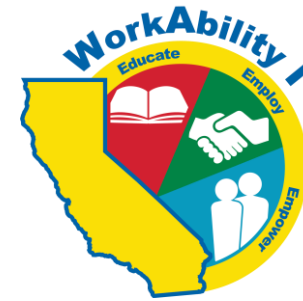


Published January 2014;
 Revised **March 2017**
 Updated **January 2019**



Student & Parent Handbook



WorkAbility I
 Wage, Labor & Safety Committee

Welcome Students & Parents!

Welcome to the WorkAbility I Program. Your active involvement and participation in this program will be an important investment for your future in the job market. As a student, this is your opportunity to develop a sound foundation of work ethics, from which you will derive benefits for years to come.

We not only want you to work hard at whatever assignment you receive, but we want you to enjoy what you do and feel a sense of accomplishment at the end of the program.

WorkAbility I Wage, Labor & Safety Committee

STUDENT TESTIMONIALS:

“ I am happy with the WorkAbility I program because I am learning life lessons that I need in life, like learning to work with people that don’t know sign language. I have to get used to working this way and I am enjoying this job”.

Gabriel

*Customer Service
Downey , CA*

“This was an amazing opportunity to start my work experience and it has made me a better and independent person. I thank WorkAbility I for allowing me to participate in this wonderful program. This experience has taught me time management and the value of money” .

Keylai

*Cashier/Customer Service
Benicia, CA*

PARENT TESTIMONIALS:

“When my son told me he was interviewed/hired for a job through WorkAbility I, I never imagined the training he would experience. He thoroughly enjoys his job and his supervisor. The job my son performs matches his interests and skills perfectly! I am excited to see what the future holds for my son in regards to his education and career”.

Pamela Anderson

*Ponderosa High School
Shingle Springs, Ca.*

“I would like to thank the WorkAbility I program for helping my daughter gain work skills and experience. Her work helped with her shyness, and I could really see her self-confidence improve greatly. Now she really wants to work and is not scared. Thank you to everyone”.

Bertha Gomez

*Homestead High School
Cupertino, CA*

RESOURCES FOR INFORMATION AND HELP

Health and Safety:

Cal/OSHA Consultation Service- Provides free, confidential advice and assistance to employers.

(510) 622-2891

www.dir.ca.gov/DOSH

Occupational Health Branch, California Department of Health Services-

Offers publications and consultation on specific hazards.

(800) 321-OSHA (6742)

www.osha.gov

Wages & Child Labor Laws:

Division of Labor Standards Enforcement- Enforces state labor laws.

(415) 703-5300

<https://www.dir.ca.gov/dlse/>

Wage and Hour Division, U.S. Department of Labor- Enforces federal labor laws.

(866) 4-USWAGE (487-9243)

www.dol.gov/whd/

About workers' compensation:

Division of Workers' Compensation- Has information and assistance offices throughout California.

(800) 736-7401

www.dir.ca.gov/DWC

Other website resources

www.youthrules.dol.gov

<https://sites.google.com/a/workabilitycentral.com/workability-1/>

www.youngworkers.org

www.cde.ca.gov

This handbook has been prepared to answer questions about the WorkAbility I Program.

We hope it will assist and guide you in the implementation of the program. Please keep it as a reference.

If you have any questions contact:

to provide further assistance.

Site/ High School _____

The benefits you will experience from the program are directly related to the amount of sincere effort, interest, and enthusiasm that you contribute while participating in the program.

Program staff and worksite supervisors will be available to assist you in accomplishing your goals, but you will have to decide whether or not you want to be successful.

PROGRAM ADMINISTRATION

The California Department of Education awards contracts to school districts, CTEs and non-public schools to administer the WorkAbility I Program.

These service providers recruit, assess, and develop individual service plans for students served in the WAI Program.

The service provider will act as employer for the youth, providing employment opportunities that are directly linked to academic and occupational learning.

The service provider will be responsible for developing private and public sector worksites; making the appropriate match and placing the youth at a worksite best suited to meet the youth's career needs, and paying appropriate wages for actual hours worked.



