

Work Experience Employee/Employer Manual

Workforce
DEVELOPMENT, INC.

*The Workforce Development Board
of Southeast Minnesota*

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Workforce Development, Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Workforce Development, Inc. to benefit employees. A major objective is to provide a work environment that is conducive to both personal and professional growth. Workforce Development, Inc. is an equal opportunity employer.

No employee handbook can anticipate every circumstance or question about policy. As Workforce Development, Inc. continues to grow, the need may arise and the organization reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, as is its sole and absolute authority. The only exception to any change is Workforce Development, Inc.'s employment-at-will policy that permits you or Workforce Development, Inc. to end the relationship for any reason at any time. Employees will, of course, be notified of such changes to this handbook as they occur.

EEO POLICY STATEMENT

Workforce Development, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Workforce Development, Inc. complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ADA

It is Workforce Development, Inc.'s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Workforce Development, Inc. to comply with all federal, state, and local laws concerning the employment of persons with disabilities.

Workforce Development, Inc. will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of the job in question.

An individual, who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

STATE OF MINNESOTA CHILD LABOR LAWS

A minor under age 14 may not be employed, except as:

- a newspaper carrier (at least 11 years of age);
- in agriculture (at least 12 years of age and with parental/guardian consent);
- an actor, actress or model; or
- a youth athletic program referee (at least 11 years of age and with parental/guardian consent).

Age and hours of work:

A minor less than 16 years of age

A minor less than 16 years of age may not work:

- before 7 a.m. or after 9 p.m.* with the exception of a newspaper carrier;
- for more than 40 hours a week or more than eight hours per 24-hour period*, except in agriculture;
- on school days during school hours, without an employment certificate issued by the school district superintendent (Minnesota Statutes [181A.05](#)).

*During the school year, federal law restricts hours to no later than 7 p.m., no more than three hours a day and not more than 18 hours a week.

A minor age 16 or 17 years old

By state law, 16- and 17-year-old high school students may not work after 11 p.m. on evenings before school days or before 5 a.m. on school days. With written permission from a parent or guardian, these hours may be expanded to 11:30 p.m. and 4:30 a.m. No other limit is set for 16- and 17-year-olds.

NATURE OF EMPLOYMENT

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Workforce Development, Inc. is bound to continue the employment relationship if either party chooses to end the relationship.

In order to retain necessary flexibility in the administration of policies and procedures, Workforce Development, Inc. reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will.

The only recognized deviations from the stated policies are those authorized and signed by the Executive Director and/or Workforce Development, Inc. Board.

EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

Upon request, administration will be conducting background checks prior to employment. The considerations for hire, no-hire policies are:

- A. Job-related criminal reports
- B. Educational experience required for the position
- C. Personal identification

Release forms and integrity of this information will be a responsibility of the hiring manager along with the local career counselor. All forms and findings will be on file in the Administrative Office in Rochester.

HIRING OF RELATIVES

Relatives of persons currently employed by Workforce Development, Inc. may be hired if they will not be working directly for or supervising a relative. In addition, Workforce Development, Inc. employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who will be transferred or will terminate his/her employment with Workforce Development, Inc. If that decision is not made within 30 calendar days, the Executive Director will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, either currently or in the past (i.e., former spouse).

TIME/ATTENDANCE/PAYROLL PROCEDURES

All employees are paid biweekly on every other Friday. Each payment will include earnings for all work performed through the end of the previous payroll period. Employees are paid through direct deposit to their bank account or their checks are mailed to the local Workforce Development, Inc. office.

In the event a regularly scheduled payday falls on a day off as a holiday, employees will receive their pay on the last day of work before the regularly scheduled payday.

Workforce Development, Inc. will tell you how many hours per week you are scheduled to work. You should never work more than eight hours per day or over 40 hours per week. You and your site supervisor will be responsible for keeping track of your total hours. Your schedule will be arranged between you, your career counselor and your supervisor before you begin working. If the schedule changes, please let your Career Counselor know immediately. You must receive a 15-minute break within any four (4) hour work period as well as a thirty (30) minute unpaid lunch break if you work more than 6 hours. You will not be paid for lunch breaks or holidays unless you work them. If working a holiday, you will not be paid "holiday pay", normally time and one half pay. There is no overtime in this program.

You will be required to complete a W-4 form prior to employment. The W-4 is an Internal Revenue Service form that tells the employer how much money to withhold from a paycheck for tax purposes. A W-2 form will be completed and mailed to you at the end of the year. The W-2 forms report your income and taxes that were withheld.

Timesheets are to be filled out at the end of every workday. Timesheets are not to be filled out in advance. You are to fill out the timesheet in ink (pen). Both you and your worksite supervisor must sign the timesheets before they can be turned in. Any timesheet not correctly completed will be returned to the site supervisor, potentially causing delays in receiving your paycheck.

