



# 2017 CORPSMEMBER HANDBOOK

## OUR MISSION

The Youth Corps provides opportunities for Boulder County youth to develop a sense of community involvement through personal accomplishment, teamwork and service to the County.

## OUR VISION

The Youth Corps delivers the most ambitious and highest quality entry-level work experience available to Boulder County youth. We provide an experience of excellence by recruiting and training a staff committed to accomplishment through hard work, respect for people and the environment, and belief in an ideal that work can be fun. We ensure the betterment of our community by providing work opportunities for youth that contribute to the legacy of Boulder County while providing a proving ground for young leaders that challenges them to inspire the youth entrusted to their guidance.

Judy Wolfe, Program Manager  
Boulder County Youth Corps  
5201 St. Vrain Rd.  
Longmont, CO 80503  
Telephone: 303-678-6104  
Fax: 303-678-6180  
Email: JWolfe@BoulderCounty.org  
Website: [www.BoulderCounty.org/YouthCorps](http://www.BoulderCounty.org/YouthCorps)

THIS HANDBOOK BELONGS TO: \_\_\_\_\_

*★ Improving Ourselves, Improving Our Community ★*

## **ABOUT THIS HANDBOOK**

**Welcome to the Boulder County Youth Corps!** To do any job well, it is important to know your responsibilities and what is expected of you. It is also important to know what rights you have and what you can expect in return. That is the purpose of this handbook.

We look forward to a summer that will produce positive benefits for the community, lasting friendships for you and important memories for all of us.

This handbook is meant to be your guide so that you may have the best possible experience this summer. If something is unclear, please ask your Team Leader or Assistant Team Leader.

Your suggestions are important to us! If you think of something that can make this experience better for future Corpsmembers, please share your ideas with your Team Leader, Assistant Team Leader or the Program Manager.

Nothing in this handbook may be interpreted as an employment contract between the employee and the employer. As a temporary employee, you may be dismissed without cause.

This handbook is also available online at [www.BoulderCounty.org/YouthCorps](http://www.BoulderCounty.org/YouthCorps).

### **CHALLENGE YOURSELF THIS SUMMER!**

What you gain from these eight weeks will depend on what you are willing to give of yourself. We guarantee that you will be presented with the opportunity to test yourself, to make friends and develop teamwork, and to contribute to your community while earning money for your hard work.

## **TABLE OF CONTENTS**

<b>Our Mission &amp; Vision.....</b>	<b>p. 1</b>
<b>About This Handbook.....</b>	<b>p. 2</b>
<b>Table of Contents.....</b>	<b>p. 3</b>
<b>Program Objectives.....</b>	<b>p. 4</b>
<b>Brief History.....</b>	<b>p. 5</b>
<b>Corpsmember &amp; Supervisor Descriptions.....</b>	<b>p. 6</b>
<b>Future Job References.....</b>	<b>p. 7</b>
<b>Summer Schedule.....</b>	<b>p. 8</b>
<b>Pay, Paydays &amp; Bonus.....</b>	<b>p. 9</b>
<b>Absences, Late Policy &amp; Evaluations.....</b>	<b>p. 11</b>
<b>Code of Conduct.....</b>	<b>p. 12</b>
<b>Corpsmember Agreement.....</b>	<b>p. 13</b>
<b>Conduct &amp; Personal Preparedness.....</b>	<b>p. 14</b>
<b>Discipline &amp; Discharge.....</b>	<b>p. 16</b>
<b>Disciplinary Sanctions.....</b>	<b>p. 17</b>
<b>Equal Employment Opportunity &amp; Unlawful Discrimination.....</b>	<b>p. 18</b>
<b>Multicultural Diversity.....</b>	<b>p. 20</b>
<b>Workers' Compensation Insurance.....</b>	<b>p. 21</b>
<b>Safety &amp; First Aid.....</b>	<b>p. 22</b>
<b>Transportation.....</b>	<b>p. 23</b>
<b>Care of Tools &amp; Equipment.....</b>	<b>p. 24</b>
<b>Policies Based on Federal Youth Labor Laws.....</b>	<b>p. 25</b>

## **PROGRAM OBJECTIVES**

- To offer youth meaningful and useful work in the community.
- To teach new skills useful for future employment.
- To develop positive attitudes towards public service.
- To foster appreciation for conservation and maintenance of public lands, public spaces and facilities.
- To develop life skills which contribute to good citizenship.
- To focus on a strong work ethic and pride in accomplishment.
- To develop teamwork, cooperation and appreciation for people of varied backgrounds by working on common objectives.
- To produce tangible improvements for the County while providing youth a way to earn their own money.
- To encourage development of youth leadership and return of participants in more responsible roles in future years.

