

EXHIBIT A

**Guidelines and Specifications
2017 Summer Youth and College Internship Work Program**

Summer Youth Work Program

Authorized Number of Participants: 40

Participant Qualifications:

1. Currently enrolled High School student who has taken college admission test(s) or able to provide proof of registration for such test(s);

or

Student enrolled for 2017-2018 in accredited college, university or graduate school;
2. Written recommendation(s) from school official, professor, teacher or guidance counselor (for first time participants only);
3. Minimum grade point average of “C” or equivalent - applicant must include proof from current school of grade point average;
4. Minimum Age: 16 (at time of application)
Maximum Age: 22 (at time of application);
5. Participant Relationship to Village Official or Officer Prohibited: Immediate family members [spouses, children and grandchildren (including birth, step and adopted), brother, sister, parent, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunt, uncle, niece or nephew] or any other member of the household of the Village President, Village Clerk, Village Trustee, Comptroller, Village Department Head or Director, and Deputy Department Head or Director, if applicable, shall not be hired in any capacity during said person’s tenure in office; and
6. Successfully pass mandatory drug and alcohol tests and remain drug and alcohol free throughout Program participation.

Hourly Rate of Compensation: \$8.50 for first year participant or the most current Illinois minimum wage requirement, if greater, or the prior year's hourly rate, if greater, only if the participant was previously enrolled in the Program [Maximum hourly rate shall not exceed \$9.50 per hour or, as required by law.]

2017 Program Start-up Date: May 1, 2017

Final 2017 Program Ending Date: September 29, 2017 (or earlier depending on department, as determined by the Director of Human Resources and Operations)

Application Deadline: April 30, 2017

Miscellaneous Items:

Addition Notations:

Allocation of participants to various departments shall be determined by the Director of Human Resources and Operations.

Summer Youth and College Internship Work Program participants are not entitled to insurance benefits, overtime compensation at higher hourly rates, vacation days, sick days, holiday pay or any other benefit or compensation under another Village program. Participation in the Program is temporary. Participants can be disqualified from further participation in the Program, at any time, or for any reason.

Attendance, punctuality and labors performed must be supervised by the responsible department head or administrator and a report on performance submitted at the conclusion of the 2017 Program to the Director of Human Resources and Operations.

EXHIBIT A

**Guidelines and Specifications
2017 Summer Youth and College Internship Work Program**

College Internship Work Program

Authorized Number of Participants: 10

Participant Qualifications:

1. Student enrolled for 2017-2018 in accredited college, university or graduate school;
2. Written recommendations from school official, professor, teacher or guidance counselor (for first time participants only);
3. Minimum grade point average of “C” or equivalent - applicant must include proof from current school of grade point average;
4. Minimum Age: 18 (at time of application)
Maximum Age: not applicable;
5. Participant Relationship to Village Official or Officer Prohibited: Immediate family members [spouses, children and grandchildren (including birth, step and adopted), brother, sister, parent, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunt, uncle, niece or nephew] or any other member of the household of the Village President, Village Clerk, Village Trustee, Comptroller, Village Department Head or Director, and Deputy Department Head or Director, if applicable, shall not be hired in any capacity during said person’s tenure in office; and
6. Successfully pass mandatory drug and alcohol tests and remain drug and alcohol free throughout Program participation.

Hourly Rate of Compensation: \$10.00 for first year participant or the most current Illinois minimum wage requirement, if greater, or the prior year’s hourly rate, if greater, only if the participant was previously enrolled in the Program [Maximum hourly rate shall not exceed \$11.00 per hour or, as required by law.]

2017 Program Start-up Date: May 1, 2017 to April 30, 2018

Final 2017 Program Ending Date: April 30, 2018 (or earlier depending on department, as determined by the Director of Human Resources and Operations)

Application Deadline: not applicable

Miscellaneous Items:

Addition Notations:

Allocation of participants to various departments shall be determined by the Director of Human Resources and Operations.

Summer Youth and College Internship Work Program participants are not entitled to insurance benefits, overtime compensation at higher hourly rates, vacation days, sick days, holiday pay or any other benefit or compensation under another Village program.

Attendance, punctuality and labors performed must be supervised by the responsible department head or administrator and a report on performance submitted at the conclusion of the 2017 Program to the Director of Human Resources and Operations.