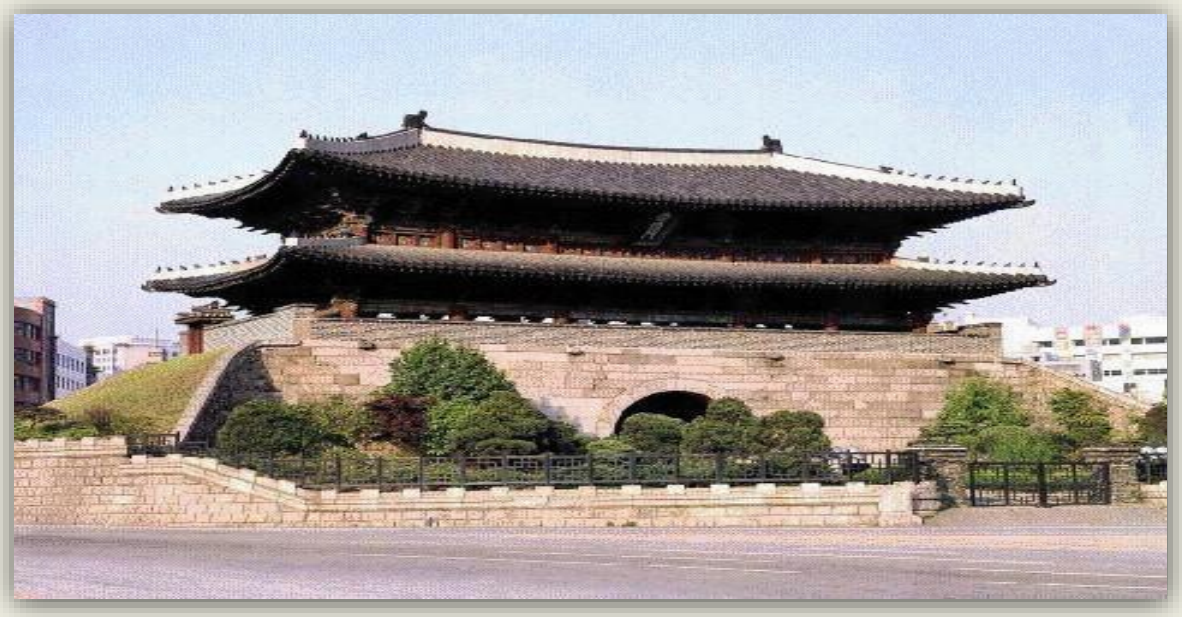
2016 SUMMER HIRE PROGRAM



Summer Hire Handbook for Students and Managers

A copy of this Handbook and additional information on the Summer Hire Program are available at:

https://wu.acpol.army.mil/fer/cpac/area1/summer_hire.htm

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1-1 Summer Hire Regulation

Army in Korea (AK) Regulation 690-6 dated 19 July 2007, Family Member Youth Employment Program

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1-2 Summer Hire Track Dates

High School Students Track: 27 Jun – 20 Aug 2016

College Track: 27 Jun – 20 Aug 2016

All appointments will end on the last day as indicated above. Managers must ensure that their Student Employees clear their work stations as required by local office procedures.

Changes in office assignments will not be allowed once the assignments are made and the Summer Hire Program begins.

1-3 Pay

The hourly wage for Summer Hire Student Employees is $6.00 per hour.

1-4 Hours of Work

Summer hire Student Employees may not work more than 8 hours per day and 40 hours per week. No overtime or compensatory time is authorized for Summer Hire Student Employees. Most Student Employees will work Monday through Friday. Student Employees may be required to work on Saturday. However, the total number of hours may not exceed 8 hours per day or 40 hours per week. The work day normally begins at 8:00 a.m. and ends at 5:00 p.m. Some organizations start at 7:30 a.m. and end their day at 4:30 p.m. Managers should make every attempt to accommodate their Student Employees on their work schedule requests, especially if the Student Employee depends on his/her parents for transportation. Managers must discuss with their Summer Hire Student Employees their hours of work and lunch breaks. Summer Hire Student Employees may not work between the hours of 10:00 p.m. and 6:00 a.m.

1-5 Holiday Work and Holiday Pay

Federal employees, including Summer Hire Student Employees, are excused from work on Federal holidays. Generally, most Federal employees will receive 8 hours of Holiday Pay for the Federal holiday. If the Summer Hire employee does not work the workdays prior to or after the Federal holiday no Holiday Pay will be received.

