

Welcome!

This handbook contains important information that will help you have a successful and safe work experience **and** get paid on time. **Please read this completely.** If you have any questions, please contact your Career Planner.

Your Career Planner is:

employMENT NOW! (*Workforce Innovation and Opportunity Act (WIOA)*)

- ☐ Amber Zahn: 262.695.7934, Forward Careers, Inc., 892 Main Street, Suite A, Pewaukee, WI
- ☐ Lauren Quinnes: 262.695.8042, Forward Careers, Inc., 892 Main Street, Suite A, Pewaukee, WI
- ☐ Cindy Hinckley:
 - 262.238.2894, Forward Careers, Inc., 5555 W Highland Road, Mequon, WI
 - 262.335.5309, Forward Careers, Inc., 2200 Green Tree Road, West Bend, WI

Division of Vocational Rehabilitation (DVR)

- ☐ Jennifer Aldrich:
 - 262.695.7989, Forward Careers, Inc., 892 Main Street, Suite A, Pewaukee, WI
 - 262.695.7989, Forward Careers, Inc., 2200 Green Tree Road, West Bend, WI

Waukesha County Health and Human Services

- ☐ Michelle Montez: 262.548.7364, Waukesha County, 514 Riverview Ave., Waukesha, WI

Good luck and enjoy your new job!

Assigned worksite: _____

Worksite address: _____

Worksite supervisor: _____ Phone: _____

Start Date: _____ End Date: _____

Hours: _____

Your hourly pay rate is \$_____/hr.



The Work Experience Program provides you the opportunity to gain workplace competencies and learn work skills at businesses, non-profit or government agencies within your community. Through this program you have the opportunity to help your community, earn income, gain work experience and skills, make new friends, and obtain important references for future jobs. Work Experience is open to eligible participants between the ages of 14 ½ and 24.

CHILD LABOR LAWS

If are 15 years of age or under, you will need to get a work permit before work can begin. Your Career Planner will assist with this process. Permits can be revoked by a written request from your school principal or your parent or legal guardian. Under new state law, work permits are only required for minors under the age of 16 but state and federal laws are still applicable for those under 18. The laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15. Some of the basic child labor laws are:

Youth under 18:

- ✓ Cannot work in confined spaces
- ✓ Cannot work around asbestos, lead, chemicals or radioactive, bacterial or infectious substances
- ✓ Cannot work serving, selling or dispensing liquor
- ✓ Cannot operate or maintain power driven bakery machines
- ✓ Cannot work as a lifeguard, swimming instructor, or aide except when there is constant adult supervision and a RED CROSS or equivalent certificate has been issued to youth
- ✓ Cannot perform roofing, weatherproofing and alteration or maintenance of roofs
- ✓ Cannot operate circular saws, band saws, or guillotine shears unless they are equipped with full automatic feed and injections
- ✓ Cannot work where a labor dispute, such as a strike or a lockout, is in active progress

While child labor laws allow driving on the job under certain conditions, **FCI does not allow participants of any age to drive motor vehicles requiring DMV licensing or special certification as part of work duties.**

Maximum hours of work for 14 and 15 year olds:

- School days (for those still in high school): Mon, Tues, Wed, Thurs: 5 hours; Fri and other non-school days: 8 hrs.
- Permitted time of day: School Days (Mon, Tues, Wed, Thurs): 7 a.m. - 11:00 p.m. Fri and other non-school days: 7 a.m. - 12:30 a.m.. You must have 8 hrs off between work times.
- Maximum days per week: 6 days per week. Youth may not work during hours they are required to attend school or hours contrary to local curfew limits

YOUR RESPONSIBILITIES / EXPECTATIONS

Although this is a learning experience, you should treat this as you would any other job by following expected workplace rules that you learned about before starting your work experience:

