

Employee Handbook

PSH&TC Vocational Department

Director of Vocational Services- Shanon Lansdowne

3/27/2012

WORKING TOGETHER TO CREATE OPPORTUNITIES



This handbook provides information to Residents, Guardians, Families, & PSH&TC Staff regarding Employment Training and Career Development for PSH&TC Residents. It will be updated annually if needed.

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Acknowledgment of Receipt of Handbook

Sign Sheet & Thank you



ABOUT THIS BOOKLET

The Employee Handbook is provided for your use as a ready reference. It is a brief summary of our employment training services and benefits. It is designed to acquaint you with Employment Training as quickly as possible.

In order to take full advantage of the employment training provided, it is essential that all employees familiarize themselves with these contents.

While we expect to continue offering all the services described in this guide in the future, we reserve the right to add, alter, suspend, or adjust services based on the goals and needs of the individuals we serve and the organization at any time. After any changes occur, updated or supplemental pages for this handbook will be released.

Please understand that this booklet merely highlights PSH&TC Vocational Department practices and services for your personal education and cannot be construed as a legal document nor used for strict interpretation of the practices or services which are described. The practices and services described in this booklet do not represent a contractual agreement to your terms of employment or employment training.

The PSH&TC Vocational Department is an Equal Opportunity employer. We do not allow discrimination in any aspect of the employment relationship:

Including hiring, termination, promotion, training, compensation or benefits, based on race, sex, age, Religion, creed, color, national origin, disability, marital status, sexual preference, or pregnancy. This policy also prohibits sexual harassment.

We intend to provide employment training in compliance with Equal Opportunity laws and regulations of the Federal, State or Local government as well as the Department of Labor Commensurate Wage Certificate. Any violation of this practice or retaliation against an individual for asserting their legal rights will result in disciplinary action up to and including termination of employment. Any violation of this practice should be brought to the attention of the Director of Vocational Services: Shanon Lansdowne (620) 421-6550 ext. 1664

EMPLOYMENT TRAINING & CAREER DEVELOPMENT

Individuals 18 years or older are candidates for Employment Training.

PSH&TC offers many choices for employment training. If you decide to participate or are currently participating in employment training but wish to broaden or add other skills, sampling is available to help you assess your interests and goals. All employment training, including initiation of, changes to current, sampling, etc., must be arranged via the Vocational Director.

Classes regarding "Tips for Interviewing & Filling out an Application" will be provided upon request. Also available is assistance with the completion of a working resume.

Mock interviews, for the purpose of training, practice, and feedback, will be provided at request by the Vocational Department.

It is our practice to customize employment training and available hours to each individual, teaching marketable skills for use after transition to the community.

Individuals and/or Cottage Teams should contact the Director of Vocational Services with regard to interest in, changes to, or questions about employment training.

The Vocational Department reserves the right to adjust schedules in order to maximize the number of individuals participating in and receiving Employment Training.

BENEFITS, PAY, & TIME OFF

Benefits:

Currently an individual's monthly earnings may not exceed \$1000 (as of January 2013) to maintain their current benefits. If an individual earns more than \$1000 in a month, the Social Security Administration has the right to lower the monthly benefits amount an individual receives. Once this happens, it can take up to 3 months for the amount to adjust again.

The Vocational Director ext. 1664 & Nick Heit ext. 1780 are available to answer any questions you have regarding employment & your SSI or SSDI benefits.

Per Dr. Jerry Rea and Tim Posch: Those participating in Employment Training are considered part time employees and therefore are not eligible for medical or retirement benefits, vacation or sick leave.

Pay:

Before an individual can begin working, cottage based or in employment training, they must first be entered into our payroll system in order to be paid. Cottages and/or Vocational CTS's must contact Michelle Hughes ext. 1920 to do this. Employee payroll will be completed bi-weekly. A bi-weekly Pay stub will be sent to Employees at their designated cottage of residence.

Cottage QDDP or Cottage CTS will ensure pay stubs are distributed to Employees on the cottage.

An individual starting a **new** position will be paid at 100% of that area's base pay for the first 30 *working* days while receiving job training for that area. After the 30 day training period, time studies will be completed by the area Vocational CTS to establish a pay rate.

