

**EXHIBIT A**

**Guidelines and Specifications  
2026 Summer Youth and College Internship Work Program**

**College Internship Work Program**

Authorized Number of Participants: 10

Participant Qualifications:

1. Student enrolled for 2026-2027 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, Department Head or Director, and Deputy Department Head or Director shall not be hired 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: \$18.00 for first year participant. Prior year participant is eligible to receive a \$0.25 increase in the hourly rate previously paid. Maximum hourly rate shall not exceed \$19.00 per hour. Total maximum hours worked shall not exceed 1,000 hours in any single year.

2026 Program Start-up Date: May 1, 2026 to April 30, 2027

Final 2026 Program Ending Date: April 30, 2027 (or earlier depending on department, as determined by the Director of Human Resources and Operations)

Application Deadline: not applicable

Miscellaneous Items:

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Additional 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 program to the Director of Human Resources and Operations.