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|---|---|
| ✓ Report to work when scheduled and be on time | ✓ Learn from your mistakes |
| ✓ Stay at work for all hours scheduled | ✓ Ask your supervisor for other work when you complete an assigned task |
| ✓ Do the job assigned you | ✓ When in doubt, ask questions |
| ✓ Follow directions, ask questions and finish your work on time | ✓ Do not smoke or use drugs/alcohol |
| ✓ Have a good attitude | ✓ Do not swear, fight or have friends call/visit |
| ✓ Be polite, cooperative, and honest | ✓ Leave your cell phone at home or in your car |
| ✓ Accept constructive criticism respectfully | |



WHAT TO WEAR

Ask your worksite supervisor about their policy concerning the clothes you should wear. Some worksites do not allow blue jeans, shorts or open toed shoes and some require special shoes/boots/glasses or uniforms. Tight or revealing clothing is never appropriate at work and baggy clothes can be a safety issue. If you have any questions about attire, you can speak to your Career Planner.

WORK SCHEDULE / HOURS / BREAKS

You and your supervisor will set up your schedule, the days and times you will be expected to be at work. If you need to take time off for a doctor's appointment or planned vacation, tell your supervisor at least one week ahead of time so that he/she may change your work schedule.

If you will not be able to report to work or will be late, please call (or have someone from your family call) the worksite supervisor as soon as possible. Remember: **People are counting on you.** Small breaks are determined by your supervisor and are paid. If you work over six hours a day, **you must** take an unpaid half hour lunch break – **this is the law.** You will deduct the lunch break on your timesheet.

HELP WHILE ON THE JOB

Once you start at your job, feel free to talk to your Career Planner if you have questions, problems or concerns. Your Career Planner wants to help you be successful on the job. S/he will keep in touch during your employment and will visit you at the work site. Any time spent with your Career Planner at the work site will be included in your paid hours through the Work Experience Program.

SAFETY / INJURIES

Your work site supervisor must instruct you about safety on the job. Your supervisor should tell you how to operate the various machines and equipment. If you happen to get hurt while you are at work, **you must inform your worksite supervisor and Career Planner right away so that the appropriate reports can be completed in a timely manner.** Any time missed due to an injury will not be compensated until after the third day off with a medical excuse. Forward Careers, Inc.'s insurance company may pay for any bills from the doctor, clinic, or hospital due to an injury at work. Bills and/or receipts should be sent to the Program Manager: Lisa Maylen, 892 Main Street, Pewaukee, WI 53072.

Here are a few suggestions to help you stay safe while on the job:

- ✓ Heavy shoes/boots, long pants and shirt should be worn if you are working outdoors with tools. Do not go barefoot.
- ✓ Be careful if the ground/floor is wet.
- ✓ Take care when working on ladders or scaffolds.
- ✓ If you are working with cutting or digging tools, keep a safe distance from co-workers.
- ✓ Use gloves when dealing with sharp edges.
- ✓ Make sure area is well ventilated when working with sprays, strong cleaners/chemicals or other fume-producing products. If you are having problems breathing, get out of the area.
- ✓ Use safety glasses when spray painting, cutting or performing other tasks where chips/particles may fly around.
- ✓ If you are working with any kind of machinery, turn it off before you try to unclog or unstick any of its parts.
- ✓ Do not over-fill gasoline tanks.
- ✓ If you have allergies or physical limitations related to your job, notify your supervisor.
- ✓ Do not rush to the point of ignoring safety precautions.



TIMESHEETS

In order to be paid on time every two weeks, you need to be sure your timesheet is complete and correct before it is faxed or emailed to us. Fill in all the information requested, sign it and give it to your supervisor for their signature at the end of the two-week period. **Supervisors cannot sign for you and only the supervisor is allowed to fax or mail your timesheet.**

Hours must be recorded daily and should only reflect actual hours worked. Absences, tardiness, recreation time or lunches should not be counted as work time. Supervisors are responsible for collecting timesheets, verifying the hours worked, completing the evaluation section, securing your signature, signing as the supervisor and faxing or emailing the timesheets to WDI. You will not be paid for holidays or time taken for lunch. **You will only be paid for actual time worked.**

PAYCHECKS

You and your worksite supervisor are responsible for submitting your timesheet every two weeks following the pay periods chart given to your work site supervisor. If all required paperwork is correct and received promptly, you will receive your paychecks biweekly and on time. Your first pay check will be mailed to you at the address you provide and subsequent paychecks will be directly deposited into your account. You will receive a remittance advice with the payroll information, please save for your records.