You will receive a payroll calendar which will show the date the timesheets are due and when checks are issued. **Timesheets must be given to your site supervisor or Career Counselor by the end of the day Friday, or if you work weekends, by the end of your weekly work shift each payroll week.** If timesheets are not received by this deadline, you will not receive a paycheck until the following pay period.

ADMINISTRATIVE PAY CORRECTIONS

Workforce Development, Inc. takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor or career counselor so that corrections can be made as quickly as possible.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Workforce Development, Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Accounting Department.

DRESS CODE

Youth are instructed they must maintain an appropriate appearance at all times. Appropriate footwear is required. Flip-flops or other backless shoes are not allowed and only closed-toed shoes will be permitted on the worksite. No revealing or indecent clothing is permitted. Clothing must be clean, and not tattered. Clean jeans, a T-shirt and appropriate footwear are acceptable attire. In addition, youth must follow any dress code mandated by the site supervisor or organization in which they are working.

INCLEMENT WEATHER

At times, emergencies (such as severe weather, fires, power failures, earthquakes, etc.) can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. During these extreme cases, local Workforce Development, Inc. offices will determine whether the facility should be closed and will be responsible for notifying employees based in those offices. In the event that such an emergency occurs, local radio and/or television stations will also be asked to broadcast notification of the closing.

If you are working at an outside worksite during stormy or severe weather, refer to the following procedures:

- Come to work prepared for changes in weather. Bring a jacket, hat, gloves or whatever clothing is necessary to keep yourself warm and safe in normal weather.
- Suitable work assignments, if available, will be given to youth at an inside work area under the supervision of the worksite supervisor until the weather improves.

EMPLOYEE CONDUCT AND WORK RULES

Now, it is time for you to start working, For some of you, this will be your first time at a paying job. You will find working is an entirely different situation from school or home. Whether you have worked before or not, it is important to remember the following:

1. **Promptness**. Be on time for your job. If, for some reason, you will be late or absent, you **MUST** call your supervisor as soon as possible and tell why you will not be there.
2. **Personal Appearance**. Your supervisor will let you know what clothes will be best for your job. How you look shows people how you feel about yourself and your work. All jobs require employees to be concerned about their personal hygiene.
3. **Responsibility**. Be responsible for your work. There are two things to remember about the work you will do. A. How much work you can get done? B. How well you do the work. Work quickly and do the best job you can do.
4. **Attitude**. You may be asked to perform tasks you do not like. However, all work experience has value. Keep a good attitude toward your work.
5. **Termination**. You may be terminated from this training program for the following reasons:
 - Use of drugs or alcohol while working, or under the influence of drugs or alcohol during company time
 - Any form of harassment towards others
 - Inappropriate use of the intranet for purposes other than work related. This includes viewing/downloading/distributing content of a sexual, harassing, or discriminating nature
 - Unexcused absences or habitual tardiness/absences
 - Failure to obey reasonable directions or requests
 - Theft or turning in a fraudulent time sheet
 - Destruction of property while on the job
 - Lack of cooperation with your supervisor, team leader or career counselor

DRUG AND ALCOHOL USE

It is Workforce Development, Inc.'s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Workforce Development, Inc.'s health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Workforce Development, Inc. policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Workforce Development, Inc. any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Workforce Development, Inc. of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

In the event an employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, Workforce Development, Inc. will perform an on-site assessment and may require the employee to submit to a drug or alcohol test administered by a local laboratory or medical facility.

Any drug testing required or requested by Workforce Development, Inc. will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by Workforce Development, Inc. The name and location of the laboratory that will analyze the employee's test sample will be given to the employee prior to said test.

If Workforce Development, Inc. receives notice the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

If there is reason to suspect the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended with pay until the results of a drug and alcohol test are made available to Workforce Development, Inc. by the testing laboratory.

All testing results will remain confidential. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's career counselor.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their career counselor, supervisor or the Executive Director without fear of reprisal.

SEXUAL AND/OR OTHER UNLAWFUL HARASSMENT

POLICY: Sexual Harassment or any other form of unlawful harassment by any employee of Workforce Development, Inc. is prohibited.

Workforce Development, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnic or national origin, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual Harassment specifically exists when:

- o An act, including "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature," is made either an explicit or implicit term or condition of employment;
- o Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
- o If the conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment; or
- o Verbal abuse or "kidding" that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty" jokes that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-orientated comments, innuendoes or actions that offend others.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Compliance Officer. Employees can raise concerns and make reports without fear of reprisal.

An employee found to have been engaged in an act of sexual or any other unlawful form of harassment will be subject to disciplinary action as follows:

1. First complaint of harassment - Verbal warning
2. Second complaint of harassment - Written warning with copy to employee's personnel file

3. Third complaint of harassment - Termination
4. Attempted rape, sexual assault, or sexual battery will result in immediate termination. Workforce Development, Inc. recognizes that the determination of appropriate discipline will depend upon the facts and circumstances of the particular situation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Compliance Officer, who will handle the matter in a timely and confidential manner.