OCCUPATIONAL INJURY (cont.)

In either of the injury situations, the supervisor will also immediately gather the following information and prepare a written report to be given to the WorkAbility I Representative and included in the student's file:

- ◆ Worksite
- ◆ Name of injured
- ◆ Age
- ◆ Job Title
- ◆ Date and hour of accident
- ◆ Nature of injury
- ◆ Who administered first aid?
- ◆ Name and address of physician
- ◆ Date and time of day student left and returned to work
- ◆ Contact form
- ◆ Where or how the accident occurred?
- ◆ Was the student acting in the regular line of duty?
- ◆ Notification of parent, guardian or responsible person— how and when notified.

Disaster: Follow the worksite established disaster plan.

If you are unsure- please ASK!!!

OCCUPATIONAL INJURY

All students are covered by a Workers' Compensation Plan. The following information is vital to ensuring the proper steps are taken should a participant sustain an injury.

EMERGENCY SITUATIONS

Serious injuries requiring **immediate** medical attention.

1. **Dial 911.**
2. Notify listed emergency contact.
3. Contact WAI Staff.



Please note: Medical Release Form should be taken with student when going to medical facility.

NON EMERGENCY SITUATIONS

Injuries that are **not** life-threatening.

1. First-aid cases should be treated on location where possible.
2. Notify listed emergency contact.
3. Contact WAI Staff.
4. Refer to district's Workers' Compensation protocol

PURPOSE OF WORKABILITY I

The mission of WorkAbility I (WAI) is to promote the involvement of key stakeholders including students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, life-long learning, and quality adult life. WAI students have the ability to complete their secondary education while also obtaining marketable job skills.

JOB SKILL TRAINING

WorkAbility I staff works with WAI students to provide successful job skill training. WAI job skills training includes:

- ◆ Pre-Employment skills training and development.
- ◆ Work-based employment placement.
- ◆ Mentoring and job coaching assistance
- ◆ Follow-up placement services

WORKABILITY I PROGRAM

The WorkAbility I program strives to provide School Based, Work Based, and Connecting Activities designed to meet individual career goals for each student. Individual career goals are established for each student through a variety of appropriate assessments. Activities are then developed to assist students in achieving their career goals. Once a student has made progress through the program and/or goals have been achieved, follow-up services are implemented which are designed to assist the student in maintaining and enhancing his/her goals.

According to a student's career assessment, he or she may participate in some of the following activities:

PRE-EMPLOYMENT

- ◆ Pre-Employment opportunities directly linked to academic and occupational learning
- ◆ Meaningful work experiences to develop useful work behavior patterns through paid and unpaid work experience, including job shadowing
- ◆ Leadership development opportunities, which may include community services and peer-centered activities
- ◆ Occupational skills training/transferable skills
- ◆ Encouragement to continue in school until completion
- ◆ Tutoring, study skills training and instruction leading to high school completion
- ◆ Adult mentoring
- ◆ Assessment for additional training services

EMPLOYMENT OPPORTUNITIES

Some students will have the opportunity to be placed at a job worksite to learn valuable job skills.

TYPES OF WORKSITES

WorkAbility I students will be assessed and provided an opportunity to select worksites that meet their career interests. Included among the most popular worksites are the following:

- ◆ Retail Sales
- ◆ Grocery Stores
- ◆ Child Care
- ◆ Food Services
- ◆ Pet Care
- ◆ Agriculture & Landscaping
- ◆ Hospitality Services

SEXUAL HARASSMENT

Sexual harassment is defined under the law as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature and includes third party offenses.

Sexual harassment may be expressed as:

- ◆ Unwelcome touching or patting
- ◆ Staring or leering
- ◆ Suggestive remarks or other verbal abuse
- ◆ An offensive work environment (e.g. sexually suggestive posters or calendars on the walls)
- ◆ Requests for sexual favors
- ◆ Inappropriate, vulgar, and/or offensive comments or jokes

The employer's responsibilities are:

- ◆ To prohibit sexual harassment in the workplace
- ◆ To investigate and respond to all employees' complaints
- ◆ To provide brochures, literature, or training on the prevention of sexual harassment

Sexual Harassment is a violation of Education Code 48915 and can result in expulsion from school.