TAXES

At the end of January, you will be sent a W-2 Form. Your total wages, taxes and Social Security (FICA) withheld for the year will be listed on this form. If you qualify, you will be able to file an income tax return form and get back some of the money withheld. If you have never filed an income tax return form before, you will need to get one at a bank, library, or post office. **It's important to let us know if you move** so your W-2 can be sent to the correct address, as the post office does not forward W-2's.

QUITTING YOUR JOB

If you are having problems at the work site, do not wait until it is too late to do something about it. Let your Career Planner know. If problems cannot be resolved at the work site, you could be placed at a different work site. If you need to quit your job before the established end date, the appropriate way to handle this is to give notice to your supervisor and notify your Career Planner as soon as possible. You and your supervisor can determine your last day.

PARTICIPANT RIGHTS

Under FCI programs, including the Workforce Innovation and Opportunity Act, you have certain rights:

- At the start of the program, you must be given your rights in writing.
- You cannot do work that is hazardous or dangerous or work in unsanitary conditions.
- You cannot be discriminated against based on race, religion, color, disability, national origin, sex, age, political affiliation or beliefs.
- If you have a worksite complaint, talk to your worksite supervisor. If the problem is not resolved, talk to your Career Planner.
- If you feel that your rights have been violated while on the job, you have the right to file a formal complaint: you must file it in writing, addressed to Program Manager, Workforce Development, Inc., 892 Main Street, Pewaukee, WI 53072.
- If you are not satisfied with the response, a written appeal must be made within three working days to Complaint Officer, Forward Careers, Inc. 892 Main Street, Pewaukee, WI 53072. The Complaint Officer will investigate, hear both sides of the story and attempt to solve the problem within five days.
- If you are still not satisfied, you have the right to a formal hearing that will be arranged by the Complaint Officer.



PROGRAM RESTRICTIONS

Due to restrictions by funding sources, while you are participating in this program, you cannot perform jobs that are religious or political in nature. If your supervisor asks you to do work you are not allowed to do or feel uncomfortable doing, please call your Career Planner.

DISCIPLINARY ACTIONS

WDI has developed a policy for progressive disciplinary action to be carried out by the worksite supervisor and your Career Planner in the event of minor conduct infractions and/or attendance, punctuality or performance problems. The disciplinary action is in place to allow you to correct your behaviors/actions without losing your employment. Gross misconduct such as, theft, possession of firearms, reporting to work under the influence of illegal drugs or alcohol, using alcohol or drugs on the job, or other conduct determined as severe in magnitude, is subject to immediate termination without prior notice or progressive disciplinary action.

Progressive disciplinary action steps:

1. **Verbal Warning:** Your case manager and worksite supervisor will let you know what conduct, performance or violations must be corrected.
2. **Written Warning:** You are given a written explanation of the conduct, performance or violation that must stop or change. The warning includes information about termination if conduct does not change. A copy of the written warning is given to you. The original, signed by you, your case manager and worksite supervisor, is kept in the your file. (See attached warning notice).
3. **Suspension:** One or more day's suspension from work without pay.
4. **Termination:** If this occurs, you will not be eligible for unemployment because this is a federally funded, short-term job.

These disciplinary steps are to be considered a guideline only. Your worksite supervisor and Career Planner reserve the right to fully consider all pertinent facts in taking disciplinary actions. Numerous minor offenses will not be tolerated and may accelerate the disciplinary process.

Participant Information

Participant _____

Worksite _____

Worksite Supervisor _____

- ☐ Previous verbal warning given
- ☐ 1st Written Warning
- ☐ 2nd Written Warning

Issue / Resolution

Problem

Corrective Action Required

Support Needed or Requested to Correct Actions

Signatures

Participant _____ Date _____

Worksite Supervisor _____ Date _____

Career Planner _____ Date _____

Consequences for not following through with agreed upon corrective action could include additional warnings or termination from the work experience program.