



HO-CHUNK NATION DEPARTMENT OF LABOR YOUTH EMPLOYMENT PROGRAM

APPLICATION PROCESS- SUMMER 2023

Completed Applications Accepted beginning July 3, 2023 — July 14, 2023

All youth ages 14-17 enrolled with the Ho-Chunk Nation have the opportunity to apply. Completed applications that have been date stamped by Labor staff will be considered. Incomplete applications will not be considered. All applications must be submitted by 4:00 pm on July 14, 2023. Applications can be scanned and emailed.

To be eligible for the youth employment program, please use the checklist below to assure all required documents are completed and submitted with your application

Required documents to obtain from and return to the Department of Labor:

- Application
- Youth Responsibilities
- Supervisor Responsibilities
- Work permit request form
- Plan of Work
- Tax forms (original)
- Emergency Contact form
- Proof of Enrollment
- Safety Work Requirements
- Two (2) forms of identification (one will be required to be a photo ID)

To obtain a Work Permit you will need to provide your school with a completed Work Permit form (included), you're Social Security Card, Birth Certificate and a \$10.00 reimbursable *tee*. You must submit Original Work Permit Receipt along with your application to Department of Labor for reimbursement.

Worksites must be approved by the Department of Labor. The Safety Work Requirement Form states where a youth may or may not work, please refer to this form for any questions regarding work sites. Youth may not work where immediate family members are employed. All applications and supporting documents will be date stamped to verify receipt of completed application. It will be the youth's responsibility to contact the Department of Labor to verify if their application has been received, reviewed and completed or if there is any other information needed. The Department of Personnel will be contacting eligible youth & parent (guardian) for Drug Prescreen test and the Orientation/Safety presentation place and time information.

For assistance completing the application paperwork please contact LaVerda "Birdie" Richter @ 715-284-5877 Ext. 11162 or Laverda.richter@ho-chunk.com

Revised: 06/29/2023

APPLICATION

Application Date: _____ Social Security Number _____

Name: _____ Sex: Male ____ Female ____

Mailing Address: _____
City State Zip Code

County of Residence: _____ Date of Birth _____

Primary Telephone#: _____ Message: cell #: _____

Email: _____ Preferred Method of Contact _____

Tribal Affiliation: _____ Enrollment Number: _____

Number of Ho-Chunk enrolled parents in your household: _____

Number of children in the household (include yourself): _____

Do you have work related: Limitation: Yes No Handicap Yes No

Describe Limitation of Handicap: _____

Program applying for: NPD-Tribal Youth Program _____

Have you ever worked for the Ho-Chunk Nation YWEP? Yes No IF yes, dates: _____

Consent is hereby given for my son/daughter, _____ to participate in the Department of Labor Youth Employment Program (summer). For work permit purpose, the "employer" will be: Ho-Chunk Nation P.O. Box 667, Black River Falls, WI 54615. The \$10.00 Work Permit fee will be applied to _____, employee's first pay check upon receipt of payment.

Student's Name

I understand my son/Daughter will be required to comply with all policies and procedures of the Nation, including the Ho-Chunk Nation's Drug and Controlled Substance policy & procedures. (If my son/daughter's drug test is positive, he/she will not be eligible to work for the Nation for six months until proof of rehabilitation is accepted by the Personnel Board of Directors and the Compliance Department).

Signature of Parent/Guardian

Date

WORK PERMIT REQUEST

Date: _____

To: Child Work Permit Issuer

This notice indicates that we will employ:

Minor's Name: _____

Address: _____

Nature of Employer's Business: **Ho-Chunk Nation**

Employer's signature/representation: _____ Date _____

Worksite Mailing Address Department of Labor
P.O. Box 667
Black River Falls, WI 54615

Worksite Physical Address: _____

Worksite Telephone Number: _____

Notice to Minor: Your schools Work Permit Issuer will need original Birth Certificate or Baptismal Record, Social Security card and a \$10.00 Work Permit fee. Return the receipt to the Department of Labor for reimbursement on your first pay check.