1-6 Tardiness

Summer Hire Student Employees are expected to be at work on time. Student Employees who are late will be listed as "away without leave" and will not be paid during the periods of unexcused absence. They should not be placed on Leave without Pay unless there is a valid excuse for the absence or tardiness. Student Employees who are late are subject to written counseling by their supervisors. Repeated offenses may result in termination of their Federal employment. Situations do occur which may cause the employee to be late for work. If such a situation occurs, the employee is required to call the supervisor within 2 hours from the start of their scheduled duty day or as soon as possible. The supervisor must provide their Student Employees with the office procedures for calling in late. Procedures should be the same established procedures for other Federal employees within the organization. In situations where the Student Employee is late due to circumstances beyond their control and for reasons acceptable to the supervisor, the supervisor may authorize up to 59 minutes of excused absence with pay.

1-7 Pay Periods and Pay Dates

Federal employees, including all Summer Hire Student Employees, work 80 hours per pay period. Each pay period is two weeks. The pay period always begins on a Sunday and ends on a Saturday two weeks later. Pay day for all Federal employees is on the second Thursday after the pay period ends.

The following chart illustrates the Summer Hire pay periods (Column A), time card due dates (Column B), and pay days (Column C).

A	B		C
Pay Period	**Time Card is Due**	**Total Hours**	**Pay Day**
27 Jun – 9 Jul 2016	6 Jul 2016	80	21 Jul 2016
10 Jul – 23 Jul 2016	20 Jul 2016	80	4 Aug 2016
24 Jul – 6 Aug 2016	3 Aug 2016	80	18 Aug 2016
7 Aug – 20 Aug 2016	17 Aug 2016	80	1 Sep 2016

1-8 Lunch Period and Breaks

Summer Hire Student Employees have a 1 hour lunch break. Generally, the lunch period is from 12:00 p.m. to 1:00 p.m. However, supervisors may be flexible and accommodate the wishes of the Summer Hire Student Employees to take lunch at different periods or to meet mission requirements.

Federal employees are entitled to two 15 minute breaks throughout the day. The breaks are taken at the discretion of the supervisor and as the work load permits. Supervisors should advise their Summer Hire Student Employees when they may schedule their breaks.

1-9 Calling in Sick

Illness is an unforeseen situation. Summer Hire Student Employees are entitled to accumulate Sick Leave at a rate of 4 hours per pay period (they are not entitled to receive Annual Leave). If an illness occurs, Summer Hire Student Employees are required to notify their supervisors before 9:00 a.m. of the day they are to be absent. Timekeepers will mark the time card as Sick Leave. If the Summer Hire employee does not have Sick Leave, or enough Sick Leave, the payroll computer will automatically convert the time to an unpaid absence. Timekeepers do not have to check leave and earnings statements for sick leave balances. A sick slip is required if the absence is more than 3 days. Supervisors must provide their Summer Hire Student Employees with office procedures for calling in sick. Supervisors should provide their Student Employees with their office telephone number, DSN and off vase access. Supervisors may authorize an alternate person to approve the sick leave in the absence of the supervisor. The procedures for calling in sick should be the same procedures as other Federal employees within the organization. Summer Hire Student Employees may not "burn up" or use their Sick Leave at the end of the Summer Hire employment period.

1-10 Annual Leave and Requesting Time Off

Summer Hire Student Employees do not earn Annual Leave. Should the Student Employee request time off, the time off will be recorded as Annual Leave and the payroll computer will automatically convert the time to an excused absence without pay, or Leave without Pay, on the time card.

Summer Hire Student Employees whose appointment *exceeds* 90 days will accumulate Annual Leave at 4 hours per pay period. As with all employees, time off must be requested and approved by the supervisor using form SF-71. Any unused Annual Leave on the books at the end of the Summer Hire employment period will be paid out in cash. Summer Hire Student Employees may not use sick leave in lieu of Annual Leave to take time off.

1-11 Dress Code

All Federal employees, to include Summer Hire Student Employees, are expected to dress properly for an office setting. Student Employees are not expected to wear suit and tie. A dress code, similar to other Federal employees who work in an office environment, is expected. Clothing which is torn, gang related dress, exposed skin and exposed body piercing (other than

ear rings), baggy clothing, shorts, T-Shirts and tank tops, and sunglasses, which are not prescription, are inappropriate for an office setting. However, Student Employees performing labor jobs, such as cutting grass, may wear t-shirts or other appropriate clothing as dictated by their supervisors. Personal radios and walkmans, with earphones, are permitted in the work area. However, loud music, or music which is disruptive in the workplace, is strictly prohibited. Student Employees who are performing labor-type work must dress appropriately for the work they are to perform. Supervisors must ensure that proper safety gear is provided to their Student Employees, as required.

