

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: ___ No: X)

Resolution approving the attached class specification and Worksite Agreement for Work Study Student Trainee and setting a salary rate range of \$4.25-6.00 per hour. The intent of the variable hourly salary rate is to designate high school at \$4.25, college at \$5.00, and graduate students at \$6.00.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes." The Board has allowed departments to make use of available student workers in the past. This proposed class specification is to formalize the job title and provide an agreement for use of any Work Study Student Trainees by Mariposa County.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution and discontinue use of available student workers.
Do not approve this resolution and continue to use student workers on an informal basis.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 92-47
Ord. No.: _____
Vote - Ayes: 4 Noes: _____
Absent: None Abstained: _____
how Approved () Denied
() Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further correct copy of

The foregoing instrument is a the original on _____ Action file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By: _____
Deputy

Comment: _____

A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: **Work Study Student Trainee**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under supervision, to perform clerical, typing or other routine duties; to assist with elemental phases of professional and technical work; to assist with special projects or studies; and to do related work as required.

This classification is established to provide departments with the opportunity to utilize high school, college, and graduate students for various clerical and elemental professional and technical functions within an office. This class will provide students with practical experience in fields related to their study as well as providing useful service to County departments.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Types reports, letters, and other material
- Waits on the public or acts as receptionist in a small office
- Answers routine questions of the public in person or by telephone
- Operates various office machines or equipment, and searches records and files for data
- Does all types of filing
- Assists the regular staff of various departments in performing routine professional or technical duties
- Assists in collecting and analyzing statistical data, doing research, and making investigations and special studies

MARIPOSA: Work Study Student Trainee

EMPLOYMENT STANDARDS

A typical way to gain the knowledge, skill and ability outlined above is:

- Current enrollment as a high school/college student.

Department Standards:

1. Work Study Student Trainees shall not be allowed to work prior to proper processing and approval by the Personnel Office.
2. Work Study Student Trainees shall meet class specification eligibility requirements. If subsequent to processing, a Student Worker is determined ineligible, they will be terminated by the hiring department immediately.
3. A memo stating duties that the Work Study Student Trainee will be performing.
4. A work permit is required for Work Study Student Trainees ages 12-17.
5. Proof of enrollment in school (i.e., validated registration form, student validation form, work permit).
6. A completed County application form.
7. A completed Personnel/Payroll Action Form.
8. A copy of the Worksite Agreement (attached as Exhibit 1 to this class specification) signed by the Personnel Office, an authorized representative of the worksite and the Work Study Student Trainee.

NOTICE: This position is to be used for training purposes only and therefore exempt from Board Resolution 91-156, Mariposa County Selection Procedure.

Creation date: Unknown
Revised: 1/92
wkstdtrn.frm

WORKSITE AGREEMENT
WORK STUDY STUDENT TRAINEE

Upon assignment of Work Study Student Trainee all worksites shall be required to adhere to and comply with the following federal, state and County rules and regulations:

1. No currently employed worker shall be displaced or have work hours reduced as the result of hiring a Work Study Student Trainee.
2. Worksite shall provide all Work Study Student Trainees with an orientation that includes, but is not limited to:
 - a. Memorandum of job description, duties and responsibilities.
 - b. Hours of work, time, and attendance procedures.
 - c. Emergency and accident procedures.
3. Worksite shall provide meaningful, sufficient, well supervised work experience and adequate materials and equipment for all Work Study Student Trainees.
4. Worksite shall maintain an accurate record of hours worked by each Work Study Student Trainee and shall complete time sheets in accordance with the procedures and schedules established by the County.
5. Worksite shall maintain a safe and sanitary work environment.
6. Work Study Student Trainee activities shall be consistent with the approved duty statement memo.
7. Work Study Student Trainees shall not be employed in jobs which are considered hazardous with respect to age according to Federal and State Child Labor Laws.
8. Work Study Student Trainees shall not be employed in the construction, operation or maintenance of any portion of a facility used or to be used for religious instruction or worship nor in any assignment which involves religious duties.
9. Work Study Student Trainees shall not engage in any political or fund-raising activities during work hours.
10. Work Study Student Trainees shall be allowed to attend scheduled meetings with their counselor.
11. Worksite shall provide the Work Study Student Trainee's counselor with performance evaluations in the manner prescribed by the school.

COMPLIANCE

1. Worksite shall comply with all Equal Employment Opportunity laws and nondiscrimination policies, grievance procedures, and program accident/injury reporting procedures.
2. Access to the worksite shall be allowed to the School, County, State and Federal Department of Labor monitors.
3. In the event of non-compliance with the provisions of this Worksite Agreement, the County may remove from the worksite any or all of the assigned Work Study Student Trainees.

Authorized Worksite Representative

Authorized Personnel Representative

Date: _____

Date: _____

Work Study Student Trainee

Date: _____