## BRIEF HISTORY

The Boulder County Youth Corps is a locally generated program of Boulder County government that operates under the Parks & Open Space Department. It grew out of local interest to expand opportunities for youth whereby they could develop job skills, be exposed to positive attitudes towards community service and participate in meaningful work that produces tangible benefits and improvements for Boulder County.

The Youth Corps, operating since 1996, is funded and directed by Boulder County. The Board of County Commissioners allocates annual funding for the program that this year amounts to \$758,605. The program was designed by a task force, which included the County Commissioners and selected County staff, and has continued to solicit the input and opinions of citizens (both adults and youth).

The Youth Corps has expanded from 100 Boulder County youth its first summer, to a capacity of as many as 180 youth annually. Corpsmembers, aged 14 to 17, are chosen based on their application, letter of reference, interview, availability, applicable experience, willingness to follow rules and interest in being part of a team. Corpsmembers must be Boulder County residents.

During this summer's program, youth will be employed for eight weeks at \$9.30 per hour for first year Corpsmembers, \$9.55 per hour for returning second and third year Corpsmembers, and \$9.80 for fourth year veterans. They will complete projects for County departments, municipalities and towns.

The BCYC motto is "Improving Ourselves, Improving Our Community," which was selected as the winner from a 2007 contest. The motto ties in nicely with the history of the original Civilian Conservation Corps that employed 2.5 million young men from 1933-1942. Not only did the federal government put to work a huge number of unemployed people to plant 3 billion trees and build 800 parks and thousands of miles of public roads, they fed, clothed, housed and educated these young men at the height of the Great Depression, truly helping them to improve themselves, as well as their communities.



Civilian Conservation  
Corps workers during the  
Great Depression

# **CORPSMEMBER & SUPERVISOR DESCRIPTIONS**

## **CORPSMEMBERS**

Participants will be at least 14 years of age but not older than 17 by June 12, 2017. As representatives of Boulder County, Corpsmembers will be expected at all times, while traveling to and from work, and while at work and on breaks, to conduct themselves in a positive way which will bring credit to the program and to develop personal pride in their efforts. The expected standards of behavior for Corpsmembers at all times will be guided by the Code of Conduct. Corpsmembers will be expected to follow all directions of their Team Leaders, Assistant Team Leaders, Sponsors and other program supervisors.

## **ASSISTANT TEAM LEADERS**

Assistant Team Leaders are at least 18 years of age and carry out duties assigned by the Team Leader to meet the team's project goals and work plans. They also assist the Team Leader with training and supervision of the Corpsmembers. They are high school graduates and have some experience in landscaping, maintenance and/or construction. They have undergone a background check and a motor vehicle background check, and they are certified in First Aid and CPR. Since they may be asked to drive a Boulder County tool vehicle, each Assistant Team Leader has a valid driver's license and if assigned a vehicle has completed a defensive driving course.

## **TEAM LEADERS**

Team Leaders are at least 21 years of age and are responsible for management of the team including training, supervision and evaluation of Corpsmembers; supervision of the Assistant Team Leader; and, project administration. Team Leaders have at least two years of college course work and practical experience in supervising youth groups. They have undergone a background check and a motor vehicle background check, and they are certified in First Aid and CPR. Since they will be transporting Corpsmembers, each Team Leader has a valid driver's license and has completed a defensive driving course.

## **ROVERS**

Rovers meet all of the qualifications for a Team Leader. They fill in as needed for Leader absences or they can simply assist a team with a particularly difficult project or provide one-on-one mentoring for a Corpsmember. One Rover primarily coordinates environmental education.

**FIELD COORDINATOR**

The Field Coordinator (FC) is primarily responsible for planning and organizing the summer work projects. The FC assists the Program Manager with program planning and staff hiring and training. The FC also provides ongoing technical assistance to Team Leaders and Corpsmembers and acts as a liaison with Sponsors throughout the summer.

**PROGRAM MANAGER**

The Program Manager (PM) is responsible for the overall direction and administration of the program. The PM meets on an ongoing basis with the Team Leaders, Assistant Team Leaders, Rovers and Field Coordinator to discuss the progress of the teams and supports the staff in providing a quality experience for the Corpsmembers. The PM is ultimately responsible for all staff and Corpsmember disciplinary decisions. The PM is also accountable for public relations and holds primary responsibility for relations with County Departments and municipalities sponsoring work projects.

**SPONSORS/WORK SITE SUPERVISORS**

Employees of various County departments as well as numerous municipalities and towns in Boulder County provide site supervision of the work projects.

**FUTURE JOB REFERENCES**

Please list the Program Manager as a reference on all future job applications. At the time of your application, you should check the website below to make sure you have current contact information: [www.BoulderCounty.org/YouthCorps](http://www.BoulderCounty.org/YouthCorps).

