



United States Department of the Interior  
 FISH AND WILDLIFE SERVICE  
 Mountain-Prairie Region



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JAN 11 2008

Memorandum

To: Refuges Project Leaders, Region 6  
 Fisheries Project Leaders, Region 6

From: Assistant Regional Director, National Wildlife Refuge System, Region 6

Subject: FY 2008 Youth Conservation Corps--Recruitment and Hiring Procedures

The following guidance will assist you in operating your FY 2008 Youth Conservation Corp (YCC) program. For those Refuges/Fisheries offices that had a YCC Program in FY 2007, the attached YCC allocation will be fund targeted to the station organization code. Charge all associated YCC salaries and expenditures to 1262-Y6\_\_\_. You are encouraged to use any other discretionary funds for this effort as well. For example, other annual maintenance funding, base discretionary funding, or any other funding sources available.

Recruitment may begin immediately, and selections should be made on or about April 15. Enrollees will be paid minimum wage based on the area, as each State will have a different minimum wage amount. Youth Leaders will receive an additional 15 percent per hour.

YCC Federal Minimum Wage Increase

The minimum wage increase will impact your budgets again this year and next. As outlined below, the Federal increase will be taking place in three phases. Some states still have higher minimum wage rates than the Federal and the higher of the two will always be given to the YCC participants. Youth leaders will, as always, be entitled to 15% higher pay than the minimum.

| <u>Phase</u> | <u>Effective Date</u> | <u>New Federal Minimum Wage</u> |
|--------------|-----------------------|---------------------------------|
| One          | July 24, 2007         | \$5.85 per hour                 |
| Two          | July 24, 2008         | \$6.55 per hour                 |
| Three        | July 24, 2009         | \$7.25 per hour                 |

To facilitate personnel processing of enrollees, please forward the following completed forms to the Regional Personnel Office (60182), Attention Frances Martinez, IMMEDIATELY after the enrollee reports for work. There is no need to process an electronic SF-52.

- ✓ YCC Application
- ✓ Personnel Master Change Notice
- ✓ YCC Enrollee Information Sheet, which includes the 2008 IRS Form W-4
- ✓ YCC Medical History
- ✓ Employment Eligibility Verification

All enrollees are required to have a social security number.

To terminate an enrollee, send an e-mail message to Frances Martinez stating the enrollee's name, social security number, and the last day worked. An electronic SF-52 is not needed. Please remember, YCC enrollees cannot work beyond September 30, 2008.

YCC Work Project Plan and Job Hazard Analysis (JHA) forms are still required. The Regional Safety Office reviewed and updated eight JHA's in 2004, which most likely pertain to YCC work. If you are planning a project that is not covered by one of these JHA's, please prepare a new, or submit an existing, JHA. Contact Shelley Frame for the electronic version of the updated JHA and Work Project Plan if you do not have them on file. Please contact Terry Black in the Safety Office if you need guidance or assistance completing the JHA's.

Attached are forms and instructions for project planning, processing employees, and submitting the annual report. As you work with YCC throughout the summer, please track any other expenditure, i.e., staff salaries to supervise (ABC code 5C) and other costs such as supplies purchased. Please submit the Work Accomplishment Report at the end of your program. Please remember that Environmental Education is a strong component of the YCC program. This can be done while at the job site. Take advantage of teaching moments as they occur.

General information about the YCC program can be found in the May 1999, Youth Conservation Corps Reference Book. If you have any questions, please contact Shelley Frame, Regional YCC Coordinator, at (406) 644-4991, or Susan O'Connor, Payroll Coordinator, at (303) 236-7913.



Attachments: FY 2008 Funding Allocation  
 New Youth Employment Rules from U.S. Department of Labor  
 240 FW 9 Volunteer and Youth Programs  
 YCC Application Form  
 Personnel Master Change Notice for Youth Conservation Corps Enrollees  
 YCC Enrollee Information Sheet  
 YCC Medical History  
 Employment Eligibility Verification  
 Timekeeper Information for YCC Enrollees  
 YCC Work Project Plan

Job Hazard Analysis

- 1) Motor Vehicle Travel/Motor Vehicle Maintenance
- 2) Wildlife Surveys
- 3) Hand tool Use
- 4) General Maintenance/Clean-up/Repair/Construction
- 5) Material Handling
- 6) Operating Landscape Equipment
- 7) Power Tool Use
- 8) Waterfowl Banding

YCC Work Accomplishment Report

cc: ARD – Fisheries and Ecological Services  
AO – Fisheries and Ecological Services  
Jean Dennis  
Susan Reimer  
Debbie Henn

Attachment to YCC Recruitment Memo

The information below was received from Terry Black, Safety Specialist, Division of Safety and Occupational Health:

New Youth Employment Rules from the U.S. Department of Labor:

On December 16, 2004, the U.S. Department of Labor published final regulations in the Federal Register changing some employment rules for youth ages 14-17. The rules become effective February 14, 2005. The changes include:

- ✓ Incorporating into regulations a 1996 amendment to the Fair Labor Standards Act (FLSA) permitting 16- and 17-year olds to load, but not operate or unload scrap paper baling and compacting equipment, and expanding the previous regulation to include machines that compact non-paper materials, such as metals and plastics.

Modifying the regulation regarding the types of cooking and cooking-related duties that 14- and 15-year olds may perform, including provisions limiting the equipment that 14- and 15-year olds can work with and specifying allowable surface temperatures of equipment and liquids.

- ✓ Modifying the regulation that prohibits 16- and 17-year olds from roofing occupations to include all work on or about roofs.

NIOSH played a critical role in the revised regulations including providing comments and recommendations on the proposed changes, epidemiological data, statistics and fatality investigation findings to the Department of Labor. The rule change was considered by the Office of Management and Budget as a "significant regulatory action" with NIOSH research and findings cited among the justifications for the rule changes. The final rules can be accessed on the Federal Register at <http://www.gpoaccess.gov/fr/index.html>.

Publication of this rule is part of the Department of Labor's ongoing efforts to promote positive, safe work experiences for youth, while ensuring necessary and effective safety protections. As part of this ongoing rule, the Department of Labor contracted with NIOSH to review available data and make recommendations for changes to regulations that prohibit 16- and 17-year olds from performing especially hazardous work. NIOSH provided DOL with these recommendations in 2002: <http://www.cdc.gov/niosh/docs/NIOSHRecsDOLHaz/>. This rule substantially incorporates four of the NIOSH report recommendations. The Department of Labor continues to consider additional recommendations in the NIOSH report.