

# 2023 NORTH SEGMENT SUMMER YOUTH PROGRAM

Business Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Location: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Start Date: May 30, 2023

End Date: July 21, 2023



# POLICIES & PROCEDURES

## Employment Eligibility

To be an employee of the 2023 Summer Youth Program, you have fulfilled the following requirements listed:

- Being an enrolled member of the Mandan-Hidatsa-Arikara Nation
- Between the ages of 14 and 18
- Being a resident of the North Segment community
- Two forms of ID (one including tribal)

## Payment Process

For the entire duration of the summer, your rate-of-pay is \$13.00 an hour, with a maximum of being able to work 20 HOURS, for \$260 a week.

To get paid, you must turn in a fully completed time sheet that is filled out with your hours for the week, along with your and your supervisor's signature, every FRIDAY BEFORE 12:00 NOON. Anything turned in after 12:00PM, will **NOT** be processed until the following week.

**\*YOU WILL NOT GET PAID EXTRA FOR WORKING MORE THAN 20 HOURS.\***

The fully completed time sheet must be turned into the Main North Segment office, in the tribal building, across the bridge. You are given your first time sheet in this packet and will receive another one the following Friday when you turn in your time sheet.

***It is your responsibility to turn in your time sheet every Friday at noon.***

# Drugs & Alcohol

During the course of the 2023 North Segment Summer Youth Program, there will be **ZERO TOLERANCE** for drugs and alcohol. Any affiliation with drugs and/or alcohol, you will be terminated from the 2023 Summer Youth Program immediately.

# Confidentiality/Social Media/Phone Usage

During the course of the 2023 Summer Youth Program, you signed a confidentiality contract, agreeing to keep private matters between you and your supervisor(s). If you are seen or heard breaking this contract, you will be terminated from the 2023 Summer Youth Program.

Additionally, being on social media or being on your phone during the working hours, is discouraged. You were employed to do something and stay busy. Your employment is a learning experience to successfully prepare you for the workforce when you become an adult. If you are caught constantly being on your phone or your supervisor notifies Mykal or Sadie, you will be terminated from the 2023 Summer Youth Program.

# Time & Attendance

For the duration of the 2023 Summer Youth Program, days of no call, no shows are discouraged. Any and you will be terminated from the 2023 Summer Youth Program. Any unauthorized absence from the duty station shall be reported as absence without leave by the supervisor. Employees are responsible for their attendance, for reporting any and all absences from their duty station, and for time accountability to their immediate supervisor.

Additionally, you are required to work a maximum and minimum of 20 HOURS per week during the course of the Summer Youth Program, however you choose to accomplish this is up to the discretion of your supervisor and yourself. Typically, a worker is on the clock from 8AM to 4PM, however it is between the agreement of your supervisor and yourself. So long as you have completed your 20 HOURS and handed in your time sheet completed on the following Friday before 12:00 NOON.

# In Summary

Please understand that you are given an adult position to work in and are expected to handle it with maturity and responsibility. Furthermore, this program is implemented to help you get a better understanding of those in working environments. Congrats to being selected for our 2023 Summer Youth Program! Remember that good things come to those who stay on task in their workplace.

# **Contact Information**

## **North Segment Summer Youth Program Coordinators:**

**Lexi Driver**-Phone Number: (701) 421-7394

**Mercedez Dixon**-Phone Number: (701) 421-0199

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## **North Segment Councilwoman Monica Mayer, M.D.**

**404 Frontage Road**

**New Town, ND 58763**

**Office Phone Number: (701) 627-8234**

**Fax Number: (701) 627-3258**

