



200 North Second Street
Fulton, New York 13069
(315) 591-9000
ocwny@oswegocounty.com
(315) 591-9047 fax or (315) 591-9009 fax

Re: Request for Oswego County Workforce New York 2025 Summer Positions

Oswego County Workforce New York (OCWNY) is soliciting proposals to provide work sites for the 2025 Summer Youth Employment Program (SYEP). Please consider the following when submitting your request:

- This year's program is planned for Monday, July 7, 2025, through Friday, August 15, 2025. Alternate start and end dates may be requested but must be approved in advance.
- If youth are required to attend an orientation for your organization prior to July 7, 2025, please indicate this on your proposal as an early start date.
- **Summer Trainees are limited to work a maximum of 30 hours per week.**
- Labor laws require that youth scheduled to work more than 6 hours in a day, must be given at least ½ hour unpaid lunch break. The unpaid lunch break must be noted on the timesheet and deducted from the daily total.
- All work site supervisors will receive a supervisor's handbook with detailed program information.
- Youth cannot work Friday, July 4, 2025, as this is a holiday.
- Youth cannot work on Saturdays or Sundays without prior written approval of OCWNY.
- NOTE: the program will be accepting 14 and 15-year-old applicants. Please indicate on your proposal if you will accept placements from this age group.

All youth workers are paid \$15.50 per hour by Oswego County. Summer Counselors will be assigned by this office to visit and monitor each work site throughout the program. Counselors will visit work sites to observe training, conduct educational workshops, provide career and job readiness counseling and be available to address your questions and concerns regarding trainee attendance and work performance issues.

All youth must attend a pre-placement workshop, complete an application and be determined eligible for the program. Placements will be made solely by the Workforce New York program staff. Please do not promise jobs to any youth as we cannot guarantee any placements.

Thank you for your support of the Summer Youth Employment Program (SYEP). Worksite Proposals can be returned to us no later than **Friday, May 2, 2025**, in the following ways:

Email: ocwny@oswegocounty.com

Mail: Oswego County Workforce NY 200 North Second Street Fulton, NY 13069

Fax: (315)591-9047

We look forward to hearing from you! If you have any questions, you can reach me directly at Elizabeth.Kapuscinski@oswegocounty.com or (315) 591-9010.

Sincerely,

Elizabeth Kapuscinski

Elizabeth Kapuscinski
Senior Employment Specialist

www.ocwny.org

Oswego County Workforce New York is an equal opportunity employer/program.
Auxiliary aids are available upon request to individuals with disabilities.

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Special request for worksites this summer

We are looking for worksites who are willing to work with 14 & 15 year old youth participants this summer. Some common jobs that youth participants in this age group can do include, but are not limited to basic cleaning, basic outdoor landscaping, basic clerical work. See attached labor laws for specifics for the employment of minors.

Please see attached documents to learn more about the labor laws for minors. You are also encouraged to go to <https://dol.ny.gov/employment-minors> for more information.

As a worksite, you can shape tomorrow's workforce! Since many of our 14 & 15 year olds have never worked before, they are eager to learn & participate actively on the job. Don't be afraid to give them a chance this summer!

If you are interested in working with 14 & 15 year old youth participants this summer, don't forget to check the box on the worksite proposal form that says "We are willing to accept 14 & 15 year-old OCWNY trainees".

If you have any questions about bringing this age group on to your worksite, please contact Elizabeth Kapuscinski at (315)591-9010 or Elizabeth.Kapuscinski@oswegocounty.com

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Oswego County Department Workforce Development

2025 Oswego County Workforce New York Summer Component

WORK SITE STANDARDS

Please consider the information below when completing the Work Site Proposal, as this information is used in the selection of work sites:

