City & Zip code)

Cross streets: _____

11. Please identify the work schedule required – circle the days of the week **and** indicate the times:

Mon Tue Wed Thur Fri Sat Sun From ____:____ a.m / p.m. To ____:____ a.m / p.m.

12. This job position requires:
- | | | |
|------------------------------|------------------------------|-----------------------------|
| Age 16 and over | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Ability to work outdoors | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Specialized Tools | _____ | (identify) |
| Specific Tribal Requirements | _____ | (identify) |
| Other | _____ | (identify) |

13. Have you supervised youth employees in previous years? YES NO

14. Is there a particular youth you would like to have placed in your organization? _____

I attest that our organization has sufficient work available for the entire eight (8) week program period.

Signature

Title

Date

**Please email or mail questionnaire on or before March 30th to: Sandoval County Human Resources
mjones@sandovalcountynm.gov
Summer Youth Employment Program
Attn: Michelle Jones
P.O. Box 40
Bernalillo, NM 87004**

2018 CALENDAR OF EVENTS

March 26 th -April 6 th	Applications available at these locations: <ul style="list-style-type: none">• Online at Sandovalcountynm.gov• Human Resources Office in the Sandoval County Administration Building• Jemez Valley Community Center• Cuba Senior Center• Pena Blanca Community Center• Cochiti Pueblo Tribal Office
March 9 th March 30 th	Employer/Supervisor Questionnaires to be mailed out Employer/Supervisor Questionnaires Due by 5:00 p.m.
April 6 th , 4:30 p.m.	Application Deadline: Applications must be returned <u>in person</u> by the applicant along with proof of residency.
April 10 th , 4:00 p.m.	Lottery Drawing in Sandoval County Commission Chambers
April 11 th -20 th	Applicant & Employer/Supervisor Lists Finalized - SYEP Employee Placements Identified
April 24 th	Notification of Placement letters to be mailed to SYEP Employees & Employer/Supervisors. Employee New hire paperwork mailed to Employees.
May 11 th , 4:00 p.m.	SYEP Employee New Hire Paperwork Due to Human Resources Paperwork may not be "dropped off" - Federal Form I-9 must be certified in person at the Human Resources Office <u>only</u>
May 16 th , 9:00 a.m.	Employer/Supervisor Orientation - Commission Chambers Sandoval County Administration Building
June 4 th , AM & PM Sessions	First Day of SYEP - Mandatory Employee Orientation Assigned Time and location will be included in the employee selection letter.
July 27 th	Last Day of SYEP

FREQUENTLY ASKED QUESTIONS (FAQS)

INFORMATION FOR YOUTH 15-17 SEEKING A 2018 SUMMER JOB

1. **Q. WHO IS ELIGIBLE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)?**

A. Youth who are **age 15 to 17 on or before June 4, 2018 and permanent residents of Sandoval County are eligible to participate in SYEP.** Employment under the SYEP program is limited to two program years. You must identify the district in which you live and the name of your County Commissioner on the SYEP application. You can verify your district and the name of your County Commissioner by looking online at www.sandovalcountynm.gov or contacting Sandoval County Bureau of Elections at 505-867-7577.

2. **Q. WHAT ARE THE DATES OF THE SUMMER PROGRAM?**

A. The Summer Youth Employment Program **begins Monday, June 4, 2018 and ends Friday, July 27, 2018.** Jobs are limited to 40-hours within the two-week pay period. The specific hours that you will work will depend upon your individual worksite assignment.

3. **Q. WHERE CAN I GET AN APPLICATION?**

A. Summer Youth Employment Program applications will be available as follows:

- **Monday, March 26th through Friday, April 6th** at the senior or community centers in Cuba, Jemez Valley and Peña Blanca and at the Cochiti Tribal office.
- **Monday, March 26th through Friday, April 6th** on the Sandoval County website www.sandovalcountynm.gov and in the Human Resources Office located in the Sandoval County Administration Building at 1500 Idalia Road & Highway 528.

4. **Q. WHAT IS THE DEADLINE TO RETURN MY SYEP APPLICATION AND WHERE DO I GO TO RETURN IT?**

A. Completed applications **must be returned in person by youth applicants** as follows:

- Sandoval County Human Resources Office located at 1500 Idalia Road, Building D in Bernalillo any weekday between the hours of 8:00 a.m. and 4:30 p.m., March 26th - April 6th.
- Senior or Community centers in Cuba, Jemez Valley and Peña Blanca and at the Cochiti Tribal office any weekday between normal business hours and March 26th - April 6th.

Please be prepared to show a driver's license, School ID or any document with your name and address, which demonstrates proof of County residency when you turn in your application.