SAFETY

Working safely is just as important as getting the job done. Each person at Workforce Development, Inc. needs to ensure safety is a priority.

General Safety Rules:

- Come to work dressed properly for the job.
- As you begin each work day, do a complete worksite check for potential hazards and anything you would consider “unsafe”. Report any of these hazards to your worksite supervisor immediately.
- During your work shift, keep your work areas clean and neat.
- Use safe lifting techniques and ask for assistance prior to lifting anything you feel might be too heavy for a one-person lift.
- No horseplay
- Report any and all injuries or accidents to your supervisor immediately.

Work Equipment:

- Learn and understand how to use any work-related tools assigned to you prior to starting your work. If you are unsure how to use a tool, ask your supervisor prior to starting the job.
- Do not use any work tools that appear to be broken or unusable.
- Use personal protective equipment, such as eye shields and gloves, when assigned to do so. Not utilizing the proper safety tools could result in dismissal from the worksite. If you need safety equipment and have not been provided it, please let your supervisor know prior to beginning the activity.
- Obey all work rules and pay attention to warning signs.
- Know emergency procedures, first aid sites, eye-wash stations, etc., as well as know where the telephone is located and what numbers to call in the event of an emergency. If no numbers are available, call 9-1-1.

Right to Know (Hazard Communication)

Workforce Development, Inc. requires that a participating organization provide a complete listing of all hazardous chemicals found in the workplace. Hazard communication is achieved through recognition and evaluation of workplace hazards,

accurate labeling of hazards and effective employee training of proper use and handling of materials in the workplace.

Blood borne Pathogens

Blood borne pathogens are potentially infectious materials contained in blood or other internal body fluids. Potentially infectious materials may contain blood borne diseases, such as Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV). Avoid any direct physical contact with human blood and body fluids and assume that all are contaminated. Also, employees must use protective equipment and barriers such as latex gloves, safety glasses and protective clothing to prevent any exposure. In the event of an exposure, you should contact your supervisor or career counselor immediately.

PERSONAL PROPERTY

Workforce Development, Inc. is not responsible for any employee's property that is lost, stolen or damaged. Participants are encouraged to be careful with their personal property, if they take it to the worksite.

SMOKING

In keeping with Workforce Development, Inc.'s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Employees of legal age to smoke, 18 and up, may smoke outside the facility during regularly scheduled breaks. This policy applies equally to all employees, students, program participants, and visitors.

CELLPHONE WORKSITE POLICY

While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

Workforce Development, Inc. prohibits participants from making and/or receiving personal telephone calls and/or text messages during working hours (this includes cell phones and two-way radios such as service through Nextel).

If you are traveling for Workforce Development, Inc. in any capacity in a motor vehicle, for the safety of our employees and others, it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cellular phone in any way.

Texting while driving is now illegal in the State of Minnesota. Employees involved in an auto accident while working and on a cellular phone or texting may not be covered under Workforce Development, Inc's auto liability insurance.

TRANSPORTATION POLICY

If an employee is required to drive in the course of their duties, they must maintain a valid driver's license and insurance and must immediately report any restriction on, or suspension or revocation of their driver's license to the supervisor or career counselor. Per MN State law, a safety belt must be worn at all times when employees are driving a vehicle. Employees are personally responsible for any citation or ticket received while driving on work time.

Employees using their own vehicle to transport enrollees during work hours are covered by the Workforce Development, Inc. liability insurance up to \$2,000,000.00. HOWEVER, this does not exempt your own insurance carrier from any liability. Employees are encouraged to secure public, other non-profit program providers, relatives or friends of enrollees, etc., for transportation of enrollees if at all possible.

WORKERS' COMPENSATION INSURANCE

Workforce Development, Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as soon as possible. A First Report of Injury must be completed by the employee and supervisor. Neither Workforce Development, Inc. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, whether or not sponsored by Workforce Development, Inc. Neither will they be liable for employees participating in activities while on duty that are not consistent with their job descriptions.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Workforce Development, Inc., and I understand that I should consult the Executive Director and/or the Program Director regarding any questions not answered in the handbook. I have entered into my employment relationship with Workforce Development, Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Workforce Development, Inc. or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Workforce Development, Inc.'s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Workforce Development, Inc. has the authority to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions to it.

I am aware of the confidentiality of the information I may be dealing with and am also aware that information regarding participants or fellow employees is not to be shared with any person other than Workforce Development, Inc. employees, and then, only in the course of my professional responsibilities. Personal information is not to be given out to participants or persons calling on the telephone.

Employee's Name (Typed Or Printed)	Employee's Signature	Date
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Employer's Name (Typed Or Printed)	Employer's Signature	Date
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Counselor's Name (Typed Or Printed)	Counselor's Signature	Date
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Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider.
This information is available in alternative formats for people with disabilities by calling 507.292.5180 (voice)
or by using your preferred relay service.