



RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR
ST. PAUL 55155

881485

TO: Heads of All State Agencies and Departments

12/20/85

FROM: RUDY PERPICH
Governor

SUBJECT: State Summer Jobs Program

Again, this year we will follow a hiring policy which provides summer jobs as much as possible to those most in need. Accordingly, I have asked the Departments of Employee Relations and Jobs & Training to develop procedures to implement a State Summer Jobs Program. The program is to be consistent with collective bargaining agreements, plans and personnel statutes.

State agencies should make no hiring commitments for summer employment during the period April 1, 1986 to September 30, 1986 except under the provisions included in the attached memorandum.

Please bring this policy and the attached procedures to the attention of your personnel administrators and all field hiring authorities.

Again, I wish to reiterate my firm commitment to a hiring policy which seeks to provide summer jobs to those most in need, in a system that provides general public access to such jobs. Thank you for your cooperation and support.

cc: Personnel Directors

DEPARTMENT EMPLOYEE RELATIONS - 3RD FLOOR
SPACE CENTER BUILDING

Office Memorandum

TO: Personnel Directors

DATE: 12/20/85

FROM: Nina Rothchild
Commissioner

PHONE: 296-8366



SUBJECT: State Summer Jobs Program

In accord with the attached directive from Governor Perpich, DOER and the Department of Jobs & Training have developed procedures for the State Summer Jobs Program designed to provide access to all interested applicants but emphasizing priority appointment of persons in greatest economic need of employment.

The program covers all appointments made between April 1, 1986 and September 30, 1986 for emergency, temporary, student worker and non-tenured laborer appointment types. Specific instructions for making any of these appointments during the covered period are attached.

General program guidelines:

- Persons interested in appointment in any state agency in any of the covered appointment types during the summer period, should be referred to their nearest Job Service Office to register for the State Summer Jobs Program. A list of Job Service Offices is attached.

NOTE: Registration with a Job Service Office is required for all persons interested in state summer jobs, not just for those who meet economic needs criteria. Registration and referral information has been provided to Job Service staff. Candidates may register any time from now through September 30, 1986. A press release will provide public notice of the program and encourage interested persons to register with Job Service Offices.

- Agencies may return any student worker or laborer who worked for the agency during the previous (1985) summer.
- If not returning a former employee or making a temporary appointment from a DOER eligible list, an agency must place a job order with their nearest Job Service Office to fill a Summer Job. Orders must specify that the position is a State Summer Job Program vacancy and indicate the reasonable qualifications needed for the position, the number of candidates the agency wishes referred for the vacancy, the days, hours and expected duration of the position. Agencies should also determine for which, if any, protected groups their workforce is disparate and request special assistance from Job Service in referring program eligible protected group candidates to help correct those disparities.

- During the period April 1 to September 30, 1986, appointments in any of the four appointment types must be accompanied by one of the following:
 1. A note in the "Remarks" section of the Employee Action Form that the appointed individual had been laid off from the agency and is being returned under terms of a governing collective bargaining agreement.
 2. The certification report made by the Department of Employee Relations of candidates on the eligible list interested in temporary employment for a temporary position.
 3. A reference in the "Remarks" section of the Employee Action Form to the dates of a returning student worker's or laborer's employment during the summer of 1985.
 4. A copy of the State Summer Jobs Program Certification Form for the appointed employee signed by a Job Service Office staff member and indicating the economic category of the applicant.
 5. An explanation in the "Remarks" section of the Employee Action Form that an order had been placed with Job Service (give office location and order date) but could not be filled by referral of qualified candidates.
- Classified positions being filled on an unlimited basis from DOER eligible lists or through Job Service referral from the Cooperative Placement Program for routine service positions are not included in this program although routine service positions being filled on an emergency or temporary basis are included.

I encourage agency hiring authorities who expect to fill jobs in this program to contact their nearest Job Service soon to discuss registration, referral hiring and appointment verification procedures which, within the guidelines provided in this memo, will meet the unique needs/circumstances of the hiring agency and local Job Service Office.

