



# 2009 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: \_\_\_\_\_

## **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.

Please note that this handbook is also available online on both the Parent and Corpsmember pages 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.

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## **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 \$605,498. 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 170 youth annually. Corpsmembers, aged 14 to 17, are chosen through an open and voluntary application and interview process designed to recruit a cross-section of youth representing the demographic and geographic diversity of the County. Corpsmembers must be Boulder County residents.

During this summer's program, youth will be employed for eight weeks at \$7.28 per hour for first year Corpsmembers, \$7.53 per hour for returning second and third year Corpsmembers, and \$7.78 for fourth year veterans. They will complete projects for the County's Parks & Open Space, Land Use, Housing and Administrative Services Departments, as well as for the cities of Lafayette, Longmont and Louisville and the Town Superior.

# **CORPSMEMBER & SUPERVISOR DESCRIPTIONS**

## **CORPSMEMBERS**

Participants will be at least 14 years of age but not older than 17 by June 15, 2009. 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 (see page 12). Corpsmembers will be expected to follow all directions of their Team Leaders, Assistant Team Leaders, Project Sponsors, the Assistant Program Manager and the Program Manager.

## **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 have undergone a background check and a motor vehicle background check, and they are certified in First Aid and CPR. Since they will be driving a Boulder County tool vehicle, each Assistant Team Leader has a valid driver's license and 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. Typically, Team Leaders have degrees or course work in the fields of education, natural science, social science and recreation 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.

## **ASSISTANT PROGRAM MANAGER, NIK BROCKMAN**

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

## **ENVIRONMENTAL EDUCATION COORDINATOR, TIFFANY FOURMENT**

The Environmental Education Coordinator is responsible for enhancing existing curricula and developing, gathering and organizing new curricula and community resources to deliver a coordinated educational enrichment program to the summer Youth Corps teams at their work sites.

## **PROGRAM MANAGER, JUDY WOLFE**

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, Assistant Program Manager and Environmental Education 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.

## **WORK SITE SUPERVISORS/PROJECT SPONSORS**

Employees of Boulder County Parks & Open Space, Land Use, Housing and Administrative Services Departments along with employees from the cities of Lafayette, Longmont, Louisville and the Town of Superior also 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/ContactUs.htm](http://www.BoulderCounty.org/YouthCorps/ContactUs.htm).

# SUMMER 2009 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 pm.	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 Coordinator.

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## IMPORTANT DATES

<b>JUNE 15</b>	8:00 p.m.- 4:00 p.m.	<b>MANDATORY ORIENTATION &amp; TRAINING</b>
Exhibit Building at Boulder County Fairgrounds, Longmont		
<b>JUNE 16</b>	8:00 a.m.- 4:00 p.m.	<b>WORK PROJECTS BEGIN</b>
<b>JUNE 22, 23, 24 &amp; 25</b>		<b>ROPES COURSE (one of these days)</b>
<b>JULY 2 – 6</b>		<b>EXTENDED HOLIDAY BREAK</b>
<b>AUGUST 4</b>		<b>LAST PROJECT DAY</b>
<b>AUGUST 5</b>	9:00 a.m. - 3:00 p.m.	<b>FINAL CELEBRATION (time is paid but absence does not count toward 4 days can miss)</b>
Boulder Reservoir Transportation provided by Team Leader to and from transportation point		

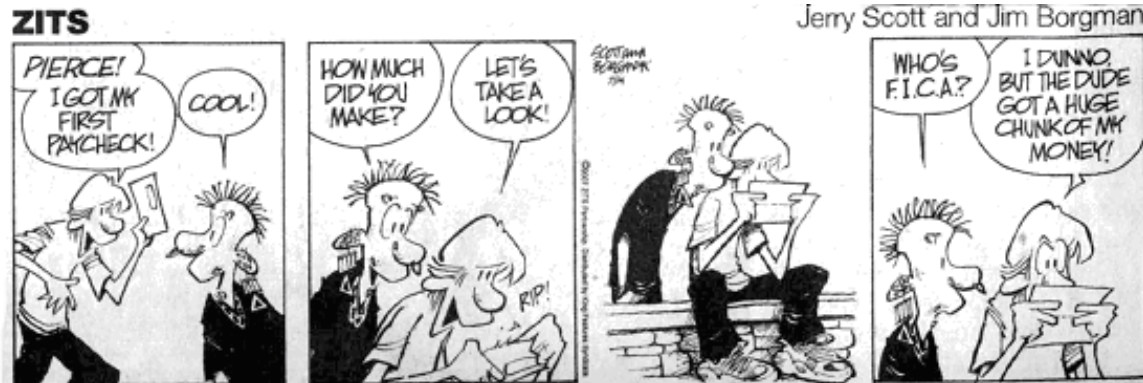
# PAY, TIME SHEETS & BONUS

## 1. PAY

Corpsmembers will be paid \$7.28 per hour for first year members, \$7.53 for returning second and third year members and \$7.78 for fourth year veterans. Corpsmembers may work a maximum of 30 hours in any one week. This is based on working seven and one-half hours per day Monday-Thursday. A one-half hour unpaid lunch period is scheduled Monday-Thursday. Hours not worked and holidays during a regularly scheduled workweek will not be paid.