# SUMMER SCHEDULE

## TYPICAL WEEK

Monday-Thursday

8:00 a.m.	Corpsmembers arrive at their job site or at their transportation pick-up point
After 8:00 a.m.	Check-in/Safety Circle
Mid Morning	15 minute break
12:00 p.m.	Lunch break with team
12:30 p.m.	Afternoon work session
Mid Afternoon	15 minute break
Before 4:00 p.m.	Check-in/Safety Circle; work ends; Corpsmembers leave for their transportation drop-off location to arrive there by 4:00 p.m.
4:00 p.m.	Corpsmembers leave for home or arrive at transportation point

During the course of the workweek, the Corpsmembers will have 2 hours of time devoted to team building and environmental education. Environmental education will be provided by or arranged for by the Environmental Education Rover.

\*\*\*\*\*

## IMPORTANT DATES

<b>JUNE 12</b> 8:00 a.m. - 2:00 p.m. * Exhibit Building at Boulder County Fairgrounds, Longmont	<b>MANDATORY ORIENTATION &amp; TRAINING</b> (* 9:00 a.m. - 3:00 p.m. for <u>returning</u> Corpsmembers)
<b>JUNE 13</b> 8:00 a.m. - 4:00 p.m.	<b>WORK PROJECTS BEGIN</b>
<b>JUNE 19, 20, 21 &amp; 22</b>	<b>CHALLENGE COURSE</b> (one day)
<b>JUNE 30 - JULY 4</b>	<b>EXTENDED HOLIDAY BREAK</b>
<b>AUGUST 1</b>	<b>LAST PROJECT DAY</b>
<b>AUGUST 2</b> 9:00 a.m. - 3:00 p.m. Boulder Reservoir Transportation provided by Team Leader to and from transportation point	<b>FINAL CELEBRATION</b> (time is paid but absence does not count toward 4 days can miss)

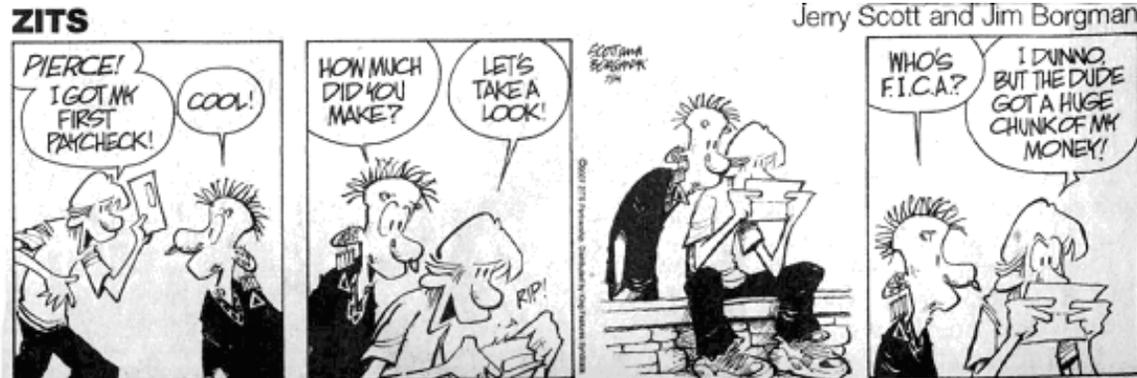
# PAY, PAYDAYS & BONUS

## 1. PAY

Time worked will be tracked by the Team Leader. Corpsmembers will be paid \$9.30 per hour for first year members, \$9.55 for returning second and third year members and \$9.80 for fourth year veterans. Corpsmembers may work a maximum of 30 hours in any one week (this is based on working 7.5 hours per day Monday-Thursday). A one-half hour unpaid lunch period is scheduled Monday-Thursday. Hours not worked (which may include work being called due to inclement weather) and holidays during a regularly scheduled workweek will not be paid.

## 2. DEDUCTIONS

Regular employee deductions will be made from pay for the Colorado Public Employees' Retirement Association (PERA), Medicare, Social Security and Colorado and federal income taxes if appropriate.



## 3. PAYDAYS

Important information to remember about paydays:

- Corpsmembers will be paid twice a month, on the 6<sup>th</sup> and 21<sup>st</sup>.
- The payday on the 6<sup>th</sup> will cover the 16<sup>th</sup> through the last day of the month.
- The payday on the 21<sup>st</sup> will cover the 1<sup>st</sup> through the 15<sup>th</sup> of the month.
- If the 6<sup>th</sup> or the 21<sup>st</sup> falls on a weekend, payday will be the closest business day (see payday schedule on next page).
- Boulder County reserves the right to make minor changes to these dates for efficiency.
- **Direct deposit of pay is mandatory.** A direct deposit voucher will either be delivered to you at your work site or else mailed to your home as indicated on the payday schedule.

