**![C:\Users\brandi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0XH4O3IS\scroll-unfurled[1].png]() Scholars at Work ![C:\Users\brandi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0XH4O3IS\scroll-unfurled[1].png]()**

**Employee Handbook**

This handbook is for you. It will tell you about the policies and benefits of the *Scholars at Work* program. Please read it carefully. After you have completed your review of this handbook, sign the statement below, and it will be added to your employee file. This copy is for you.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and read a copy of the *Scholars at Work* Employee Handbook which outlines the goals, policies, and expectations of the Scholars at Work program, as well as my responsibilities as an employee.

By signing below, I am stating I understand, accept, and agree to comply with the information contained. I understand this handbook is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, and practices of the *Scholars at Work* program. I have also been given an opportunity to ask any questions that I may have.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Due date)

□ Scholar’s Level 1

□ Scholar’s Level 2

**Scholars at Work Handbook**

Welcome to the *Scholars at Work* Program!

We are excited to have you employed in our program. You were selected because we believe you have a commitment to being the type of employee that represents the foundations of *Scholars at Work*. We know this will be the first step towards changing your reality.

The *Scholars at Work* program is committed to employing young people in the work of their education. Your employment can be a stepping-stone to your future, and the way out of dead-end jobs. Your job will help you gain skills, direction, your HSE, and confidence to succeed and advance.

**Begin now to begin a future where you are**

 **self-sufficient and financially stable.**

This can happen to you as you take control of your life and transform it- success in the *Scholars at Work* program is the beginning.

As your employer, we desire to inspire you to view your employment in a whole new light-the first step toward a bright future. The *Scholars at Work* program will help you train yourself to:

**Achieve excellence in your job**

**Design a future based on your interests, your values, and your goals**

**Take action and make changes now to achieve your goals**

**Apply yourself to the task of obtaining your HSE.**

Mission

Scholars at Work will endeavor to transform the lives of youth who need employment to obtain their HSE and a self-sufficient future for themselves.

**Remember, your success is built by you!**

Use this handbook as a reference guide for your job with

Scholars at Work.

Welcome! I look forward to working with you.

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**Agency Property**

During the course of your employment, you will have access to computers, supplies, equipment and property to be used in preforming your work duties. You are expected to use this property responsibly and only for the purpose of doing your work. If you are found to be abusing or stealing (or its attempt of) any property, you will face strict disciplinary action, up to and including termination (being fired). You may also be referred to public authorities for possible criminal prosecution. (We may not want to, but we will!)

Any and all communications, information, or transmissions that are received from, created, or stored in the system are property of the worksite and will at any time be monitored. You should not expect anything you create, store, send or receive on the system is private. It can be monitored at any time.

**Equal Employment for All Policy**

A respectful workplace starts with you…. 

Equal Employment Opportunity

Equal Employment Opportunity simply means providing a workplace where decisions are based on individual performance and ability. For instance, as an employee, your evaluation for raises, incentives and bonuses will be based on your performance and attitude. It is our policy to be fair and to make all our decisions without regard to race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation or any other facts prohibited by law or good taste. This policy applies to all aspects of employment including (but not limited to) recruitment, hiring, training, raises, bonuses, termination and all other personnel. Scholars at Work believe everyone should be evaluated on his or her performance.

We are committed to providing all employees with a pleasant work place. Everyone must work together to maintain an enjoyable and respectful work environment. It is everyone’s responsibility to discourage any behavior which may embarrass others or make them feel uncomfortable.

**What is Workplace Harassment?**

No one should be harassed or bullied in the workplace. Everyone has their own idea of what they consider harassment. The way each of us feels about another person’s comments or actions is important in deciding what is or is not harassment. “Harassment” is used in this policy to refer to sexual harassment, as well as other forms of harassment. Below are some definitions of harassment, as well as other examples of conduct that may be harassment.

In general, harassment is any form of behavior that is not wanted and might humiliate, offend or intimidate.