Individuals returning to positions held previously will return to the last pay rate established for them in that position.

Time studies are completed every 6 months following the DOL Commensurate Wage certificate guidelines. New time studies can be requested by, or on behalf of an individual if it is believed that they were assessed while adjusting to a major physical, medical, or life circumstance that may have negatively influenced the time study outcome.

If an area's time studies are not in compliance, work will be suspended in that area until they are.

Employee Pay rates vary depending on Vocational training/ work area. Current area base pay is established annually through a wage survey.

All pay rates and employment practices must comply with the standards set forth in the Commensurate Wage Certificate issued by the U.S. Department of Labor and renewed by the PSH&TC Vocational Department every two years.

Any questions regarding DOL Commensurate Wage Certificate, pay rates, benefits, time studies, and payroll are welcomed and may be

directed to the Vocational CTS designated to oversee compliance or the Director of Vocational Services.

Currently: Michelle Hughes ext. 1920 & Shanon Lansdowne ext. 1664

Employees assisting with the performance of PSH&TC business only (for example: assisting with staff interviews, meetings, tours, & presentations) will be compensated.

Compensation will consist of the following:

Hours and pay will be entered by your Vocational area CTS. These hours and pay must correspond with yet not exceed your regularly scheduled times and employment training area.

Compensation will not occur if an Employee provides assistance outside of their regularly scheduled employment training time.

Compensation will not occur if an Employee chooses not to attend their scheduled employment training prior to, or after completion of, PSH&TC business without Vocational area CTS leave request form approval, unless said business occurs out of town or prior Vocational area CTS approval has been received.

Any Vocational group outings or activities are for recreational/leisure purposes and will not be paid time. For example: going on tours, to local events, and providing activities at down time.

Time off:

Leave request forms must be completed and turned in to your Vocational area CTS with the necessary signatures before any absences from employment training are excused.

You must complete a leave request at least 24 hours before any prearranged absence & within 24 hours of returning from unexpected absences.

With regard to unexpected absences- You are required to call your Vocational area CTS at least 1 hour prior to your shift if you will be unable to attend work for any reason.

Failure to notify your Vocational area CTS will result in an unexcused absence and disciplinary action.

Leave Request forms may be obtained from your Vocational staff, Cottage CTS, Cottage QDDP or the Director of Vocational Services.

You must provide your Vocational area CTS with a doctor's note, if you will be absent from work for an extended period (more than 2 days) due to a Doctor's order.

For instance: Cottage rest, injury or illness causing limitations that prevent you from safely performing the necessary tasks of your Employment Training area.

A note from your doctor releasing you from any limitations will be required before returning to your regular Employment Training schedule.

Employees, or Cottage Team members on behalf of the employee, may request a meeting with the Vocational CTS designated to oversee compliance and/or the Director of Vocational Services to discuss any questions, issues, or concerns about their previous or current pay rates and benefits.

Currently:

Michelle Hughes ext. 1920 or Shanon Lansdowne ext. 1664

COTTAGE BASED WORK

Cottage based work is not considered Vocational/Employment Training.

Paid Cottage based work consists of any chores or tasks performed on the cottage that benefits the cottage as a whole and are not performed by the cottage housekeepers.

For example: Cleaning kitchen and dining rooms after evening meals, cottage shopping, p.m. cottage trash removal, p.m. bathroom cleaning, & cottage laundry.

This paid time is entered bi-weekly by the Cottage CTS or designee and will be part of your bi-weekly paycheck.

Un-Paid cottage based work consists of chores or tasks performed by an individual for the benefit of the individual.

For example: cleaning *your* room, doing *your* personal laundry, personal shopping, cleaning up after *yourself*, & duties performed by the cottage housekeepers.

First priority for paid cottage based work should be given to individuals awaiting, or those that only participate on a limited basis in Employment Training. There is a weekly cottage based work accrual limit of 5 hours per person unless arrangements are made via the Vocational Director.