1-12 Standards of Conduct

Summer Hire Student Employees are no different than regular Federal employees. In fact, Student Employees *are* Federal employees. They are entitled to the same level of respect as all Federal employees. It is important, for the success of the Summer Hire Program, managers and supervisors treat their Student Employees with respect, and demand the same in return, just as they would any regular Federal employee. This includes proper counseling on disciplinary issues and awards if they are deserved. All Federal employees are expected to maintain a high standard of conduct in the Federal work place. Summer Hire Student Employees should not leave the work place without permission from the supervisor. Student Employees are required to address all military personnel by their rank and civilian personnel within the organization as Mr. and Ms./Mrs. The supervisor should provide the Summer Hire employee with a thorough briefing on what is expected for their tour of duty. A list of duties to be performed, or tasks to be accomplished, is appropriate to give to the Student Employee on the first day. With the shortage of staff in everyone's organization, no Student Employee should be idle. The limitations on the type of work that can be done by the Student Employee are limited only by the creativity of the supervisor. The supervisors should introduce the Summer Hire Student Employee to each member of the staff in the office where they will be working. The supervisor should also educate the Student Employee on the Chain of Command and explain how the Chain of Command works. The Student Employee should know who to report to for questions about their work and work place. One person should be designated to manage the Student Employee throughout the summer session employed. It is perfectly okay to rotate the Student Employee between offices within an organization. There is to be no sleeping on the job. Arriving late to work or leaving the work place without permission is prohibited. All conduct and performance issues must be corrected to ensure success of the program, but to also maintain the integrity of the Federal workplace. If required, managers should contact their Area CPAC Management-Employee Relations Division for assistance in corrected performance or conduct problems. Summer Hire Student Employees may not be terminated for cause, based on conduct or performance, without consultation from their Area CPAC Management-Employee Relations Division.

1-13 Safety

In the Federal workplace, safety is both a supervisor and employee responsibility. Summer Hire employees will not be assigned duties which will be demanding beyond their physical capabilities or which may be hazardous to their health. Summer Hires will not be assigned duties which involve hazardous waste materials. Summer Hire employees under 18 years of age will not be assigned to any positions which are hazardous IAW with the Department of Labor requirements. Summer Hire employees under 16 years of age will not be assigned to operate power-driven machinery other than office machines. Student Employees age 18 and older must be properly licensed IAW Department of Labor Laws and DOD, HQDA, and USFK/EUSA Regulations before they can operate power-driven machinery. This includes operating a military vehicle.

Summer Hire employees who are required to perform certain hazardous duties, such as cutting grass, or any duty which is subject to frequent injuries, will have a regular Federal employee in attendance to ensure safe practices are followed. Managers must make certain that proper safety equipment is provided to their Summer Hire Student Employees who are required to perform authorized hazardous duties.

1-14 Reporting Injuries

Injuries on the job must be reported. Even minor incidents, in which there is no apparent or obvious injury, should be reported. Injuries must be reported on form CA-1, Accident Report. All injuries, regardless of seriousness, must be reported on form CA- 1, reported to the child's parent, and to the Civilian Personnel Advisory Center immediately. Supervisors must also complete form CA-16. The CA-16 will cover medical costs of hospital care if required, even if the work-related injury is persistent at a later date. This is especially important if the employee's sponsor is a civilian employee. Health care is not free at the U.S. Army hospital for civilian employees.

1-15 Sexual Harassment

Summer Hire Student Employees are young adults and must be respected as such. Summer Hire Student Employees must be educated by their supervisors on the government's policy of Zero Tolerance on sexual harassment in the work place. Managers should be aware of possible situations that may occur between Summer Hire Student Employees which may not be appropriate for the work place. It is the Commander's policy that incidents of sexual harassment be reported and that such actions will not be tolerated.

1-16 Resolving Pay Problems

Our experience shows that 99% of all pay problems involving Summer Hire employees are the result of time cards not being submitted. The success of the Summer Hire program depends on the Student Employee being paid and being paid on time. The employee's supervisor is responsible for ensuring that time cards are submitted. Should a Summer Hire student not be paid, it is important that the student report this to the supervisor. The supervisor should then check to see if a time card was submitted. If no time card was submitted, a time card must be turned in and the supervisor must contact the payroll Customer Service Representative.

1-17 Cash Awards

The Summer Hire Student Employees serve as a valuable source of labor, especially in completing projects. Their expertise on computers often enhances an organization's ability to perform its mission. Supervisors who wish to submit an award for their Summer Hire Student Employees must initiate the award and have it to the Civilian Personnel Operations Center at least 5 working days prior to the employment period ending. Awards submitted late will not be processed.

Do not send Summer Hire Awards to the Area CPAC for processing. Award requests will be sent to the CPOC's "XYZ-1KO-processing/COPD" box for processing.

1-18 Resignations

Summer Hire students who wish to resign prior to the last day of their Summer Hire session will coordinate the action with their supervisor.

Supervisors will initiate an electronic Request for Personnel Action (RPA) for students who wish to resign. Managers may accept a written letter, signed, or the manager may obtain the student's signature on the hard copy RPA.

Electronic RPAs should be sent to the CPAC prior to the student's resignation date, if possible, and not later than 3 days after the student resigns. A hard copy RPA will be forwarded to the CPAC and a copy retained on file with the activity.