Enclosure

- Job Service will register candidates using their standard procedures and also have applicants complete a copy of the enclosed "State Summer Jobs Program Certification Form". Job Service will provide state agencies copies of these forms for all candidates referred to openings.
- Job Service will consider the qualifications and the number of referrals requested by a state agency job order and will refer candidates from among applicants registered with their offices on the following economic category priority basis:

Category 1 - Members of families of which all members are unemployed, unemployed heads of households or self-supporting students (who meet all of the following three qualifications: (a) has not lived with parents or guardian for more than six weeks during the preceding year; (b) has not received more than \$750 from parents or guardian during the preceding year; and (c) has not been claimed as an income tax deduction by parents or guardian during the preceding year).

Category 2 - Members of families whose income is less than 125% of the lower living standard defined as follows:

<u>Size of Family Unit</u>	<u>*Metro Area</u>	<u>Non-Metro Area</u>
1	\$ 7,804	\$ 7,642
2	12,779	12,517
3	17,554	17,179
4	21,660	21,214
5	25,554	25,036

*Benton, Clay, Chisago, Olmsted, Polk, Sherburne, Stearns, St. Louis and Wright counties use figures for Metro Area.

Category 3 - All other registered job applicants, i.e., all interested applicants regardless of economic need.

- Regardless of the number of referrals requested by an agency, if the Job Service Office can refer one or more candidates from Group 1 who meet the qualifications specified in the job order, no candidates from Group 2 will be referred. Likewise, candidates from Group 3 will not be referred until all qualified Group 2 candidates have been exhausted.
- If a Job Service Office receives an order for which they have no qualified registered candidates, they will contact the state agency to indicate the qualifications of those registered applicants who come closest to meeting the order requirements to discuss whether those candidates will be acceptable to the agency. If so, those candidates will be referred in the previously indicated category order. If not, after five work days' (three for emergency appointments) opportunity to recruit qualified candidates, Job Service will contact the agency to indicate the lack of availability of candidates and the agency may make a direct appointment.

State Summer Jobs Program Appointments

Emergency Appointments (For up to 30 days in any state job class)

1. Comply with any applicable collective bargaining agreement/plan provision to offer the position to laid off employees.
2. If no laid off employees are available for or interested in the position, place a State Summer Jobs job order with the nearest local Job Service Office.
3. Interview referrals and make an appointment. Attach a copy of the employee's State Summer Jobs Certification Form to the EAF. Remember that M.S. 43A.15 prohibits any one person from working more than 30 cumulative work days in any 12 month period in any one state agency. Check to see if the employee you are appointing has had previous employment in your agency.

Temporary Appointments (For up to 6 months in any state job class)

1. Submit a Position Action Form requesting authority to make a temporary appointment and a Request to Employ.
2. Comply with any applicable collective bargaining agreement or plan provisions to offer the position to laid off employees.
3. DOER will refer from eligible lists any qualified candidates available for temporary employment.
4. If there are no qualified candidates on eligible lists or if referred candidates prove unavailable, DOER will notify the agency to place a State Summer Jobs job order with the nearest local Job Service Office. Remember that M.S. 43A.15 Subd. 3 prohibits any person from working more than 12 months in any 24 month period on temporary appointments. Check to see if the person you are appointing has had other temporary employment in any state agency during the previous two years.

Student Worker Appointments

NOTE: Student worker positions are of different types and salary ranges. All student worker appointments require student status, i.e., current enrollment, or anticipated return to school in three months or less (off for vacation or one quarter), in a secondary, post-secondary or graduate curriculum in a high school, college, vocational or technical school. Student worker para-professional positions are limited to students who have finished their first year of a post-secondary curriculum in a field related to the work to be performed. Student worker para-professional senior positions are reserved for students who have completed at least the first two years of a post-secondary curriculum in an area appropriate to the position.

1. Determine if any student who worked for the agency as a student worker during the summer of 1985 is to be returned during 1986. While not required to do so, an agency may rehire any student worker who worked during the previous summer.
2. If the position is not filled by return of a former student worker, contact the nearest local Job Service Office to place a State Summer Jobs job order including student status requirements as specified above.
3. Interview referrals and make an appointment. Attach a copy of the employee's State Summer Jobs Certification Form to the EAF.