## 2. DEDUCTIONS

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



## 3. TIME SHEETS

Corpsmembers will be paid twice a month. Time sheets must be turned in to your Team Leader on time to guarantee receiving your check on time. All checks will be delivered to you at your work site except for the last check that will be mailed to your home.

### TIME SHEETS TO TL

Thursday 6/18  
Wednesday 7/1  
Thursday 7/23  
Wednesday 8/5

### PAYDAYS

Tuesday 6/30  
Wednesday 7/15  
Thursday 7/30  
Friday 8/14\*

\*The final check will be mailed to the Corpsmember's home.

#### 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 **15 hours** during the entire 8-week program as recorded on his/her time sheets.

**\$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 **the recommendation of the Team Leader and Assistant Team Leader** and has no suspensions for discipline or behavior.

**\$25 = SAFETY**

Corpsmember performs all duties and team activities in a consistently safe manner, receives **the recommendation of the Team Leader and Assistant Team Leader** 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 **a vote of the team** and does not receive more than two objections from team members; Corpsmember 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.**

# TRANSPORTATION

## USING RTD TO GET 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 van.

Corpsmembers may purchase RTD monthly passes at the Longmont and Boulder RTD Main Terminals or at King Soopers and Safeway. A Student ID is needed to purchase the monthly passes. The passes enable Corpsmembers to ride the RTD system locally at no additional charge. A separate form will be provided that describes Boulder County's discount/reimbursement program for transportation costs.

## TRANSPORTATION MEETING POINTS

Corpsmembers are expected to arrive promptly by 8:00 a.m. at transportation points *to be announced at orientation*. 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 in Superior, Lafayette, Longmont and Louisville will need to be mobile during the workday. They will be supported with SUVs/minivans, crew-cab trucks or 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 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.

Members of these teams will be paid only from 8:00 a.m. to 4:00 p.m. and not for time in transit before 8:00 or after 4:00. It is a Corpsmember's responsibility to be *on time* because vans will not wait for people who are late.

# 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.**

## LATE POLICY

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

## EVALUATIONS

Corpsmembers will receive a mid-term and final evaluation 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 representative of the Boulder County Youth Corps I agree and commit to:

1. Respect others and myself and resolve all conflicts without resorting to violence or hurtful words.
2. Respect my body by getting the sleep I need and eating healthy food. Respect the law by leaving alone all illegal drugs, alcohol and tobacco products.
3. Keep in mind that I am being hired to do a real job that requires that I follow the reasonable requests and assignments of my Team Leader, Assistant Team Leader, Environmental Education Coordinator, Assistant Program Manager, Program Manager and Project Sponsors.
4. Be on time to work, remain on the job site until the workday is over and not have friends visit me at work.
5. Ask for help when I need it.
6. Work hard and play hard, each in its own time without confusing the two.
7. Always seek to help others on my team and in my community.
8. Accept responsibility for my actions and be truthful with myself and others.
9. Recognize that though I may make what some call "mistakes," that is how I learn who I am and who I can become.
10. Look for things to like and appreciate about the people I work with and meet and not judge them just because they are different from me.
11. Give my best effort so that I may learn as much as possible about myself, my teammates and the people in my community.
12. Support the decisions of my team after they have been reached even if I personally disagree.
13. Only call attention to problems if there is a safety concern or when I have a positive suggestion on how to improve the situation.

## **CORPSMEMBER AGREEMENT**

The Boulder County Youth Corps is an eight-week commitment beginning June 15, 2009 and ending August 5, 2009. For their term of service, Corpsmembers receive the first year wage of \$7.28 an hour or a returning year wage of either \$7.53 or \$7.78 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.

# CONDUCT & APPEARANCE

## 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.

## APPEARANCE

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, Environmental Education Coordinator, Assistant Program Manager, 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, legal guardians or legal custodians.***

## 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>EQUIPMENT</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'S HARASSMENT, DISCRIMINATION & RETALIATION POLICY**

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

The County is committed to having a positive working environment for employees and will use its best efforts to prevent and/or eliminate all forms of discrimination, harassment, and/or retaliation. Discrimination, harassment and retaliation are an attack on the dignity of individuals and violate County policy. It is also illegal under state and federal law.