Sexual harassment is any verbal, written, or physical behavior of a sexual nature that is unwanted and uninvited.

Examples of Sexual harassment include:

* Unwanted physical touching
* Telling sexually explicit jokes or stories
* Making lewd or offensive comments or gestures
* Displaying sexually suggestive objects, cartoons, or pictures
* Sending sexually explicit messages by letter, note, email or phone
* Making offensive comments about an employee’s body, physical appearance, or clothing
* Repeatedly asking for a date or to meet outside of working hours after someone has indicated an unwillingness to go

Other forms of harassment include offensive comments or actions about a person’s race, ethnicity, religion, creed, ancestry, national origin, age, physical or mental disability, sexual orientation, marital status, or veteran status.

Examples of other forms of harassment include:

* Making gestures, threats, belittling comments, or slurs that may be offensive to individuals in a particular group;
* Displaying objects, photographs, cartoons, calendars or posters that may offend a person; or
* Sending messages by letters, notes, email, or phone that may be offensive to individuals in a particular group.

**Responsibilities of Scholars at Work Employees**

All Scholars at Work employees are expected to help ensure the work environment remains free from harassment. Any employee, who believes they are being harassed, or witnesses the harassment of or by another employee, has the responsibility to promptly report the matter to their supervisor or AEL instructor.

**Dress Code**

We realize that what does or does not constitute appropriate dress and grooming is subject to personal opinion. However, as a Scholars at Work employee, you are expected to maintain an appropriate appearance that is termed “business casual”, as well as neat and clean at all times.

Required Attire\*\* (Scholars Level 2 Only)

Khaki pants or nice jeans with no holes or significant distressing for both men and women; Polo style shirt for both men and women

Pants must be appropriately sized, fitted and worn at waist or near waist. No hip huggers or sagging allowed. All pants must be fitted in the inseam and leg, not baggy or excessively tight. Pants must be of proper length. Pants should be free of holes, tears and cuts; and no significant distressing of jeans.

Polo shirts may be long or short sleeved. They should be of a solid color and most hues are acceptable.



Shoes

Shoes should be closed toe and in good shape and taste. There should be no tears,

rips or holes.

Hats are not allowed.

\*\*If you do not own these items already, please speak with your supervisor before purchasing.

**Performance Expectations**

Scholars at Work is committed to employing young people in the work of their education. Performance reviews are used to assist other employees as they learn their new job responsibilities. A performance review will give you a chance to see how well you are doing and how you can improve. You can expect your first performance review approximately 30 days after you begin. Your performance review will cover these areas:

|  |  |
| --- | --- |
| 1. Punctuality, Dependability, and Attendance
 | 1. Meet Educational Goals and Demonstrate Satisfactory and Acceptable Level of Performance
 |
| 1. Appropriate Dress & Grooming
 | 1. Appropriate Use of Employer Property and Demonstrates Good Conduct
 |
| 1. Demonstrates Good Conduct and Works with others in a Professional Manner
 | 1. Accepts and Follows Directions; Accept Constructive Criticism
 |
| 1. Completes tasks in a Reasonable Timeframe to Satisfaction of Supervisor
 | 1. Resolves work related problems using Good Judgement
 |
| 1. Ability to Organize and Prioritize Tasks Effectively
 | 1. Demonstration of Initiative
 |

*For Level 2 Scholars - Maintaining these standards will be a major factor in your performance review, salary raises, bonuses, and incentives.*

**Warning and Termination Process**

*Scholars at Work* models its disciplinary action after a progressive discipline process. This policy will address what happens when there are violations of the policies and procedures. This method allows employees the chance to correct their performance in the workplace. By following this process, most problems can be overcome as disciplinary issues.

