

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

2009 SUMMER EMPLOYMENT GUIDELINES

INTRODUCTION

The purpose of these guidelines is to set forth the rules which apply to the employment of summer employees within the Department of Transportation. The dual goals of this program are for the Department to obtain additional employees for the purpose of completing seasonal work tasks, while providing opportunities for temporary employment to students or other interested persons.

GUIDELINES

- Organizational units within the Department will be limited to a reasonable number of summer employees required to accomplish the seasonal work as established by the organizational supervisor and upper management. As a guide, the number of summer employees should not exceed 15% of the established quota for the given organization.
- Applicants for summer employment may apply through either the WVDOT Summer Employment Program or through the [Governor's Internship Program](#). Those selected through the Governor's Internship program must be a full time student, and will be eligible for a higher rate of pay as noted in Item 4 below.
- Application for the WVDOT program must be made on the prescribed summer employment application form by the deadline established by the Department of Transportation.
- Employments will be made under the West Virginia Division of Personnel's rules regarding 720 hour temporary employment. Employees hired through the WVDOT program will be paid \$7.25 per hour. Employees hired through the Governor's Internship Program will be paid \$8.00 per hour.
- All summer employees must participate in Payroll Direct Deposit. The Direct Deposit must be to an account bearing the employee's name.
- No holiday, annual leave, or sick leave is earned or paid. The program will start on Monday, May 18, 2009 and end on Friday, August 14, 2009.
- Applicants must be at least 18 years of age.
- Applicants are limited to four (4) summer employments.
- Employees hired under this program are to work the standard forty-hour (40) work week. Overtime should be incurred only in cases of need and not to the detriment of permanent employees.
- Applications will be received, maintained, and entered into the Summer Hire Tracking System at the District level.
- Primarily, only one (1) applicant from a given family unit may be hired. If circumstances justify considering more than one, it must be documented in writing and submitted to the Human Resources Division for final determination.

THE WVDOT IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
2009 SUMMER EMPLOYMENT INSTRUCTIONS TO APPLICANTS

- Applicants must be at least 18 years of age.
- Application for summer employment under this program MUST be made on the prescribed Summer Employment Application form by May 1, 2009.
- Applications should be returned to the county/district organization of preferred assignment by the deadline.
- Applicants MUST complete the Temporary Appointment Acknowledgement portion of the application. Any applications not completed accurately/completely will not be considered.
- Application may be made for either clerical or field positions, or both. A very limited number of office clerical positions are available and may not be available at all DOH locations.
- All summer employees must participate in Payroll Direct Deposit. The Direct Deposit must be to an account bearing the employee's name.
- Applicants are limited to a maximum of four (4) summer employments.
- The Summer Employment Program will start on Monday, May 18, 2009 and end on Friday, August 14, 2009.



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
APPLICATION FOR EMPLOYMENT – SUMMER**

NAME:			SS#		
LAST	FIRST	MIDDLE	-	-	
ADDRESS:					
Mailing Address		City	County	State	Zip Code
PRIMARY PHONE # ()			APPLICATION DATE:		
SECONDARY PHONE # ()					

POSITION BEING SOUGHT:	EDUCATIONAL STATUS
GENERAL LABOR <input type="checkbox"/>	NAME OF SCHOOL:
OFFICE/CLERICAL <input type="checkbox"/>	HIGHEST GRADE COMPLETED:
	DATES OF ATTENDANCE: TO
	FIELD OF STUDY:

LIST THREE COUNTIES IN WHICH YOU WOULD LIKE TO WORK		
(1)	(2)	(3)

HAVE YOU WORKED FOR WVDOT IN THE PAST?
YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, PLEASE LIST THE DATES OF YOUR EMPLOYMENT:
FROM:
TO:
LOCATION:
FROM:
TO:
LOCATION:
FROM:
TO:
LOCATION:

<u>EMPLOYMENT HISTORY</u>	
1. EMPLOYER:	
ADDRESS:	
JOB DUTIES:	
DATES OF EMPLOYMENT:	
FROM:	TO:
2. EMPLOYER:	
ADDRESS:	
JOB DUTIES:	
DATES OF EMPLOYMENT:	
FROM:	TO:

ARE YOU EITHER AN US CITIZEN OR AN ALIEN WITH PROPER WORK AUTHORIZATION? YES NO