Non-Tenured Laborer Appointments

1. Determine if any laborers who worked for the agency during the summer of 1985 are to be returned during 1986. While there is no obligation to do so the agency may rehire any laborer who worked during the previous summer.
2. If the position is not filled by return of a former laborer, contact the nearest local Job Service Office to place a State Summer Jobs job order.
3. Interview referrals and make an appointment. Attach a copy of the employee's State Summer Jobs Certification Form to the EAF.

MAY 12 1986

Act No. 22
Public Acts of 1984
Approved by the Governor
March 7, 1984
Filed with the Secretary of State
March 7, 1984

**STATE OF MICHIGAN
82ND LEGISLATURE
REGULAR SESSION OF 1984**

Introduced by Reps. Mathieu, Harrison, Bartnik, Porreca, Jacobetti, Parrott, DeMars, Stabenow, Spaniola, Ciaramitaro, Cherry, Hickner, Webb, Berman, Sullivan, Hunter, Padden, Clack, Perry Bullard, Leland, Pridnia, Sietsema, Fitzpatrick, Koivisto, Alley, Jondahl, Mahalak, Gingrass, Ehlers, Joe Young, Sr., Hertel, Scott, Gagliardi, Hollister, Willis Bullard, DeBeaussaert, Evans and Emerson Reps. Bennane, Rocca, Dutko, Middaugh, Weeks, Runco and Van Singel named co-sponsors

ENROLLED HOUSE BILL No. 4978

AN ACT to establish the Michigan conservation corps; to prescribe the powers and duties of certain state officers, agencies, and departments; to provide for penalties; and to provide for an appropriation.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "Michigan conservation corps act".

Sec. 2. As used in this act:

- (a) "Chief" means the chief administrator of the Michigan conservation corps appointed pursuant to section 4.
- (b) "Corps" means the Michigan conservation corps.
- (c) "Corpsmember" means a participant in the corps.
- (d) "Department" means the department of natural resources.
- (e) "Minority" means a person who is black, hispanic, oriental, eskimo, or an American Indian who is not less than 1/4 quantum Indian blood as certified by the person's tribal association and verified by the Indian affairs commission.
- (f) "Recipient" means a city, village, county, township, school district, or intermediate school district of this state.
- (g) "Resident" means an individual who has in this state the individual's true, fixed, and permanent home and principal establishment to which the individual intends to return whenever absent. An individual is a resident until the individual establishes a permanent establishment outside this state.

Sec. 3. (1) The Michigan conservation corps is established within the department of natural resources for conserving, improving, and developing this state's natural resources, and for enhancing, preserving, and maintaining public lands and waters through the employment of residents of this state in work training programs. The department may administer on a contractual basis a grant program which dispenses funds to recipients.

(2) The work training programs required by this section and section 5 shall provide work experience for certain residents of this state that will increase their likelihood of obtaining future employment.

Sec. 4. The governor by and with the advice and consent of the senate shall appoint a chief to administer the corps. The chief shall do all of the following:

- (a) Recruit and employ corpsmembers who meet the requirements of section 6.
- (b) The level of corpsmember participation and enrollment shall not exceed 500 fiscal year equated positions on an annualized basis.

- (c) Select work training programs for the corps that meet the requirements of section 5.
- (d) Execute employment contracts containing terms and conditions as are considered necessary and desirable for the employment of corpsmembers.
- (e) Execute contracts with the federal government and recipients for the implementation of this act.
- (f) Apply for and accept grants or contributions of funds, when appropriate, from any public or private source.
- (g) Purchase, rent, or otherwise acquire or obtain necessary property, supplies, instruments, tools, and equipment necessary for the implementation of this act.
- (h) Appoint supervisors, safety officers, and such medical and other personnel as he or she considers appropriate.
- (i) Establish rules of conduct designed to maintain order and discipline in each corps program.
- (j) Adopt guidelines, promulgate rules, and take any other action necessary to implement this act.