**The Process:**

1. Oral Warning- Your supervisor would let you know the issues with performance and would conduct a one-on-one informal meeting with you explaining the problem and what must be changed. This will be documented.
2. Written Warning - Your supervisor determines that the issue or problem had not been corrected or is growing into a bigger problem. The supervisor would then discuss this matter with the coordinator and a joint decision would be made if necessary. A formal, written warning will be issued. This warning will inform you of the problem and that future problems or uncorrected behavior would result in further action.
3. Final Written Warning- If your supervisor determines the performance or behavior has continued despite previous written warnings has become more serious, or new problems have surfaced, a decision and a joint decision with the coordinator will be made. The supervisor will prepare a final written warning prior to the meeting with the employee, which will be signed by the employee after discussion. Notice would be given that continued violation will result in termination (being fired).
4. Final Level Response- Termination.

NOTE: Scholars at Work may elect to skip any steps of this disciplinary process after review of the situation. There are also some instances in which the problem is so severe that it may lead to an employee’s immediate suspension, or in extreme circumstances, termination without prior warnings. We reserve the right to determine the severity of each incident and the appropriate disciplinary response.

While it is not possible to list all circumstances, some examples are listed below:

* Theft, dishonesty or fraud
* Falsification of records (lying)
* Damaging or destroying company property
* Possessing, buying, selling, or using alcohol or illegal drugs
* Harassment or discrimination against others or retaliation against a person for making a complaint
* Absence of three or more consecutive working days without letting your supervisor know
* Any act of violence or aggression directed toward another

**Scholars at Work Scheduling, Pay, Punctuality, and Other Policies**

Employees are paid for all hours scheduled and worked. The regular schedule will be outlined in your training plan and you will be required to adhere to the schedule you and your worksite supervisor agree upon. Work shifts can only be amended or changed with the approval of your supervisor.

**Scheduling**

At the time of your hire, you should meet with your supervisor to discuss your work schedule, childcare (if applicable), transportation arrangements, or other things or events that may affect your ability to work your assigned shifts. You are expected to have a plan in place along with a backup plan to ensure you are able to work as scheduled.

You are expected to provide sufficient notice to your supervisor when you cannot avoid being late or unable to work as scheduled. This notice must include the reason for your absence or tardiness. Please notify your supervisor as soon as possible, but no later than within the first hour of your starting time, except in a real emergency.

If you have a conflict of schedule (doctor appointment, etc.) you must notify your supervisor at least a week in advance. In order to minimize confusion, you must speak directly with your supervisor concerning all absences or tardiness. Inconsistent attendance, absenteeism, or tardiness will result in disciplinary action (see Warnings and Termination Process).

As an hourly employee, you must record time-in and time-out each day for an accurate record of hours worked. Recording time-in and time-out each day for another employee is not allowed. It is lying and this will result in disciplinary action (see Warnings and Termination Process).

All new employees must complete a W-4 form for the withholding of state and federal taxes. We are required by law to withhold both federal and state income taxes and social security taxes from your paycheck.

**Punctuality**

Being on time (punctual) is extremely important. All employees are expected to be “clocked in”, and ready for work at the scheduled times. Level 2 Scholars must be in uniform.

**Outside Employment**

*Scholars at Work* allows employees to have other employment with some restrictions. An employee cannot have a job that interferes with their Scholars at Work duties or with their scheduled work hours or performance. Individuals must tell their supervisor of any additional employment. Written approval will be placed in your personnel file. You must get written permission from your supervisor before obtaining any new job. If it is determined that the additional employment is interfering with the *Scholars at Work* employment you may be asked to resign your additional position.

**Method of payment**

All of your time-ins and time-outs for the week will be recorded on your timesheet and will be submitted every two weeks. You will be paid the following week. Due to the time needed to process checks, there is a one-week time gap delay between ending of the pay period and the payday. You will be paid every other week. Depending on when your first date of employment falls within our cycle, you should receive a paycheck in the first or second week of employment.

The Northeast Missouri Workforce Development Board and their Sub-Recipients are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can dial 7-1-1.

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