5. **Q. HOW ARE APPLICANTS SELECTED TO FILL SYEP POSITIONS?**

A. Selection of eligible applicants will be made by lottery drawing, which will be held on Tuesday, April 10th at 4:00 p.m. in the County Commission Chambers. Applicants are encouraged to attend, but do not need to be present in order to be selected.

Please be aware that there are a limited number of positions countywide. A numbered ticket for the lottery will be affixed to each application upon acceptance. Applicants will be given the other half of the numbered ticket when they turn in their application to Human Resources.

6. **Q. HOW LONG WILL IT BE UNTIL I HEAR FROM SANDOVAL COUNTY AFTER I SUBMIT MY APPLICATION?**

A. Human Resources will be contacting applicants selected via lottery drawing over a three-day period from Wednesday, April 11th through Friday, April 13th. The process for matching selected, qualified applicants with employers will be completed by April 20st. Notification of placement should be mailed out on April 24th.

7. **Q. ARE THERE OTHER REQUIREMENTS?**

A. Yes! All youth who are selected to participate in the program will be required to do the following:

1. Complete the forms included in the applicant hiring packet in their entirety (except the Federal USCIS Form I-9; ** it will be completed when the applicants selected in the lottery drawing bring their hiring forms to the Human Resources Office to complete the hiring process).
2. Return the forms in person to the Sandoval County Human Resources (HR) Office no later than 4:00 p.m. on Friday, May 11th.

3. Selected applicants must review and be prepared to provide the form(s) of identification specified in the *Lists of Acceptable Documents* included in their new hire packet when they come to the Human Resources Office to complete the hiring process. **Selected applicants must provide one original document from List A, OR one original document from List B AND one original document from List C to complete their I-9 certification.**
4. Attend the 2018 SYEP Orientation scheduled for Monday, June 4, 2018. Attendance at orientation is **mandatory**. This is considered the first day of work, therefore, SYEP participants will be paid for attendance, and must attend the full orientation on the scheduled date. These hours also count toward the 20 hour work week. The orientation covers County rules and procedures, program requirements, safety and important topics that will help participants have a successful summer work experience.

TO BE ADMITTED TO THE ORIENTATION ON JUNE 4TH, SELECTED PARTICIPANTS MUST BRING THE SELECTION LETTER THEY RECEIVE IN THE MAIL FROM SANDOVAL COUNTY HUMAN RESOURCES.

**** PLEASE NOTE: Sandoval County is not lawfully permitted to hire applicants who do not provide acceptable documentation to complete their USCIS Form I-9 and establish eligibility to work in the United States.**

8. **Q. WHERE WILL THE SYEP PROGRAM ORIENTATION BE HELD?**

A. Formal selection letters will include the time and location for the June 4th Orientation. Reminders will also be sent via email, so please be sure to provide a current email address when completing your application and hiring paperwork.

9. **Q. HOW MUCH WILL I EARN AND HOW WILL I GET PAID?**

A. Youth will be paid **\$7.50 an hour** and can work up to 40-hours within the two-week pay period (20 hours per week). Your pay will be issued by paper check and mailed to your home address or you may elect to participate in direct deposit. You will receive payment for the hours recorded on your timesheet. **Paychecks are issued every two weeks.** During orientation, you will receive a calendar identifying pay periods and deadlines for time sheets. **Sandoval County will be closed on Wednesday, July 4, 2018 in observance of the Independence Day holiday; therefore, participants will not work on that day.** You may make arrangements with your assigned worksite supervisor to make up those hours anytime during that week.

10. **Q. WHAT TYPES OF JOBS DO YOU HAVE AVAILABLE?**

A. In the past jobs have included typing and filing, lawn maintenance, kitchen aide, youth recreation or working with senior citizens. Sandoval County attempts to match youth with job preference, and takes into account where you live. However, there is no guarantee of where you will be assigned.

11. **Q. AM I ALLOWED TO WORK MORE THAN 40 HOURS IN A PAY PERIOD FOR SYEP?**

A. No. Sandoval County cannot pay for more than 40 hours per pay period (20 hours per week) for the SYEP program. If you are asked by your assigned worksite to work more than 40 hours in a pay period, please contact the Human Resources Office immediately.

As a part-time employee for SYEP, you do have the ability to seek additional employment with other employers; however, it is up to your SYEP worksite supervisor to determine whether or not they can arrange a schedule that accommodates a second job.

12. **Q. CAN I ATTEND SUMMER SCHOOL AND ALSO PARTICIPATE IN SYEP?**

A. Yes; however, it is up to your SYEP worksite supervisor to determine whether or not they can arrange a schedule that accommodates both work and school.

QUESTIONS? PLEASE CONTACT SANDOVAL COUNTY HUMAN RESOURCES AT 505-867-7505.