HO-CHUNK NATION

EMERGENCY INFORMATION

Please Print

2023

Name: _____ SSN: _____ - _____ - _____

Mailing Address: _____

Physical Address: _____

City, State, Zip Code: _____

Telephone#: _____ Cell #: _____

Date of Birth: _____

IN THE EVENT OF AN EMERGENCY, PLEASE NOTIFY:

In the event of an emergency, I hereby authorize the Ho-Chunk Nation Department of Personnel to contact or release the following information to:

1. Name: _____ 2. Name: _____

Relationship: _____ Relationship: _____

Home/Cell Phone#: _____ Home/Cell Phone #: _____

Work Phone#: _____ Work Phone t/: _____

VOLUNTARY MEDICAL INFORMATION:

Doctor's Name: _____

Clinic or Hospital: _____

Blood Type: _____ Allergies: _____

Medications: _____

Diabetic: Yes: ___ No: ___ Usual Blood Sugar? ___ Insulin? ___ Times per day: ___

Other medical information you would like to provide: _____

I give my consent for emergency medical/dental treatment by a licensed physician/dentist. I also give consent to be transported to and from the source of emergency treatment. This care may include examinations and any test, which, in the opinion of the physician/dentist, are deemed necessary or advisable. This does not include the right to perform surgical procedures without my consent, except in case of an emergency.

Parent/Guardian Signature: _____ Date: _____

Personnel Representative Signature: _____ Date: _____

YOUTH RESPONSIBILITIES

I understand my responsibilities are:

- _____ 1. Work from 8:00 am – 4:30 pm – Monday through Friday or as designated by my work site supervisor to be documented in writing and reported to Department of Labor.
- _____ 2. To notify immediate supervisor by 8:15 am if I am not able to make it to work at scheduled time.
- _____ 3. Failure to call in will be a no-call, no-show.
- _____ 4. Second no-call, no-show I understand I will be referred for personal assistance and may be subject to termination.
- _____ 5. Breaks: two 15 minute breaks a day in am and pm. And 30 minute lunch each day.
- _____ 6. I am required to stay at my work site unless on break or lunch.
- _____ 7. It is my responsibility to ask my supervisor on the proper procedures to complete work assignments.
- _____ 8. I adhere to dress code (no obscene pictures, logos or profanity will be written or displayed on clothing), follow proper worksite etiquette and refrain from profanity
- _____ 9. I will show my supervisor the proper respect along with co-workers.
- _____ 10. I must maintain confidentiality. What I hear or see at work stays at work.
- _____ 11. I will comply with IT policy as written for computer and phone use.
- _____ 12. Tobacco use for non-ceremonial purposes will NOT be allowed during work hours.
- _____ 13. I will comply with all safety procedures at the worksite (i.e. emergency evacuation procedures, equipment operation safety) and participate in all training activities/workshops.
- _____ 14. To resolve any program or worksite training issues with my immediate supervisor. If resolution is not possible, I will contact the Department of Labor.
- _____ 15. To remain at the initial worksite and transfer to another work site will be considered under extenuating circumstances to be determined by Executive Director of Labor.
- _____ 16. To get my time card into the DOL by 3:30 pm on Fridays-unless I work a weekend schedule. If I do not, I will not get a paycheck the following pay period. The signature of the work site supervisor shall certify the accuracy of the reported time and activity for each week.
- _____ 17. To stay drug free while on the YWE Program. If I test positive during the program, I give my permission for the DOL Staff to inform my parents/guardian verbally and/or in writing. And I will agree to assistance with this barrier to employment.
- _____ 18. Cell phones and social media engagement will not be permitted during work hours unless permitted by Supervisor.
- _____ I will report any problems or any actions I deem inappropriate to my immediate supervisor and the DOL..

Signature of Participant

Date

Signature of Staff/Supervisor

Title

Date

Plan of Work

Youth Work Experience Program

Ho-Chunk Nation 2023

Department of Labor

Why Plan of Work?

Dear Youth Worker's, Parents, Guardians and Worksite Supervisor,

The Ho-Chunk Nation Department of Labor would like to sincerely, “Thank You” for participating in this very important and fortunate work experience opportunity being offered to our tribal youth. We have implemented a few changes to the program requirements. The biggest change is the implementation of a Plan of Work (P.O.W.) requirement for each youth worker. As a tool guide for world experience, we are asking a worksite designee to work with the youth to complete all components of the P.O.W. In a timely manner.

Our goal for our Youth is to be provided a real world experience related to employment, helping them to begin building their resumes and financial portfolio.

Please return the completed Plan of Work form along with Youth Work Essay to:

Ho-Chunk Nation Department of Labor

P.O. Box 667

Black River Falls, WI 54615

Attn: Laverda.richter@ho-chunk.com

Respectfully,

Ho-Chunk Nation Department of Labor

Revised 06.29.2023

Plan of Work

Youth Work Experience Program

Ho-Chunk Nation 2023

Department of Labor

Section A: (complete prior to 1st day of employment).