<u>PAYDAYS</u>	<u>DELIVERED OR MAILED</u>
June 21	Delivered
July 6	Mailed
July 21	Mailed
August 7	Mailed
August 21	Mailed; includes bonus and reimbursement if applicable

#### 4. BONUS

Corpsmembers are eligible for a bonus of up to \$100. Bonuses are issued at the end of the program to those Corpsmembers who successfully complete their service. Bonuses must be earned and will be awarded based on the following performance criteria:

\$25 = ATTENDANCE	Corpsmember does not miss more than a total of <b>15 hours</b> during the entire 8-week program.
\$25 = SAFETY	Corpsmember performs all duties and team activities in a consistently safe manner, receives <b>the recommendation of the Team Leader and Assistant Team Leader</b> and has no write-ups or suspensions for safety violations.
\$25 = TEAMWORK	Corpsmember is acknowledged as a team player and contributing member of the team by <b>a vote of the team</b> and does not receive more than two objections from team members; Corpsmember has no suspensions for discipline or behavior.
\$25 = WORK HABITS	Corpsmember follows directions, performs all duties as assigned in satisfactory manner, displays a consistently positive attitude, respects Team Leader and Assistant Team Leader, receives <b>the recommendation of the Team Leader and Assistant Team Leader</b> and has no suspensions for discipline or behavior.

Corpsmembers hired after the start of the program are also eligible for the bonus and will receive an amount proportional to their length of service equal to either three-quarters or one-half the full bonus amounts.

**All Corpsmembers, to be eligible for the bonus, must return all tools in good shape and complete all requested written evaluations.**

# ABSENCES, LATE POLICY & EVALUATIONS

## ABSENCES

**If a Corpsmember must miss work for illness or a family emergency, the Corpsmember must notify the Youth Corps at 303-678-6104 by 7:00 a.m. for that work day. This applies to each day the Corpsmember misses.**

The exception is for planned absences. All planned absences should be discussed in advance with the Team Leader with as much notice as possible. Messages may be left for the Team Leader by calling **303-678-6104**.

### *Parents please note:*

We request that Corpsmembers take full responsibility as employees for their job. Although staff enjoys getting to know parents and may at times need to speak with parents, Corpsmembers will be afforded the best learning if allowed to exercise their own initiative and responsibility for their commitments and by resolving themselves any conflicts that may arise on the job.

### *Corpsmembers please note:*

- ▶ **2 days of absences without notice are grounds for immediate dismissal.**
- ▶ **In order to maintain employment, Corpsmembers can miss no more than 4 days (30 hours), except for verified medical reasons or an excused family emergency. A doctor's note is required for any illness lasting more than 4 days. Please note that missing the picnic does not count toward the 4 days.**

## LATE POLICY

Corpsmembers will only be paid for actual hours worked. A consistent pattern of arriving late to the job may result in disciplinary action or dismissal.

## EVALUATIONS

Corpsmembers will receive confidential mid-term and final evaluations of their job and team performance from their Team Leader. **Corpsmembers must receive a final rating of "Excellent" or "Above Average" in order to be eligible for rehire.**



Corpsmembers will also be given the opportunity to give their evaluation of the program and make constructive suggestions for future improvements.

# CODE OF CONDUCT

As a Corpsmember of the Boulder County Youth Corps I agree to:

1. Acknowledge that being fully engaged is the best way to build a strong team and so I will participate in all authorized team activities, follow all program rules, and not use any electronic device at work except with my Team Leader's permission.
2. Give my best effort every day so that I may learn new skills, develop a strong work ethic, and contribute to meaningful projects in my community. I will keep a positive attitude and work hard and play hard, each in its own time without confusing the two.
3. Contribute in creating a healthy and safe work environment by being aware of safety hazards, wearing required personal protective equipment, using tools in a safe manner, wearing a seat belt while in a vehicle and following all other safety rules.
4. Respect my body by getting the sleep I need, eating healthy food, and staying hydrated. Respect the law by not using any illegal drugs, alcohol, or tobacco products.
5. Speak and act respectfully to everyone. Look for things to appreciate about the people I work with and not judge them because they are different from me. Resolve conflicts in an appropriate manner and not bully, harass, embarrass or use violence, threats or inappropriate or hurtful language at work or in social media while discussing work.
6. Respect the environment by not littering and leaving the work or lunch site looking better than when I arrived. Respect and take care of Boulder County property, vehicles, tools, and equipment.
7. Recognize that I have been hired to do a real job that requires I follow the directions of my Team Leader, Assistant Team Leader, and other program supervisors. Support their decisions and respond to their constructive feedback about my job performance so that I can learn how to improve. Keep my mid-term and final evaluations confidential by not discussing them with my teammates.
8. Be a strong team member by being prepared for work by arriving on time with everything I need, working well with others, seeking to help others on my team, keeping myself motivated, remaining on the job site until the workday is over, and not having friends visit me at work.
9. Communicate clearly and accept responsibility for my actions by being truthful with others and myself. Recognize that although I may make "mistakes," that is how I learn who I am and who I can become. Ask for help when I need it to do my job.
10. If I am a returning Corpsmember, with the guidance of my Team Leader I will help motivate and inspire new program participants so that my team can learn from my prior Youth Corps experience.

