

EXHIBIT A

**Guidelines and Specifications
2025 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 2025-2026 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, 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: \$13.00 if under the age of eighteen (18) or \$16.00 if age eighteen (18) or over 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 \$17.00 per hour or as required by law.

2025 Program Start-up Date: May 5, 2025

Final 2025 Program Ending Date: September 30, 2025 (or earlier depending on department, as determined by the Director of Human Resources and Operations)

Application Deadline: June 20, 2025

Miscellaneous Items:

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. 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 program to the Director of Human Resources and Operations.