- Emphasis will be placed on quality work sites providing sufficient, meaningful work to participating youth.
- The work site should provide participants with worthwhile tasks, enabling them to improve employability skills. The range of employability skills encompasses both job specific as well as interpersonal skills.
- Each work site should have the facilities to provide services to the youth participants in a safe and sanitary environment.
- An adequate number of skilled supervisors must be provided at each work site. These supervisors must be accountable for participant time, attendance, and safety.
- **SYEP allows youth to work 30 hours per week. Any hours authorized beyond 30 hours per week will be the responsibility of the work site.**
- All youth assigned to work must be provided with sufficient work to occupy them. Alternate plans should be made for days of inclement weather where necessary.
- The work site must assure that Labor Laws and other laws governing the employment of minors in New York State will be adhered to, and that jobs assigned are appropriate to the age group. Work sites must follow provisions of the “Right-to-Know” laws where applicable.
- The work site must assure that there will be sufficient equipment and/or materials to do the work assigned.
- SYEP participants cannot displace regular workers or infringe on promotional opportunities or overtime hours.
- All trainees attend a mandatory orientation during which behavioral expectations and County of Oswego protocols and policies are explained. All work sites are allowed and encouraged to supplement this information with their own work site-specific expectations, protocols and policies. If you opt to provide supplemental training of any kind prior to the planned start date of the program; please indicate this as the actual start date on your proposal. Eligible participants can be paid for participation in work site-specific orientations.
- **IMPORTANT: All Summer trainees are employees of Oswego County. While work site supervisors may recommend, request, or require dismissal of any trainee; Oswego County counselors must be consulted prior to any action of dismissal. Only Oswego County personnel can dismiss a trainee from a worksite.**

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CHILD LABOR LAWS

STATE PROHIBITED OCCUPATIONS - UNDER 18 YEARS OF AGE

No one under the age of 18 may work or assist in any occupation:

- At construction work, including wrecking, demolition, roofing, or excavating operations and the painting or exterior cleaning of a building structure from an elevated surface
- Involving the operation of circular saws, band saws, and guillotine shears
- In or about a slaughtering and meat-packing establishment, or rendering plant
- Involving the operation of power-driven woodworking, metal-forming, metal-punching, metal-shearing, bakery and paper products machines
- Involving the operation of power-driven hoisting apparatus
- Involving the manufacture of brick, tile, and like products
- Involving exposure to radioactive substances or ionizing radiation, or exposure to silica or other harmful dust
- Like logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill
- In mining or in connection with a mine or quarry
- As a helper on a motor vehicle
- In the care or operation of a freight or passenger elevator, except that minor over 16 may operate automatic, push-button control elevators
- In manufacturing, packing, or storing of explosives, or in the use or delivery of explosives
- Operating or using any emery, tripoli, rouge, corundum, stone, silicon carbide, or any abrasive, or emery polishing or buffing wheel, where articles of the baser metals or iridium are manufactured
- Adjusting belts to machinery or cleaning, oiling, or wiping machinery
- Packing paints, dry colors, or red or white leads
- Preparing any composition in which dangerous or poisonous acids are used
- Operating steam boilers subject to section 204 of the Labor Law
- In penal or correctional institutions, if the job relates to the custody or care of prisoners or inmates

These rules do not apply to:

- Workers younger than 18 who are apprentices individually registered in DOL registered apprenticeship programs
- Student-learners enrolled in recognized cooperative vocational training programs,
- Trainees in approved on-the-job training programs
- Workers 16 or 17 years old who have completed training as a student learner or trainee in an approved on-the-job training program
- Workers 16 or 17 years old who have completed a training program given by a public school or a non-profit institution that includes DOL approved safety instruction

There are regulations governing the approval of these safety instructions.

For more detailed information directly from the NYS Department of Labor,

please visit <https://dol.ny.gov/employment-minors>

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CHILD LABOR LAWS

STATE PROHIBITED OCCUPATIONS - UNDER 16 YEARS OF AGE

State regulations also forbid minor under 16 from working at or assisting in:

