

## TANF Summer Youth Employment Program

### LUNCH/BREAKS

- If you work more than 6 hours, you must take at least a 1/2 hour unpaid break.
  - This break must be recorded on the Daily Attendance and Time Sheet form.
  - EXAMPLE: To receive full pay for a 7-hour shift, you must be at the site for 7.5 hours and record a ½ hour break under time out/time in on the time sheet.
- The maximum length of a *paid* break is 15 MINUTES and SHOULD NOT BE recorded on the Daily Attendance and Time sheet form.
- Any break(s) should be in accordance with policies determined by the worksite.

### PAY SCHEDULE

2019 PAY DATES FOR NIAGARA COUNTY		
BEGIN DATE	END DATE	PAY DATE
04/21/19	05/04/19	05/10/19
05/05/19	05/18/19	05/24/19
05/19/19	06/01/19	06/07/19
06/02/19	06/15/19	06/21/19
06/16/19	06/29/19	07/05/19
06/30/19	07/13/19	07/19/19
07/14/19	07/27/19	08/02/19
07/28/19	08/10/19	08/16/19
08/11/19	08/24/19	08/30/19
08/25/19	09/07/19	09/13/19
09/08/19	09/21/19	09/27/19
09/22/19	10/05/19	10/11/19

- Participants will be paid \$11.10 per hour (minimum wage).
- All paychecks will be mailed. *It is your responsibility to complete the Change of Address form and get it to Niagara County Employment and Training Department immediately if your address changes.*
- You are strongly encouraged to set up a savings/checking account and use **Direct Deposit** to receive your pay as early as possible. You will be able to get your money faster.
- You may only work 25 hours a week, up to 8 hours in a day, regardless of age.
- **\*\* DO NOT WORK BEYOND 25 HOURS A WEEK AS WE CANNOT PAY YOU\*\***
- You may not work beyond your assigned end date for this program.