

CITY OF WAUKESHA
HUMAN RESOURCES POLICY / PROCEDURE

SUBJECT:

Cooperative Employment and Education Program

ISSUED:

DRAFT

**NO:
B-11**

SUPERCEDES:

6/6/03

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OF: 1**

Cooperative Employment and Education Program Resolution

WHEREAS, the City of Waukesha desires to develop a good understanding of public employment opportunities and responsibilities through direct on the job placement of certain groups of citizens, and

WHEREAS, The City of Waukesha wishes to become an employer offering an opportunity to assist in the instruction and counseling of individual citizens during the transition and adjustment period from school to work,

THEREFORE, BE IT RESOLVED, that from the date of adoption of the resolution, the following limited term employment and education program is adopted:

1. Participation in this program shall include a (a) senior students of Waukesha High Schools (subject to school program requirements), (b) students of post high school colleges (c) or protected EEO/AAO individuals (groups).
2. The period of employment shall be with the regular business day, on a part-time basis for a limited duration not to exceed the period of the last semester of active student status.
3. The hours on the job for certified* co-op students will be a minimum of fifteen (15) hours per week (maximum of forty (40) hours per week).
4. The wages paid shall be set with ~~Human Resources Committee~~ **City Administrator** approval recognizing the overall fiscal years budgetary allocation.
5. This program shall be administered and maintained by Department Directors.
6. All participants will be full time students and will be eligible to receive credit for work performed of the City as verified by the educational institution attended.
7. Employment shall cease when either of these two (2) criteria can no longer be verified.
8. Written confirmation that the student is earning credit shall be obtained from the student and verified with the educational institution attended.

ATTEST:

Passed this _____ day of _____, 2014.
Approved this _____ day of _____, 2014.

City Clerk/Treasurer

Mayor