Position: _____

Worksite: _____

Work Supervisor: _____ Phone: _____

Youth Worker will identify personal characteristics they think are needed for this position:

Provide a work schedule to include dates and reasons for needing to be excused from work:

Start Date: _____ End Date: _____ Days off needed: _____

Section B: (complete throughout employment).

During this phase, the Youth Worker will develop an understanding of the basic roles and responsibilities of the position, including:

- Confidentiality
- Chain of Command
- Shadowing of job expectations
- Assist in existing basic skill of youth

Week 1- Awareness/Orientation Goals

During this week, the supervisor will assist the Youth Worker in completing the following goals:

- Site specific orientation
- Coordinate a timeline of expected job skills to be developed in the upcoming weeks

Plan of Work

Ho-Chunk Nation 2023

Youth Work Experience Program

Department of Labor

Week 2- Reporting/Documentation Goals

Week 2 will consist of the Youth Worker demonstrating knowledge and skills gained in the 1st week by preparing:

One page essay of what I have learned my 1st week and what I intend to gain in knowledge and experience from this job. Typed essays preferred as it will be placed in Youth Worker file here in the Department of Labor. Expectations of the essay are based on Youth Worker educational level. Essay needs to be complete and turned in before week 3 (parents, guardians and supervisors are encouraged to help assist with essay).

Week 3 to End of Placement o(Field Experience Goals

The Youth Worker will be engaging in fieldwork with an established or experienced fellow employee/counterpart. The Youth Worker will gain experience and knowledge specifically pertaining to the knowledge and experience intended to be acquired as written in a one page essay from week 2.

Conclusion: Practical of Competence of Job Objectives and Goals

The Youth Worker' will demonstrate to a designated Department of Labor staff/employee the knowledge, skills gained by preparing and delivering a 10 minute oral presentation on a self- chosen topic directly related to the Youth Program Experience. Telephone, video or face to face presentations are welcome. This includes Power Point and/or other media.

YOUTH WORK EXPERIENCE PROGRAM
DEPARTMENT OF LABOR

TO: Youth Work Experience Program
Labor Department
Ho-Chunk Nation

RE: Check Release

This is to let you know that I, _____

Will pick up my Youth Program check when I get notification that it is available.

OR:

I, would like to have my Youth Program check mailed to the address that I provided on my intake form.

OR:

Please let _____ pick up my Youth Program check this current pay period.

OR:

Please let _____ pick up my Youth Program check every pay period.

Thank you

Youth Signature: _____ Date: _____



HO-CHUNK NATION

Department of Labor

Occupational Safety and Health Division

P.O. Box 667 Black River Falls, WI 54615

Phone (715) 284-5877 Fax (715) 284-1520

1-800-294-9343

To: Summer Youth Employers/Supervisors

From: Safety Division, Department of Labor

Date: April 1, 2020

Re: Summer Youth Safety Work Requirements

To assist those agencies of the Ho-Chunk Nation which intent to or are employing summer youth, the following provides guidance on what work can be assigned to a summer youth worker by age. These rules of work are from the Wage and Hour Division of the U.S. Department of Labor, in consultation with Wisconsin Administrative Code, Chapter 270-Child Labor.

These requirements and limitations apply to all summer youth employed by the Ho-Chunk Nation Department of Labor, Safety Division at 715-284-5877 or via fax at 715-284-1520.

What Jobs Can Youth Do?

14 and 15 year olds

The following list, which is not exhaustive, are jobs that 14 and 15 year olds MAY NOT be employed in:

1. Any MANUFACTURING occupation.
2. Any MINING occupation.
3. Most PROCESSING occupations such as filleting of fish, dressing poultry, cracking nuts, developing of photographs, laundering, bulk or mass mailings.
4. Occupations requiring the performance of any duties in WORKROOMS, or WORKPLACES WHERE GOODS ARE MANUFACTURED< MINED OR OTHERWISE PROCESSED.
5. ANY OCCUPATION FOUND AND DECLARED TO BE HAZARDOUS BY THE SECRETARY OF LABOR.
6. Occupations involved with the operating tending, setting up, adjusting, cleaning, oiling or repairing of HOISTING APPARATUS.
7. Work performed in or about BOILER OR ENGINE ROOMS or in connection with the MAINTENANCE OR REPAIR OF THE ESTABLISHMENT, MACHINES, and or EQUIPMENT.
8. Occupations involved with the operating, tending, setting up, adjusting, cleaning, oiling or repairing of ANY POWER DRIVEN MACHINERY, including, but not limited to lawnmowers, golf carts, all-terrain vehicles, trimmers, cutters, weed-eaters, edger's, food slicers, food grinders, food choppers, food processors, food cutters and food mixers.
9. THE OPERATION OF MOTOR VEHICLES OR SERVICE AS HELPERS ON SUCH VEHICLES.
10. THE RIDING ON A MOTOR VEHICLE outside of an enclosed passenger compartment.
11. OUTSIDE WINDOW WASHING that involves working from window sills.
12. ALL WORK REQUIRING THE USE OF LADDERS, SCAFFOLDS, OR THEIR SUBSTITUTES.