WHO TO CALL

◆ **California Department of Fair
Employment and Housing:
1-800-884-1684**

YOUTH LABOR LAWS

In California, no worker under age 18 may:

- ◆ Drive a motor vehicle on public streets as part of the job, or work as an outside helper on a motor vehicle
- ◆ Drive a forklift or other heavy equipment
- ◆ Operate power-driven machinery, including meat slicers, box crushers, bakery machinery and circular saws
- ◆ Work in logging or a sawmill
- ◆ Prepare, handle, serve or sell alcoholic beverage]
- ◆ Work where the teen is exposed to radiation
- ◆ Work in wrecking, demolition or roofing

Also in California, no worker under age 16 may:

- ◆ Do any Baking
- ◆ Cook (except with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- ◆ Work in dry cleaning or a commercial laundry
- ◆ Do building, construction, manufacturing or food processing work
- ◆ Load or unload a truck, railroad car, or moving belt
- ◆ Work on ladder or scaffold
- ◆ Dispense gas or oil
- ◆ Clean, wash or polish cars

You are responsible for ensuring reliable transportation to and from work?

IMPORTANT INFORMATION YOU SHOULD KNOW

(Please fill in the information for future reference)

Transportation:

Worksite Supervisor:

Job Address:

Job Phone #:

WorkAbility I Staff Contact:

Danine Barone-Pelt, Special Project Coordinator.

Days / Hours of Work:

Job Duties:

PERSONAL TIPS

People who are neat and clean make a good impression. Suit your clothing to your job. Keep your hair in a suitable style. Wear clean, neat, pressed clothing and comfortable shoes. Makeup and jewelry on girls should be in good taste and NO extremes.

Smoking is not permitted in public buildings. Check with your supervisor for rules at the work site.

Show ENTHUSIASM! Friendliness and courtesy are evidence of people who enjoy their job and are proud of what they're doing.

People judge you by your personality and actions. This includes inappropriate language.

Be mature. Except for emergencies, tell your friends and relatives you are not to receive telephone calls, texts, or be visited while you are working.

Keep yourself occupied at all times. If you have a work assignment, do it! If you don't have a work assignment, ask your supervisor or create one even if it's only tidying up your area. Everything you see, hear and do in connection with your job is confidential.

Listen carefully and get complete instructions the first time they're given. Follow instructions accurately.

Be accurate first and then work for speed.

Think before you speak or act. Use your head!

Do not make assumptions. If you're not sure, ASK for clarification.

If you are not sure about transportation, ASK. If you are not sure about what you should wear to work, ASK.

Be proud. Take criticism without resentment and learn from those constructive comments.

YOUTH LABOR LAWS

The following are laws that pertain to the participants:

- ◆ All minors between the ages of 12-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).
- ◆ Any changes to your address or worksite location require a new work permit.

The following are laws that pertain to the participants:

All minors between the ages of 14-17 **must** have a "Permit to Employ and Work" on file with the worksite supervisor during the term of placement. This permit is returned to the minor upon termination. (Exemption for minors who have completed high school OR who hold a Certificate of Proficiency).

Work Hours: 14-15 yrs. old

Not during school hours

- ◆ 7:00 am-7:00 pm Labor Day through June 1
Maximum hours when school is in session:
- ◆ **18 hours per week**, but not over 3 hours per day and 8 hours per day weekends and holidays
- ◆ 7:00 am-9:00 pm June 1 through Labor Day
Maximum hours when school is not in session:
- ◆ 40 hours a week and 8 hours a day

Work Hours: 16-17 yrs. old

- ◆ 5:00 am-10:00 pm when there is school the next day
- ◆ 5:00 am-12:30 pm when there is no school the next day
Maximum hours when school is in session:
- ◆ 48 hours per week, but not over 4 hours a day Monday-Thursday and 8 hours a day Friday-Sunday and holidays
Maximum hours when school is not in session:
- ◆ 48 hours a week and 8 hours a day

All labor laws applicable to other employees of the business will apply to the minor's employment.