- Any factory work, except in delivery and clerical employment in an enclosed office of a factory or in dry cleaning stores, shoe repair shops, and similar service stores - Federal law requires that any delivery work for retail stores, which is performed by 14 and 15 year olds be made on foot, by bicycle, or via bus. It also forbids them from working in a place where processing (such as laundering or dry cleaning) takes place
- Operating or assisting in operating any machinery unless all moving parts other than keys, levers, or handles are so guarded as to prevent any part of the person or clothing for the operator from touching them
- Painting or exterior cleaning in connection with the maintenance of a building or structure
- Operating washing, grinding, cutting, slicing, pressing, or mixing machinery
- Work at institutions in the Department of Mental Health - However, volunteers as young as 14 may participate in recreation and leisure activities, social skills development, companionship and/or entertainment as part of an organized volunteer program approved by the Commissioner of Mental Health.
- Industrial homework
- Places of entertainment as a rope or wirewalker or gymnast, unless protected by the use of safety devices or protective equipment that comply with the Federal Occupational Safety and Health Act
- Peddling; drug traffic; or any practice, exhibition, or place dangerous or injurious to life, limb, or morals.
- Dangerous farm jobs -

For more detailed information directly from the NYS Department of Labor,
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Federally Prohibited Occupations for Minors

Under 18 Years of Age

In addition to the State rules about dangerous jobs, there are 17 Federal Hazardous Orders in Non-Agricultural Occupations that forbid hiring minors under 18 for interstate commerce.

These orders apply to the following jobs:

1. In or about plants that manufacture or store explosives or articles that contain explosives
2. Motor vehicle driver and outside helper
3. Coal-mining occupations
4. Logging and/or operating any sawmill, lath mill, shingle mill, or cooperage-stock mill
5. Operating power-driven wood-working machines
6. With exposure to radioactive substances and to ionizing radiation
7. Running elevators and other power-driven hoisting machines (However, minors 16 and 17 years old may operate and ride on automatic enclosed elevators.)
8. Running power-driven metal-forming, punching and shearing machines
9. In connection with mining, other than coal
10. Slaughtering, meatpacking, rendering or involving the operation, setting up, adjusting, cleaning, oiling, wiping, or repairing of a meat slicer
11. Running power-driven bakery machines
12. Operating certain power-driven paper products machines
13. Making brick, tile, and kindred products
14. Running power-driven circular saws, band saws, and guillotine shears
15. Wrecking, demolition, and ship-breaking operations
16. Roofing
17. 17. Excavation

(NOTE: Orders 5,8,10,12,14,16 and 17 contain exemptions for 16 and 17 year-old apprentices and student learners, and high school graduates who have completed training as student learners, when they work under set conditions.)

Under 16 Years of Age

In addition, Federal regulations issued under the Federal Fair Labor Standards Act forbid minors under 16 to work in the following jobs at firms covered under the Fair Labor Standards Act:

- Operating or tending hoisting apparatus or power-driven machinery other than office machines
- Public messenger service
- Occupations in connection with transportation of persons or property, warehousing and storage, communications and public utilities, and construction, except office and sales work not involving duties on a means of transportation or at a construction site
- Any form of mining
- Processing food such as filleting fish, dressing poultry, or cracking nuts
- That take place where goods are manufactured, mined or otherwise processed
- Any manufacturing occupation
- Any forbidden job for minor under 18 years of age
- The use of power-driven mowers or cutters used in the maintenance of grounds
- In these jobs at a retail, food service, or gasoline service establishment covered by the federal wage and hour laws:
 - Outside window washing from window sills, ladders, or scaffolds
 - Work in boiler or engine rooms
 - Cooking, except at soda fountains and lunch bars
 - Baking
 - Work with power-driven food slicers and grinders, food-choppers and cutters, and bakery-type mixers
 - Work in freezers, meat coolers, and in preparation of meats for sale, (except to wrap, price, seal, label, weigh, and stock meats in other areas
 - Loading and unloading goods to and from trucks, railroad cars and conveyors

Maintenance or repair of establishment or machines, except cleanup work in connection with cars or trucks involving use of pits, racks or lifting apparatus, or involving the inflation of any tire mounted on a rim equipped with a movable retaining ring

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Federally Prohibited Occupations for Minors

Farm Labor

In addition, there is a Federal Hazardous Occupations Order covering minors less than 16 years of age engaged in farm work. The federal order sets certain job limits for agricultural workers under the age of 16 who work to produce goods for interstate commerce. The order applies whether or not the minors are covered by federal minimum wage provisions. The order lists 16 forbidden jobs for minors less than 16 years of age, including working with certain power-driven farm machinery, operating a tractor with over 20 PTO horsepower, and working with explosives or certain chemicals.