## **CORPSMEMBER AGREEMENT**

The Boulder County Youth Corps is an eight-week commitment beginning June 12, 2017 and ending August 2, 2017. For their term of service, Corpsmembers receive the first year wage of \$9.30 an hour or a returning year wage of either \$9.55 or \$9.80 per hour, depending on years of service. To receive the \$100 bonus, Corpsmembers must meet the criteria described in this handbook.

In order to maintain employment, Corpsmembers can miss no more than 4 days, except for verified medical reasons or an excused family emergency.

Youth Corps work projects take place in a variety of locations throughout Boulder County. It is a Corpsmember's responsibility to get to their work site or a designated transportation point.

In addition to their assigned work projects, Corpsmembers also agree to participate in team building activities and environmental trainings that may be required during the workweek. Corpsmembers agree to follow the reasonable requests, directions and supervision of their Team Leader and Assistant Team Leader.

The Program Manager may terminate the employment of a Corpsmember at any time for failure to abide by the policies and guidelines of the Boulder County Youth Corps. By accepting employment, Corpsmembers agree to abide by the policies and guidelines of the Youth Corps as stated in this handbook. Corpsmembers further agree to be responsible for their actions and to represent the Boulder County Youth Corps with their best efforts and abilities.

“Your job doesn't define you, but how you do your job reveals something about who you are.”

Nathan Mellor from  
*Character First the Magazine*

# CONDUCT & PERSONAL PREPAREDNESS

## CONDUCT

As selected members chosen from a field of many applicants, Youth Corps participants should be guided in all their actions by the Youth Corps Code of Conduct. As employees of Boulder County, Corpsmembers should be mindful that they represent the government and citizens of Boulder County. Whether at work or traveling to and from work, Corpsmembers are expected to conduct themselves in a mature and respectful manner and with a pride of purpose that reflects credit to the program and Boulder County.

## PERSONAL PREPAREDNESS

Each Corpsmember will be issued two short-sleeved and one long-sleeved uniform t-shirts bearing the logo of the Boulder County Youth Corps. Corpsmembers are required to wear these shirts while involved in any work activity unless otherwise instructed by their Team Leader. Corpsmembers are also expected to report to work well groomed and in clean clothes. If t-shirts are damaged or deliberately ripped, they must be replaced at the individual Corpsmember's expense. Extra t-shirts may be purchased. **No short shorts!**

Corpsmembers **must** report to work with and will not be allowed to work without:

- Sturdy Work Boots (leather and steel-toe recommended but not mandatory; reimbursable)
- Heavy-Duty Work Gloves (leather strongly recommended; no thin cotton gloves; reimbursable)
- Youth Corps T-Shirt
- Rain Protection (jacket, poncho)
- Water (2 quarts min.; 1 gallon recom.)
- Lunch
- Long Pants (some projects may require)
- Long-Sleeved Shirt

It is strongly **suggested** that Corpsmembers also report to work with:

- Hat (with wide brim for sun protection)
- Sunglasses (with UV protection)
- Sunscreen (SPF 30 or higher)
- Lip Balm (SPF 15 or higher)
- Day Pack and Healthy Snacks
- Insect Repellent

**Personal music systems are not allowed at anytime while working.  
Please leave all valuables at home!**



Tristan Stone

## **DISCIPLINE & DISCHARGE**

Violations of the Code of Conduct and any behavior that constitutes a work place violation or threat to the safety and well being of the Youth Corps and its members, or the community at large, will result in discipline that may range from warnings to termination of employment.

