



Adult Work Experience Program (AWEP) Employer Orientation





AWEP Purpose

The Adult Work Experience Program (AWEP) provides Polk County unemployed adults meaningful work experiences through subsidized placement with local employers and businesses.

Through the AWEP, we strive to provide eligible adults with the opportunity to:

- Develop knowledge, skills, and abilities, set career goals, earn money, and learn more about the community in which they live
- Gain meaningful (real world) work experiences
- Learn and develop skills, attitudes and commitment necessary to succeed in today's world of work through interactions and positive reinforcement.
- Gain exposure to a diverse range of careers in industries and discover the career path needed to become a productive member of our community

Even though the AWEP is a short-term goal, it may open a world of opportunities in their professional career.



How the Program Works

- AWEPP will begin once the eligible adult is hired.
- Eligible Adults in this AWEPP will work at your place of business for up to 12 weeks.
- Participants will be paid in accordance to the job description 40 hours/week
- CareerSource Polk will provide a worksite monitor that will support both the participant and employer throughout the duration of the program.



AWEP Worksite Monitor

CareerSource Polk has a worksite monitor in place to assist you throughout the program. This worksite monitor is responsible for:

- Providing support and guidance to the Employer and/or representative.
- Communicating pertinent information about the program to the Employer and/or participant.
- Facilitating the process for transfers, terminations, resolving pay disputes, and other program issues.
- Monitoring the environment to ensure participants are receiving a quality work experience



AWEP Employer

- Ensure that participant is properly supervised at all times and receives continuous coaching and feedback to succeed in his/her work experience
- Ensure that participant's time and attendance is documented and submitted by the deadline.
- Keep CSP Worksite Monitors informed of all issues as they occur.
- Administer performance evaluations within the first 30-days of placement as well as the last 30-days of placement.
- Approve all participant's timesheets by close of business on Friday or by 9:00am on Monday morning if the participant works on the weekends.
- Organize duties and responsibilities for each participant to cover the scheduled time of no more than 40 hours/week.
- Thoroughly review the job description with each participant or participants
- Provide professional feedback

1st Day of AWEPP

The first day that participant reports to work, set the tone for the duration of their work experience. Each employer should conduct a worksite orientation including the following:

- Participant's required hours of work
- Regulations of the worksite as they apply to the participant
- Time and length of lunch breaks (see the lunch break policy)
- Provide point of contact for the participant to report tardiness or absences
- Safety procedures and steps to take in case of accidents
- Appropriate attire for the work place
- A clear explanation of the participant's duties and responsibilities



AWEP Evaluations

Supervisors must complete a performance evaluation for each participant assigned to them.

- First evaluation is to be completed within the first 30-days, and
- Second evaluation is to be completed upon completion of the last 30-days of the participant's placement.



Code of Conduct

CareerSource Polk AWEPP participants are expected to conduct themselves in a professional manner at all times while employed. Infractions of the professional code of conduct will result in appropriate disciplinary action. The following policies must be observed as part of the employment experience. These policies are not to suggest other policies at the worksite should not be developed if deemed important and necessary.



AWEP Policies & Procedures

The following expectations of daily participation and general program worksite management supporting the success of the participant in the work experience program have been defined and will be considered policies and procedures for ongoing supervision.

Lunch Policy

- It is the responsibility of the Employer to implement a lunch break policy for their respective sites. This policy should be communicated to all participant workers during their orientation session on the first day of work.

Transfer Policy

The AWEP staff will not transfer participants unless one of the following circumstances apply:

- Safety issue (participant must provide a police report when applicable)
- Health concerns (participant must provide a written doctor's statement supporting their transfer request)
- Site closure
- Other approved extenuating circumstances



AWEP Policies & Procedures

Weekly Work Schedule

- Participant schedules shall be determined by the worksite location and listed in the worksite agreement. If there is a change in the schedule, that change must be communicated immediately to the CareerSource Polk worksite monitor.

Absenteeism

- Regular attendance is required of all participants. In the event an emergency situation should arise, the participant must call her/his worksite supervisor and worksite monitor prior to their designated start time. Such notification must be done within 15 minutes of the participant's regularly scheduled start time. Failure to call within the prescribed 15-minute period or failure to report an absence will result in a Poor Work Performance Notification, which precedes an Employment Termination Notification. A participant will be given an opportunity to improve in the area of concern in order to prevent termination from the program.

AWEP Policies & Procedures

Punctuality

- All participants are required to be punctual which includes returning from breaks or lunch periods on time. If a participant is late, there must be an acceptable reason for the tardiness. In the event of chronic tardiness, a Poor Work Performance Notification will be issued.

Holidays

- There are no provisions for AWEP participants to be paid for legal holidays. All legal holidays that fall within the program period should be recognized as days off. Some worksites may require work on the holiday; in that situation AWEP participants may be given an alternate day off (up to the discretion of the worksite).

Inclement Weather

- In the event of inclement weather, it is the obligation of the worksite supervisor to assign secondary job duties as listed on the AWEP participant's job description.



AWEP Policies & Procedures

Undo Harassment

- It is the expectation of the program that neither AWEP participants nor the worksite staff shall conduct themselves in a manner definable as harassment. Matters of harassment shall be viewed as significant by CareerSource Polk and shall be reviewed with serious consideration.

Grievance Procedures

- It is the policy of this program that no AWEP participant will be discriminated against because of race, religion, color, handicap, sex, age, national origin, beliefs, or political affiliation. A positive goal oriented program has been established to achieve this objective. All AWEP participants will receive a copy of Grievance Procedures form. This form outlines the steps that must be taken in order to file a grievance. A copy of CSP grievance policy is included in the employer handbook.



AWEP Policies & Procedures

Worker's Compensation

- The program provides Worker's Compensation for AWEP participants injured on the job. If time is lost from the job due to injury, supervisors will indicate as such on the time sheet.
- An AWEP participant is not eligible for any compensation when not at work.

Injury Instruction

- Injuries must be reported to the AWEP participant's worksite monitor and Project Manager as soon as possible. An injury procedure form must be posted at the worksite area, along with emergency information.



AWEP Policies & Procedures

Payday

- All payroll processing will be managed by CareerSource Polk Finance Department. AWEP employers will validate and submit participants timesheets on a weekly basis for payroll processing. All timesheet should be approved and submitted by close of business on Friday or Monday at 9:00 am if the participant works weekends. Employers will be provided a login and password for the payroll system. All payroll questions should be referred to the worksite monitor.

Payroll Deductions

- Standard deductions such as FICA (Social Security), Medicare, and, if applicable, federal taxes will be withheld from the AWEP participant's checks.



Forms

The following forms are available on our website,
www.careersourcepolk.com/AWEP-employer-information:

- Incident Reporting
- Participant Injury Procedures
- Participant Incident Report
- General Workplace Performance Evaluation
- Safety Review
- Poor Work Performance Notification
- Employment Termination
- Worksite Evaluation
- CSP Grievance Procedure
- CSP Timesheet



Acknowledgement of Receipt

Date

As a representative of:

(Name of organization)

I acknowledge that I have received a Supervisor's orientation to participate in CareerSource Polk Adult Work Experience Program and I am acquainted with the responsibilities of this program, expectations and responsibilities.

I have received a handbook as a reference tool outlining expectations and responsibilities related to my role as a Supervisor and understand these responsibilities and commit to meeting said expectations.

Worksite Supervisor - Print Name

Worksite Supervisor - Signature