ASSESSMENTS, GOALS & OBJECTIVES, AND PERFORMANCE REVIEW

A Vocational Assessment will be completed within 60 days of admittance, then annually by your Cottage Voc. CTS . This Assessment consists of your previous employment training, employment interests, progress and performance in your current employment training, goals/objectives you have completed, goals/objectives set for the upcoming evaluation period, and accomplishments over the previous year. It also explores areas where additional training would benefit the individual.

It is our practice to formally evaluate our employees' job performances on an annual basis via a Performance Review.

The Performance Review is an objective review of your training progress and job performance conducted by your work area Vocational CTS.

Notes are kept by your Vocational area CTS on a continuing basis during each review period relating to training progress, goals and objectives, attendance, areas requiring improvement, and job accomplishments.

PERFORMANCE RATING GUIDELINES & DEFINITIONS

Performance rating guidelines used to evaluate performance:

RATING: DEFINITION:

Exceptional

Always exceeds standard requirements of the job, demonstrates extra effort at all times.

Satisfactory

Meets standard requirements of the job, demonstrates good performance.

Unsatisfactory

Does not meet the standard requirements of the job.

METHOD OF REVIEW

Your Vocational CTS and/or Vocational MHDDT will meet with you to discuss your Performance Review. This is to provide a mutual opportunity for discussion about the particular job and all it entails, your performance and progress, areas of accomplishment, areas where improvement is needed, plans & time frames to accomplish improvements, as well as any Time Study and Pay Rate updates from the previous period to current.

At the conclusion of this meeting, all parties "sign off" on the Performance Review Form. If you do not agree with the evaluation, you will still be asked to sign and date the form acknowledging that you received it. You may, however, write a rebuttal covering any areas of disagreement.

PERFORMANCE AND IMPROVEMENT FOLLOW-UP

The Vocational area CTS, MHDDT , and the Employee must follow through to ensure that what was planned and agreed to in the

Performance Review actually is achieved within the appropriate timeframe.

If changes to the plan should be needed, the Vocational area CTS will amend the current Performance Review to reflect changes and expected completion dates.

All parties must again sign and date to acknowledge awareness of changes.

EMPLOYEE EXPECTATIONS & DISCIPLINARY

You will be expected to actively and positively participate in your employment training.

Rules and Safety issues vary depending on the Vocational Area. Each area CTS will go over any rules and expectations when you begin training. For instance: you may be required to wear safety equipment or special clothing/shoes & break time will vary in areas.

Personal hygiene and appropriate dress is required in all areas. You will be expected to maintain a neat, clean, and socially appropriate appearance while at work.

You will be expected to maintaining a safe, clean, and positive work area for yourself, co-workers, and peers.

All disciplinary concerns will be addressed on an individual basis and may result in disciplinary action up to and including termination.

Depending on the severity of the issue, disciplinary action will generally be as follows: addressed with a verbal warning for the first offense, a

written warning for second, and suspensions from the work area of 3 days will be enforced for third offenses. Violence, aggression, & threats to co-workers/peers and staff at work **will not be tolerated** and will automatically result in a 5 day suspension from the work area.

You may not compensate missed work in another area due to a suspension.

If you choose to quit any position you must submit your 2 week notice in writing, and work that 2 week period.

Please take into consideration that if you choose to quit a position you may not immediately find alternate employment. Individuals that have been awaiting work training will take first priority for any available positions.

POSITION DESCRIPTIONS AND PAY RATES

Position descriptions are available upon request from the Director of Vocational Services. These Position Descriptions will also include the current pay rate for that area based on the annual wage survey results. (Wage surveys are completed annually per the United States, Department Of Labor, and Commensurate Wage Certificate). Position Description will have updated pay rate information as warranted.

Sampling must be set up through the Vocational Director. You may request to sample any areas that are of interest to you.

AREA POSITION DESCRIPTIONS, SAMPLE PERFORMANCE REVIEW FORMS OR ANY OTHER VOCATIONAL FORMS ARE AVAILABLE UPON REQUEST FROM THE VOCATIONAL DIRECTOR

Shanon Lansdowne ext. 1664

VOCATIONAL AREAS & VOCATIONAL CTS INFORMATION:

Director of Vocational Services-Shanon Lansdowne Ext. 1664-
Vocational Training Building.