Violations, which may result in immediate termination, include:

- Violent behavior or threat of violence
- Possession and/or use of illegal drugs, alcohol or tobacco products
- Use of any type of fireworks
- Physical or sexual harassment or fighting
- Profane or disrespectful language or gestures
- Willful or careless (unsafe) use of tools
- Leaving the work site without properly notifying the Team Leader or Assistant Team Leader
- Willful destruction of property or theft
- Insubordination to the Team Leader, Assistant Team Leader, Rover, Environmental Education Rover, Field Coordinator, Program Manager or other work place supervisors
- Two days of absence without notice
- Missing more than 4 days (30 hours) of work, except for verified medical reasons or an excused family emergency

***Be advised that the Boulder County Youth Corps may disclose information concerning a Corpsmember's employment, including any information concerning performance, attendance, discipline, participation, and suspected drug or alcohol use or other criminal activity, to a Corpsmember's parents or legal guardians.***

## DISCIPLINARY SANCTIONS

ACTION	STEP 1	STEP 2	STEP 3	DETERMINED BY
<b>PERSONAL BEHAVIOR</b>				
Presence of Alcohol or Drugs; Smoking or Chewing Tobacco	<b>Dismissal</b>			Program Manager
Physical or Sexual Harassment or Fighting	<b>Dismissal</b>			Program Manager
Verbal Threat or Intimidation	<b>Dismissal</b>			Program Manager
Intentional Property Damage	<b>Dismissal</b>			Program Manager
Stealing	<b>Dismissal</b>			Program Manager
Use of Any Type of Fireworks	<b>Dismissal</b>			Program Manager
Inappropriate Language or Actions	Warning	<b>Dismissal</b>		Team Leader/Program Manager
<b>WORK ETHIC</b>				
Refusal To Work	Suspension	<b>Dismissal</b>		Team Leader/Program Manager
Slacking	Warning	Suspension	<b>Dismissal</b>	Team Leader/Program Manager
Disruptive Behavior	Warning	<b>Dismissal</b>		Team Leader/Program Manager
Late With Notification	Warning	Suspension	<b>Dismissal</b>	Team Leader/Program Manager
Late Without Notification	Warning	<b>Dismissal</b>		Team Leader/Program Manager
Absent Without Notification	Warning	<b>Dismissal</b>		Team Leader/Program Manager
Missing More Than 4 Days (30 Hours)	<b>Dismissal</b>			Program Manager
Leaving Work Without Permission	Suspension	<b>Dismissal</b>		Team Leader/Program Manager
Violating Safety Guidelines; Littering	Warning	Suspension	<b>Dismissal</b>	Team Leader/Program Manager
<b>PERSONAL PREPAREDNESS</b>				
No Boots or Youth Corps T-Shirt	Sent Home			Team Leader
No Lunch or Water	Warning	Suspension	<b>Dismissal</b>	Team Leader/Program Manager
No Work Gloves	Warning	Suspension	<b>Dismissal</b>	Team Leader/Program Manager

# **BOULDER COUNTY PERSONNEL POLICY**

## **Equal Employment Opportunity & Unlawful Discrimination (July 1, 2015)**

### **A. Introduction and Policy Statement**

The county is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state or local law.

### **B. Americans with Disabilities Act As Amended (ADAAA) and Religious Accommodation**

The county will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the County or cause a direct threat to health and safety. Employees needing accommodation are instructed to contact their supervisor or HR.

### **C. Equal Employment Opportunity (EEO) Harassment**

The county strives to maintain a work environment free of unlawful harassment. In doing so, the county prohibits unlawful harassment because of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's protected status will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Posting, emailing, or distributing materials in written form such as cartoons, e-mails, posters, drawings, and photographs
- Verbal conduct such as epithets, derogatory comments, slurs or jokes
- Physical conduct such as assault, or blocking and individual's movements

This policy applies to all employees including managers, supervisors, and co-workers. Non-employees such as, vendors and consultants are expected to comply with this policy as a condition of their contracts. Employees, contractors, and consultants are also prohibited from harassing customers and clients on the basis of the protected status of the customers and clients.

### **D. Sexual Harassment**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the County believes it warrants separate emphasis.

The county prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

This policy applies to all employees including managers, supervisors, and co-workers. Non-Employees such as vendors and consultants are expected to comply with this policy as a condition of their contracts. Employees, contractors, and consultants are also prohibited from sexually harassing customers and clients.

#### E. Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The county expects employees to make a timely complaint to enable the county to investigate and correct any behavior that may be in violation of this policy.

Any employee, who believes that she or he has been discriminated against, harassed, and/or retaliated against, has a number of options. The employee should select the route that feels most appropriate for the circumstances. The employee may file a complaint with any of the following:

1. the employee's immediate supervisor, or
2. the employee's supervisor's supervisor, or
3. the EO/DH in the office/department where the employee works, or,
4. HR

If an employee believes that his or her personal safety is in jeopardy because of harassment while working outside of regular business hours, the employee should leave work immediately and notify one of the above as soon as possible.