EVALUATION

Although the WorkAbility I Program is a training opportunity, do not expect special privileges. Be cooperative. While on the job, you are to be treated as a regular employee.

Your work supervisor and WorkAbility I Program staff will come to know your strengths and weaknesses. Written evaluations will be made of your work performance.

If you're doing a good job, you should be praised. If you're having difficulties, you should be helped by your work supervisor. Your job performance evaluation will become part of your record and may be used by prospective employers in considering your application for employment.

Areas for a job performance evaluation may include:

- ◆ Appearance
- ◆ Attendance
- ◆ Attitude
- ◆ Cooperation
- ◆ Enthusiasm
- ◆ Performance
- ◆ Punctuality
- ◆ Work Habits
- ◆ Following Worksite Specific Rules

ATTENDANCE

There are certain things which you should know in order to build a good employment record. Some of these are:

Absences

Time cannot be made up unless the reason was sickness or program activity related, and must be approved by your WorkAbility I Program staff.

Accuracy

You cannot be paid for work you didn't perform. Each day, you will be required to record your attendance by signing in and out on a Daily Attendance Record. You shall not pre-complete or sign the Daily Attendance Record or your time card.

Reliance

Your presence is needed at your job location. One good work habit is to be on the job when you're expected. Your supervisor is depending on you to be at work each day of your work schedule

Promptness

People notice it when you're on time and it reflects your reputation. If you are sick, cannot get to work, or will be late, call your supervisor and WorkAbility Program staff to let them know about your problem. Do this before the time you normally would start to work.

Vacations

Alert your worksite supervisor and the WorkAbility I Program staff one week ahead of time if you are going on vacation.

Transportation

You are responsible for ensuring reliable transportation to and from work.

***Continued unexcused absences are
justification for employment termination***



PAYCHECK DISTRIBUTION

According to your WorkAbility I Program payroll system, you will receive a paycheck that coincides with your school districts paydays. WorkAbility I Program staff will give you a schedule of pay dates and the dates your timecards are due at the district office.

PAY DATE INFORMATION

Time cards are due before the 25th of each month.

TERMINATION

Many students leave a job for a better opportunity. Some students are terminated due to poor attendance, poor work habits or violation of rules and regulations. Others leave because of transportation problems, other problems connected with the job or for personal reasons.

Regardless of your reason for leaving your placement, you must tell your worksite supervisor and WorkAbility I Program staff—in advance, why you are leaving.

When you are leaving a job, the usual custom is two weeks' notice to the employer. However, the employer may fire you on the spot.

HEALTH & SAFETY

Your good health and the health of others around you can be better insured if you follow proper safety procedures. Health and safety rules are usually posted at each agency. For your sake and others, read and observe them. If you are unsure of any working conditions or equipment, **ask** WorkAbility I Program staff or your supervisor for clarification.

The following are a few tips to consider:

- ❖ When using toxic fluids, such as duplicating fluids or cleaning solvents, make sure they do not get on your skin.
- ❖ Wear gloves.
- ❖ Sharp Objects should be handled carefully and properly.
- ❖ When working around electrical equipment, make sure it is in good repair and there are no short circuits.
- ❖ Have your supervisor check the equipment before you use it.
- ❖ Be careful of wet floors—they're slippery and dangerous.
- ❖ Goggles or eye shields should be worn when there is danger of debris hitting the eyes.
- ❖ Always concentrate on what you are doing on the job at all times. With your attention divided, there is more possibility of an accident.
- ❖ Injury to your back or muscles can result if you don't know how to lift heavy or bulky objects properly.
- ❖ Before lifting objects, consider whether or not the load is too heavy for one person to lift and always use the correct lifting stance before lifting any object of considerable weight.
- ❖ Do not lift with your back—lift with your legs and keep your back straight.
- ❖ Remain alert while in safety zones and around moving equipment.

If you are not sure of the safety rules— ASK!