13. ALL BAKING AND MOST COOKING ACTIVITIES except as for the allowable work listed below.
14. WORK IN FREEZERS AND MEAT COOLERS AND ALL WORK IN THE PROCESSING OF MEAT FOR SALE: however, youth are permitted to occasionally enter freezers only momentarily to retrieve items.
15. LOADING AND UNLOADING of goods or property onto or from MOTOR VEHICLES, RAILROAD CARS, AND CONVEYORS, except as discussed below.
16. PUBLIC MESSENGER SERVICE.
17. OCCUPATIONS IN CONNECTION WITH:
 - a. TRANSPORTATION of persons or property by rail, highway, air, on water, pipeline, or other means.
 - b. WAREHOUSING and STORAGE.
 - c. COMMUNICATIONS and PUBLIC UTILITIES.
 - d. CONSTRUCTION (including repair).
 Except 14 and 15 year olds may perform office or sales work in connection with a,b,c and d. above when not performed on transportation media, on an actual means of transportation, or at the action construction site.

The following is a list of jobs the Secretary of Labor has determined will not interfere with the schooling, health, and well- being of 14 and 15 year olds and therefore MAY BE performed by such youth:

1. OFFICE and CLERICAL WORK, including operation of office machines.
2. WORK OF AN INTELLECTUAL, OR ARTISTICALLY CREATIVE NATURE such as but not limited to computer programming, the writing of software, teaching or performing as a tutor, serving as a peer counselor or teacher's assistant, etc.
3. COOKING with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets into and out of the oil or grease. NOTE: this section does not permit cooking with equipment such as rotisseries, broilers, pressurized equipment including Fryolator's, and cooking devices that operate at extremely high temperatures such as "Neico broiler's."
4. CASHIERING, SELLING, MODELING, ART WORK, WORK IN ADVERTISING DEPARTMENTS, WINDOW TRIMMING and COMPARATIVE SHOPPING.
5. PRICE MARKING and TAGGING by hand or by machine. ASSEMBLING ORDERS, PACKING and SHELVING.
6. BAGGING and CARRYING OUT CUSTOMER ORDERS.
7. ERRAND and DELIVERY WORK by foot, bicycle, and public transportation. Except such youth may not be employed by a public messenger service.
8. CLEANUP WORK. Including the use of vacuum cleaners and floor waxer's and the maintenance of grounds, but not including the use of power-driven mowers, cutters, trimmers, edger's, or similar equipment.
9. KITCHEN WORK and other work involved in preparing and serving food and beverages, including operating machines and devices used in performing such work. Examples of permitted machines and devices include, but are not limited to, dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, coffee grinders, automatic coffee machines, devices used to maintain the temperature of prepared foods (such as warmers, steam tables and heat lamps), and microwave ovens that are used only to warm prepared food and do not have the capacity to warm above 140F.
10. CLEANING KITCHEN EQUIPMENT. Minors are permitted to clean kitchen equipment (not otherwise prohibited), remove oil or grease filters, pour oil or grease through filters, and move receptacles containing hot grease or hot oil, but only when the equipment, surfaces, containers and liquids do not exceed a temperature of 100F.
11. CLEANING VEGETABLES AND FRUITS, AND THE WRAPPING, SEALING, LABELING, WEIGHING, PRICING, AND STOCKING OF ITEMS, INCLUDING VEGETABLES, FRUITS, AND MEATS, when performed in areas physically separate from a freezer or meat cooler.
12. LOADING ONTO MOTOR VEHICLES AND THE UNLOADING FROM MOTOR VEHICLES of light tools and equipment, including, but not be limited to, rakes, hand-held clippers, shovels and brooms. Such light tools

would not include items like trash, sales kits, promotion items or items for sale, lawn mowers, or other power-driven lawn maintenance equipment. Such minors would NOT be permitted to load or unload safety equipment such as barriers, cones, or signage.