Sec. 5. (1) Work training programs conducted under this act shall provide corpsmembers with work experience related to the conservation, improvement, or development of natural resources and the enhancement, preservation, and maintenance of public lands and waters. Work experience may include, but is not limited to, all of the following:

- (a) Planting, pruning, and cutting of trees.
- (b) Development of lakes, ponds, and waterways to be used as hunting and fishing sites and for other recreational purposes.
- (c) Wildlife habitat development.
- (d) Urban parks and recreational site development.
- (e) Trail development.
- (f) Flood and drainage control programs, such as the cleaning and repair of ditches and streams.
- (g) Prevention of shore and soil erosion.
- (h) Highway and community beautification.
- (i) Litter removal.
- (j) Assistance in fire prevention and suppression.
- (k) Assistance in times and places of natural disasters.
- (l) Reclamation of strip-mined land.
- (m) Insect and pest control.

(2) Work training programs shall be undertaken in both urban and rural areas and shall be selected on the basis of the environmental and natural resource benefits each offers, the opportunities for public use each offers, and the on the job training value of each.

(3) Work experience shall not include work on any project for removal or cleaning up of any toxic waste or other hazardous substance.

Sec. 6. (1) A person is eligible to become a corpsmember if he or she:

- (a) Is a resident of this state.
- (b) Except for supervisors, is not less than 18 years of age and not more than 25 years of age on the date of application.
- (c) Is not employed at the time of hire.
- (d) Is not a son or daughter of an elected or appointed official of this state or of a city, village, county, township, school district, intermediate school district, or other governmental authority.
- (e) If employed as a supervisor, was not on the department's or recipient's payroll within 30 days before being hired through a program established with funds received under this act.

(2) If the number of persons applying for positions in a work training program established under this act exceeds the number of positions created, the chief shall give priority in hiring to general assistance recipients. In hiring supervisors, the chief also shall give priority to qualified general assistance recipients.

(3) The chief shall ensure that eligible minority persons, eligible persons who are members of households the heads of which are single, eligible persons who are handicapped, and equal numbers of eligible males and females, to the extent that these persons apply for the program, are hired as corpsmembers.

(4) The chief shall notify the director of the department of social services of any work training program established under this act. The director of the department of social services shall take any action necessary to

notify all employable general assistance recipients who are eligible under this act, who are not currently assigned to employment, training, or an educational program, of the work training programs established under this act.

(5) An employable general assistance recipient who is eligible for employment under this act and who is not currently assigned to employment, training, or an educational program, who, without good cause, refuses an offer of employment under this act is subject to section 55a of the social welfare act, Act No. 280 of the Public Acts of 1939, being section 400.55a of the Michigan Compiled Laws.

Sec. 7. (1) The department shall not employ a corpsmember for more than 1 year.

(2) The department shall compensate a corpsmember, other than a supervisor, at the minimum wage established by law at the time of employment. A corpsmember who is a supervisor shall be paid a temporary supervisory wage not to exceed \$5.50 per hour.

Sec. 8. The department shall provide worker's disability compensation insurance for corpsmembers employed by the department, and recipients shall provide worker's disability compensation insurance for corpsmembers whom they employ as provided under the worker's disability compensation act of 1969, Act No. 317 of the Public Acts of 1969, being sections 418.101 to 418.941 of the Michigan Compiled Laws.

Sec. 9. Corpsmembers who at the time of hire were receiving general assistance shall continue to receive, while they are corpsmembers, the medical benefits provided under the social welfare act, Act No. 280 of the Public Acts of 1939, being sections 400.1 to 400.121 of the Michigan Compiled Laws.

Sec. 10. Corpsmembers shall not be considered state employees for purposes of membership in the state employees' retirement system.

Sec. 11. (1) The corps shall assist corpsmembers in obtaining employment after their participation in a corps program.

(2) The corps shall ensure that conservation programs established under this act do not displace currently employed workers or impair existing contracts for service provided by other workers, and that no corpsmember is used in any manner in connection with a work or labor dispute.

Sec. 12. The corps may establish residential facilities and such other facilities as the chief determines to be in the best interest of the corps.

Sec. 13. The legislature annually shall appropriate a sum sufficient to implement this act.

Sec. 14. This act shall not apply after December 31, 1985.

This act is ordered to take immediate effect.

William A. Ryan

.....
Clerk of the House of Representatives.

Willie C. Londer

.....
Secretary of the Senate.

Approved

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Governor.