Campus Café/ Canteen- Niki Collins (Holly Voc. CTS) , ext. 1909 or 1809-
Recreation Building, Food Services.

Clay Things- Shirley Lunday (Spruce Voc. CTS) ext. 1805-Spruce
Basement, Create, decorate, & design ceramic items

Discovery Center/ Domestic Décor/ Library- Nancy Holding (Oak Voc.
CTS) ext. 1781-Coordination Center
Confidential shredding, Creation of paper mache' items

Dog Biscuits or Dog E Bones- Cathy Henderson (Ash Voc. CTS, & STAND
advisor) ext. 1738-Cafeteria, Production- homemade dog treats

First Gear Bike Shop- David Smith (STAND advisor & Holly HR rep.)
ext. 1841-Chestnut Basement, Bicycles Sales, Service, & Repair.

The Greenhouse & The Works- Janet Hurley (Elm Voc. CTS) ext. 1758-
Across from grounds laundry & across from petting zoo, Plants & Gift
arrangements for all occasions. Gift shop where work areas' products
are sold.

Horse barn work crew- Steve McKenzie & Chris Hizey (Annual Sunbelt
Rodeo) ext. 1694- Covered Arena. Grounds & Arena maintenance,
animal care, & annual Sunbelt Rodeo.

Kustom Parts- Kim Ball (STAND advisor) ext. 1685-Coordination Center
Basement

Contract work for Kustom Signals in Chanute or any Local Business.
Small piece work, parts assembly, and kits production.

Laser Designs- Bev Cline (Hickory Voc. CTS) ext. 1688-Vocational
Training Building, Custom Laser Engraving & Sublimation.

Packaging- Tammy Auman (Pine Voc. CTS, HR rep.) ext. 1650-Willow
Cottage, sock sorting, sock deliveries, Packaging of bulk Storeroom
items & kits.

Screen Printing- Jeff Cunningham & Paul Yanez ext. 1815-Chestnut
Basement, Custom T-shirts & Apparel

To the Last Detail- Brian Merchant, 620-423-3017, 3126 Main St.
Parsons, Kansas. Automotive Detailing

Toner Refill & Recycle & Commensurate Compliance- Michelle Hughes
(Birch Voc. CTS) ext. 1920-Vocational Training Building

Refill service for Toner and Ink cartridges, Recycling old cartridges, Cell
phones, & Household batteries.

Area also oversees Employee payroll/paystubs and Commensurate
Wage Certificate Compliance

Willow Recycling- Pat Schmidt (Aspen Voc. CTS) ext. 1858 -Willow
Cottage, Paper shredding, & various on grounds recycling routes

The Wood shop & Furniture Assembly- Bob Ong (Cedar Voc. CTS) &
Tracy Wertz ext. 1918 Vocational Training Building

Creation & Assembly of Furniture, Various Wood Crafts & Items,
Varnishing, & Staining

Work areas may be accessed online at
www.csp.kdads.ks.gov/agency/PSHTC/Pages/default.aspx

COMMUNITY TRANSITION

When you are planning to be discharged from PSH&TC, you may submit a request to Superintendent Dr. Jerry Rea asking for approval to maintain your employment training for up to 30days after discharge while you search for another job. Any transportation or staffing requirements you need during this 30 day transition period must be provided via your community services provider.

Assistance with developing a resume may be requested from the Vocational Director if you have not already prepared one via the Application and Interviewing classes.

You may use any of the Employment Training Staff as a reference during your job search, keeping in mind that it is recommended you ask permission of any potential reference prior to doing so.

In addition to any employment services offered by your Community Service Provider, DCF Vocational Rehabilitation is available to assistance with employment needs after discharge. A local office can be found at the following web address or by phone.

www.dcf.ks.gov or 1-888-369-4777



Please sign below acknowledging that your Vocational Training Supervisor has went over this handbook with you.

Employee Signature	Supervisor Signature	Date:

Thank you to the STAND Advocacy group, and Vocational Department Franklin Covey Team 1 for their input regarding the development of this handbook.

Once again if you have additional questions please contact Shanon Lansdowne at (620)-421-6550 ext. 1664 or

shanon.lansdowne@pshtc.ks.gov