13. THE OCCUPATION OF LIFEGUARD (15 year olds ONLY) at traditional swimming pools and water amusement parks when properly trained and certified in aquatics and water safety by the American RED Cross or similar certifying organization. No youth under 16 years of age may be employed as a lifeguard at a natural environment such as an ocean side beach, lake, pond, river, quarry, or pier.
 - A. EXCEPTION: youth may not operate as a lifeguard at elevated platforms, such as those associated with waterslides found in waterparks.
14. WORK IN CONNECTION WITH CARS AND TRUCKS if confined to the following:
 - A. Dispensing gas and oil.
 - B. Courtesy service on premises of gasoline service station.
 - C. Car cleaning, washing, and polishing by hand.
 - D. Other occupations permitted by Child Labor Regulation NO. 3, But not including work involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

16 and 17 year olds:

16 and 17 year old youth workers may engage in any occupation not deemed by the U.S. Secretary of Labor to be hazardous. The following lists of 17 occupations have been deemed to be particularly hazardous for youth workers, and therefore are NOT allowable for youth ages 16-17. Some of these contain limited exemptions:

1. Manufacturing and storing of explosives.
2. Motor vehicle driving and outside helper on a motor vehicle.
3. Coal mining.
4. Occupations in forest fire fighting, forest fire prevention, timber tract operations, forestry service, logging and sawmilling.

EXCEPTIONS: All occupations in this category are considered hazardous, except the following when not otherwise prohibited by other sections of this policy:

 - A. Work in offices or in repair or maintenance shops.
 - B. Work in the repair or maintenance of roads, railroads or flumes and work in construction and maintenance of telephone lines, but only if the minors are NOT engaged in the operation of power-driven machinery, the handling or use of explosives, the felling or bucking of timber, the collecting or transporting of logs, or work on trestles.
 - C. The following tasks in forest fire prevention provided none of these tasks may be performed in conjunction with or in support of efforts to extinguish a forest fire: the clearing of fire trails or roads: the construction, maintenance and patrolling of fire lines: the piling and burning of slash: the maintaining of firefighting equipment: and acting as a fire lookout or fire patrolman.
 - D. Work related to forest marketing and forest economics when performed away from the forest.
 - E. Work in the feeding or care of animals.
5. Power driven woodworking machine occupations.
6. Exposure to radioactive substances.
7. Power driven hoisting apparatus, including forklifts.
8. Power driven metal forming, punching, and shearing machines.
9. Mining, other than coal mining.
10. Operating power driven meat processing equipment, including meat slicers and other food slicers, in retail establishments (such as grocery stores, restaurant kitchens and deli's) and wholesale establishments, and most occupations in meat and poultry slaughtering, packing, processing or rendering.
11. Power driven bakery machines including vertical dough or batter mixers.

EXCEPTIONS:

- A. This hazardous occupation shall not apply to the operation, including the setting up, adjusting, repairing, oiling and cleaning, of lightweight, small capacity, portable counter top power driven food mixers that are, or are comparable to, models intended for household use.
 - B. This hazardous occupation shall not apply to the operation of pizza dough rollers, a type of dough sheeter, that: have been constructed with safeguards contained in the basic design so as to prevent fingers hands or clothing from being caught in the in-running point of the rollers; have gears that are completely enclosed; and have micro-switches that disengage the machinery if the backs or sides of the rollers are removed.
12. Power driven balers, compactors, and paper processing machines.
 13. Manufacturing bricks, tile, and kindred products.
 14. Power driven circular saws, band-saws,, chainsaws, guillotine shears, wood chippers, and abrasive cutting discs.
 15. Wrecking, demolition, and shipbreaking operations.
 16. Roofing operations and all work on or about a roof.
 17. Excavation operations.

Youth which turn 16 or 18 during the course of Youth Employment:

All summer youth workers will retain the same set of age established restrictions for the duration of the summer season.

For example, if a youth turns 16 during the summer (prior to June 1, 2020), they shall continue to abide by the original restrictions of 14 and 15 year olds place on them on the first day of their employment.

Youth that turn 18 during the summer (prior to June 1, 2020) will continue to operate under the restrictions placed on 16 and 17 year olds.

Additional Resources:

For additional information, visit the US Department of Labor’s website at:

<http://www.doll.gov/whd/regs/compliance/shildlabor101text.htm>

Signature of Supervisor or Employer: _____ Date: _____