Supervisors/managers who become aware of instances or allegations of discrimination, harassment, and/or retaliation by or against a county employee must report it to HR immediately. A supervisor/manager who fails to report an instance of, or an allegation of,

discrimination, harassment and/or retaliation may be subject to discipline, up to and including termination.

F. Investigation and Confidentiality

Upon notice of a complaint involving potential discrimination, harassment, and/or retaliation HR will promptly investigate the complaint. The county will strive to protect the confidentiality of all aspects of its investigation; however, the county cannot guarantee confidentiality. All employees are expected to cooperate with HR during the course of an investigation of discrimination, harassment, and/or retaliation.

The county prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the county determines that an employee's behavior is in violation of this policy, the employee will be subject to discipline, up to and including termination of employment. All sanctions will follow the policies and procedures of this manual.

**BOULDER COUNTY PERSONNEL POLICY**  
**Multicultural Diversity (July 1, 2008)**

It is an expressed goal of the Boulder County Commissioners to foster inclusion and multicultural diversity in all phases of Boulder County Government. Boulder County promotes an inclusive, multiculturally diverse workplace and recognizes, understands, and respects the interests and concerns of its diverse employees and residents. Multicultural diversity, for purposes of this policy, includes race, color, national origin, religion, gender, gender identity, disability, sexual orientation, age, socio-economic status and genetic information.

Boulder County is committed to an inclusive, multiculturally diverse workforce in all departments at every level. Boulder County shall strive to design all services and operations in every department to serve the diverse residents of the county. Multiculturalism shall be viewed as an integral and essential element of the county work environment, one in which great value is vested.

It is the responsibility of all county department heads to ensure that this goal is articulated to each employee under their supervision. It is expected that all employees exhibit behavior consistent with this policy.

## WORKERS' COMPENSATION INSURANCE

The Boulder County Workers' Compensation Program covers employees of Boulder County, including Corpsmembers. All Corpsmembers have been mailed in their hiring packet a copy of *BOULDER COUNTY ON-THE-JOB INJURY INFORMATION*, a wallet-sized easy reference card that details the procedure for seeking medical attention and reporting an injury. In most cases, the Team Leader will transport the injured Corpsmember to the nearest County Designated Clinic for treatment and the Program Manager will contact the Corpsmember's parent or legal guardian to meet them at the clinic. Corpsmembers who are injured on the job will receive a *BOULDER COUNTY ON-THE-JOB INJURY INFORMATION* card from their Team Leader in case another card is needed.

### PLEASE NOTE:

1. **Corpsmembers must report all injuries to their Team Leader immediately.** Additionally, a complete accident report must be filed with the Risk Management Division of Boulder County within 24 hours. Team Leaders have the appropriate form to complete and will get it to the Program Manager to give to Risk Management.
2. If medical treatment is required, one of the County Designated Clinics must be utilized (see list on *BOULDER COUNTY ON-THE-JOB INJURY INFORMATION*). Personal or family physicians **cannot** be used.
3. After hours or emergency care must be provided by the nearest Designated Trauma Center/Emergency Room (see list on *BOULDER COUNTY ON-THE-JOB INJURY INFORMATION*).
4. Only job related injuries are covered by Workers' Compensation. Treatment of injuries resulting from horseplay or unauthorized activities is **not** covered.
5. It is the responsibility of the Corpsmember to complete an accident report in a timely manner, even in the event of minor injury.
6. Questions about the self-insurance program or any of the above procedures should be directed to Boulder County Risk Management at **303-441-3801**.
7. **Failure to follow these procedures will result in medical bills from unauthorized physicians becoming the Corpsmember's responsibility.**

## **SAFETY & FIRST AID**

**Always remember SAFETY FIRST!** It is everyone's responsibility to work safely and watch out for his/her co-workers. Whenever possible, aim to prevent accidents before they happen.

All Team Leaders and Assistant Team Leaders will have completed First Aid and CPR training prior to the beginning of the summer program.

Corpsmembers are responsible for their own personal care needs and products including, but not limited to, insect repellent, sunscreen, lip balm, aspirin, antacid tablets, moleskin and any other type of prescription or over the counter drugs.

### **ILLNESS AND INJURY**

Any Corpsmember who becomes ill or injured while on the job must notify his/her Team Leader or Assistant Team Leader immediately.

Sick Corpsmembers will usually be released to a parent or legal guardian if available. Non-life-threatening injuries will be treated by appointment at one of the County Designated Clinics. Severe injuries will be handled at the nearest Designated Trauma Center/Emergency Room.