These rules on child labor on farms DO NOT apply, however, to minors who work on a farm owned or run by their parents or to students in a recognized vocational education training program. In addition, there are exemptions for 4-H members who have completed certain training programs and students in other approved farm training and education programs. For details, contact the nearest office of the U.S. Department of Labor, Wage and Hour Division.

Federal Contracts

Minors less than 16 years old may not work in the manufacture or furnishing of any article included in the U.S. Government contract in excess of \$10,000 (Federal Public Contracts Act).

For more detailed information directly from the NYS Department of Labor,

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OSWEGO COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT
REQUEST FOR 2025 OSWEGO COUNTY WORKFORCE NEW YORK(OCWNY) SUMMER POSITIONS

Please be sure to complete both pages.

A separate form must be completed for each job or work site.

If you need additional forms please feel free to make copies or contact our office at 315-591-9010 or 315-591-9076.

I. PERSON SUBMITTING REQUEST:

Name: _____ Title: _____
 _____ Address: _____
 Agency: _____ Phone: _____
 Email Address: _____

II. PERSON TO BE CONTACTED FOR APPROVAL OF PARTICIPANT ASSIGNMENTS:

Name: _____ Title: _____
 Phone Number(s): _____
 Fax Number(s): _____
 Email Address(es): _____

III. WORKSITE DETAILS:

THE OCWNY SUMMER PROGRAM DATES ARE: START DATE: 7/7/2025 END DATE: 8/15/2025

**If different program dates are needed, please specify your proposed dates. Start Date: _____ End Date: _____*

If selecting an alternate start date, it needs to be approved by OCWNY prior to the start of your program:

Youth who work outside the approved dates will not be paid by the program

We are willing to accept 14 & 15-year-old OCWNY trainees

Trainee Job Title: _____ Max. # of workers wanted: _____

Work site location: _____

Where to report on first day: _____

On-site supervisor: _____ Email _____
 _____ Address: _____ Phone: _____

Proposed Working Schedule (Start/End times/Days of the week/Hours each day/Total for the week)

Please complete the following work schedule. If you are requesting Saturdays & Sundays, please check this box and provide more information to the "Notes/Special Requests" section on the second page of this form

Monday	Tuesday	Wednesday	Thursday	Friday
Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____	End Time: _____	End Time: _____

LUNCH IS UNPAID TIME.

**CHILD LABOR LAW REQUIRES THAT A MINIMUM ½ HOUR LUNCH BREAK BE INCLUDED
WHEN A PARTICIPANT WORKS MORE THAN 6 HOURS IN ONE DAY.**

Proposed lunch time: ½ hour 1 hour (Check ONE)

Total hours day/week (*not including lunchtime!*): _____

REQUEST FOR 2025 WORKFORCE NEW YORK SUMMER POSITIONS

Describe daily tasks youth will complete:

List any power tools / electrical equipment youth will be required to use, if any (if none, please indicate “none”):

Describe what skill(s) youth will be taught:

Describe any minimum qualifications necessary for this position:

List any restrictions (required by law) in placing youth(s), i.e. physical, educational, license, etc.

Special clothing requirements:

Describe arrangements for inclement weather:

Notes/Special instructions:

Union Concurrence

Please address the appropriate union and obtain concurrence regarding such matters as proposed wage, benefits and job descriptions, if applicable. Has this been done?

Yes (please be sure the sign-off below is completed and signed by the appropriate representatives)

Not applicable

Union Concurrence Sign-off

The work site Representative has addressed the appropriate union(s) and obtained concurrence regarding participation in the summer component of the Workforce New York Program. The youth program summer positions affected by this agreement are as follows:

Work Site Representative: _____ Date _____

Union Representative _____ Date _____

Thank you for completing this form to be considered as a worksite for the OCWNY summer program!

Please sign and date the bottom of this form.

We will reach out to you soon with more details. If you have any questions, please contact Elizabeth Kapuscinski at (315) 591-9010 or Elizabeth.Kapuscinski@OswegoCounty.com

For specific information on Child Labor Laws, please refer to the enclosed information or go to <https://dol.ny.gov/employment-minors>

Signature: _____ **Date:** _____