This Policy applies to all employees of the County. It allocates responsibilities for helping to ensure that County policy is fairly applied, explains the processes by which complaints of discrimination, harassment, and/or retaliation may be brought forward, and provides sanctions for discrimination, harassment, and/or retaliation which may range from reprimands to termination.

## **B. What are Discrimination, Harassment and Retaliation?**

Discrimination occurs when employment decisions are based on stereotypes or assumptions about the abilities, traits, or performances of individuals based on race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status or sexual orientation.

Harassment is unwelcome conduct that is based on race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status or sexual orientation. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature, when

- (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis, or threatened to be used as the basis, for employment decisions or assessments affecting an individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for work.

Harassment can be verbal, visual, physical, or communicated in writing or electronically.

Retaliation occurs when an employer takes an adverse action against an individual because he or she engaged in a protected activity. An adverse action is an action taken to try to keep someone from opposing a discriminatory practice, or from participating in an employment discrimination proceeding.

Adverse actions are:

Employment actions such as termination, refusal to hire, and denial of promotion.

Other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance, and any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights. Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or

neutral evaluation, “snubbing” a colleague, or negative comments that are justified by an employee’s poor work performance or history.

### **C. Filing a Complaint**

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 Department Head/Elected Official in the Department/Office where the employee works, or,
4. Human Resources

If an employee believes that she or he is being subjected to harassment while working during hours which the Human Resources Office is closed, the employee should leave work immediately and file a complaint the next work day.

### **D. Investigation and Confidentiality**

Upon notice of a complaint involving potential discrimination, harassment, and/or retaliation Human Resources 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 Human Resources during the course of an investigation of discrimination, harassment, and/or retaliation.

### **E. Protection of Rights**

The County will not tolerate retaliation or discrimination against persons, who in good faith, report or charge discrimination or harassment or against those, who in good faith, testify, assist, or participate in any investigation, proceeding, or hearing involving a complaint of discrimination or harassment. Any retaliation -- or any encouragement of another to retaliate -- is a serious violation of County policy and law, independent of whether the particular claim of discrimination or harassment is substantiated. If an employee believes he or she has been subjected to retaliation in violation of this rule, the employee may use the procedures described in Section C, above.

### **F. Obligations of Reporting**

The County can respond to specific instances and allegations of discrimination, harassment and/or retaliation only if it is aware of them. The County, therefore, encourages anyone who believes that she or he has experienced discrimination, harassment and/or retaliation to file a complaint (See Section C, above). In addition, any County supervisor/manager who becomes aware of instances or allegations of discrimination, harassment, and/or retaliation by or against a person under his or her supervisory authority must report it to Human Resources immediately. Any employee who becomes aware of information indicating a significant likelihood of discrimination, harassment and/or retaliation must also report such information to Human Resources. 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.

### **G. Possible Sanctions**

A person found guilty of behavior in violation of this policy will be subject to discipline, up to and including termination. All sanctions will follow the policies and procedures of the Boulder County Personnel Manual.

Policy Rev. 7/1/2007

## WORKERS' COMPENSATION INSURANCE

The Boulder County Workers' Compensation Program covers employees of Boulder County, including Corpsmembers. Corpsmembers who are injured on the job will receive 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. A copy of the *BOULDER COUNTY ON-THE-JOB INJURY INFORMATION* card that lists the County Designated Clinics is available on the website at [www.BoulderCounty.org/YouthCorps](http://www.BoulderCounty.org/YouthCorps).

### 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, anti-acid 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.

## 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 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 Project 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 Project 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.

## **FEDERAL YOUTH LABOR LAWS**

(not inclusive)

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 using any power tools with the exception of low-voltage cordless battery drills at the discretion of the Team Leader. No other cordless battery tools, such as cordless saws, may be used by Corpsmembers.
2. If an object weighs more than 40 pounds, a Corpsmember must ask for assistance to lift it.
3. Corpsmembers are prohibited from operating any motorized vehicle.
4. Corpsmembers must be 16 or older to do construction work.
5. 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.
6. Corpsmembers are prohibited from roofing work.
7. Corpsmembers are prohibited from wrecking or demolition work.
8. Corpsmembers are prohibited from working in any body of water. Safety precautions must be observed while Corpsmembers work in proximity to water.
9. No CCA treated lumber may be used; Project Sponsors are asked to provide ACQ treated lumber instead, which is a safer alternative.