In the event of injury, every reasonable effort will be made to contact a parent or legal guardian at the phone numbers provided on the Corpsmember's medical information form. All parents or legal guardians are required to sign a consent form for medical and surgical treatment. In the event a Corpsmember requires emergency treatment, and the parent or legal guardian is unavailable, this consent authorizes the Boulder County Youth Corps to seek appropriate care. **It is a good idea for all Corpsmembers to memorize their Social Security number because it will be helpful on the paperwork for any injury.**

### **SUN SAFETY POLICY**

Colorado's high elevations and sunny climate can lead to high UV exposure for outdoor workers. Thus, the use of personal sun protection while at work is strongly encouraged by the Youth Corps. Corpsmembers are encouraged to wear a wide-brimmed hat, sunglasses with UV protection, long sleeves and long pants whenever possible to protect themselves from the sun. Corpsmembers are also encouraged to use sunscreen with SPF 30 or higher every day on exposed skin and lip balm with SPF 15 or higher.

# TRANSPORTATION

## GETTING TO YOUR MEETING POINT

Corpsmembers will be expected to arrange transportation to their work site or a transportation pick-up point where they will be met by a Boulder County vehicle. Alternative transportation is encouraged because parking is limited at these points.

Corpsmembers who complete the season are eligible for reimbursement up to \$60 for RTD transportation costs for ticket booklets and/or monthly bus passes used to get to and from work. Please submit your itemized receipt(s) as proof of purchase on your Corpsmember Reimbursement Form.

## TRANSPORTATION MEETING POINTS

Corpsmembers are expected to arrive promptly by 8:00 a.m. at transportation points *to be announced at Orientation & Training*. From there they will be transported to the work sites and returned to the transportation points at the end of the day.

## TRANSPORTATION VEHICLES

Teams working at a variety of Boulder County and city sites will need to be mobile during the workday. They will be supported with SUVs, minivans, crew-cab trucks or 12-passenger vans driven by their Team Leader. **It is the Corpsmember's responsibility to wear his/her seat belt at all times.** Consumption of all food or beverages (except water) is strictly prohibited in these vehicles. Each Team Leader possesses a valid driver's license, has undergone a motor vehicle background check and completed a defensive driving course.

Corpsmembers start work at 8:00 a.m. It is a Corpsmember's responsibility to be *on time* because vehicles will not wait for people who are late.

## CARE OF TOOLS & EQUIPMENT

To accomplish their work, Corpsmembers will be using a variety of hand tools. No power tools will be used with the exception of low-voltage (12 volts or less) cordless battery drills. All Corpsmembers, Team Leaders and Assistant Team Leaders are responsible for the care and maintenance of the tools they use.

Team Leaders, Assistant Team Leaders and Sponsors are responsible for demonstrating to Corpsmembers the safe and proper use of all tools. Corpsmembers are responsible for using all tools in a safe and responsible way, which includes wearing work gloves while working with tools. Proper care and use prevents tool damage and injury.

Safety glasses will be provided by the Youth Corps and assigned to individual Corpsmembers. Corpsmembers will be responsible for replacing any lost safety glasses or safety glasses that are broken as the result of improper care or use. The current replacement cost will be deducted from the Corpsmember's paycheck.

Tools must be cleaned after they are used and stored appropriately at the end of each workday. If a tool appears worn or damaged, Corpsmembers need to notify their Team Leader or Assistant Team Leader before continuing with its use. It is the responsibility of the Team Leaders, Assistant Team Leaders or Sponsors to determine whether a tool is safe to use or should be replaced.

The Boulder County Youth Corps will repair or replace any tools damaged as a result of normal wear and stress. However, tools that are willfully damaged or damaged due to improper use will be repaired or replaced at the expense of the Corpsmember responsible for the damage. The costs of repair or current replacement costs will be deducted from the Corpsmember's paycheck.

## **POLICIES BASED ON FEDERAL YOUTH LABOR LAWS**

Corpsmembers are minors and therefore protected by federal child labor laws. All Corpsmembers must follow these rules to stay safe while on the job.

1. Corpsmembers are prohibited from operating any motorized vehicle.
2. No CCA treated lumber may be used; Sponsors are asked to provide safer alternatives instead.
3. Corpsmembers are prohibited from roofing work.
4. Corpsmembers are prohibited from wrecking or demolition work.
5. Corpsmembers are prohibited from working in any body of water. Safety precautions must be observed while Corpsmembers work in proximity to water.
6. Corpsmembers are prohibited from using any power tools with the exception of low-voltage (12 volts or less) cordless battery drills at the discretion of the Team Leader. No other cordless battery tools, such as cordless saws, may be used by Corpsmembers.
7. If an object weighs more than 40 pounds, a Corpsmember must ask for assistance to lift it.
8. Corpsmembers must be 16 or older to do construction work.
9. Corpsmembers aged 14-15 may not use ladders, stepladders, scaffolds or their substitutes; Corpsmembers 16-17 may climb no higher than ten feet on ladders or scaffolds.