

WELCOME

The Governor's Local Workforce Areas' Work-Based Learning (WBL) program assists young adults with employment opportunities to gain work experience and develop good work habits and skills. The following information explains program requirements and expectations.

Job assignments are a maximum of 390 hours total. Weekly hours are flexible, but you cannot work over 32 hours per week. You will be assigned to a worksite and your Worksite Supervisor will provide orientation, explain job tasks, work hours and worksite policies.

You will be evaluated on your job Performance (job tasks, work readiness skills such as attendance, time management, & communication skills.) The Training and Evaluation Plan lists assigned tasks, training & measurement methods of how well you complete the tasks. The Supervisor will explain your job tasks and the methods used to teach you to perform these tasks. Listen carefully, ask questions and repeat the instructions if necessary. Demonstrate the task for your Supervisor to confirm understanding. If your supervisor does not meet with you regularly to evaluate your progress, ask worksite staff how you are doing and what areas need improvement. Don't be afraid of criticism; constructive criticism is meant to help you improve.



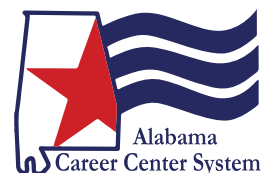
Equal Opportunity Employer/Program.
Auxiliary aids and services available upon request to individuals with disabilities.

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REQUIREMENTS AND EXPECTATIONS

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PAYROLL INFORMATION

You will be paid for the hours you work. You cannot work more than 32 hours per week and 390 total hours. YOU WILL NOT BE PAID FOR YOUR LUNCH TIME, HOLIDAYS, SICK DAYS OR VACATION DAYS. Pay varies per local area and assigned job.

Once participants are enrolled into the payroll system both the worksite and participant will be notified by email from either Sirius or from the Avionte payroll system at notifications@myavionte.com assignment. The Work Based Learning Payroll Vendor, Sirius Workforce LLC has an automated time sheet process. Participants will have access to their time sheets 24/7 and can update time sheets daily or weekly through a secure web-based submittal. They also have access to view paystubs and W2's, download tax forms and update personal information. Once the time sheet is complete, the time card approvers are notified through the same web-based program and through email.

Employees are paid weekly through direct deposit or pay cards.

If they do not have a bank account a paycard can be mailed to them, or they can get one from a store and it can be loaded weekly with their paycheck.

Participants who falsify their time sheets will be immediately terminated from WIOA.

SUPPORTIVE SERVICES

WBL enrollment includes access to Supportive Services. Ask your supervisor or case manager where you should go for help with personal issues or work-related problems.

GRIEVANCE PROCEDURES

A grievance concerns a violation of your rights and privileges as a WBL participant. If you feel you have a grievance, first talk to your Worksite Supervisor. If it cannot be resolved, contact the Career Center or call the Governor's Local Workforce Areas at (334) 242-5300.

SAFETY GUIDELINES

If you are injured due to an accident Workers comp will not pay you for time missed from work but will cover medical expenses for accidental on-the-job injuries. Accident prevention is an important part of your job assignment and participant responsibilities include:

1. Complying with safety instructions from worksite supervisors.
2. Following company safety rules & helping to maintain safe working conditions.
3. Reporting unsafe conditions or practices to the Supervisor and Career Center.
4. Using tools and equipment as instructed and authorized.
5. Avoiding unnecessary talking, shouting, or loud noises that distract others and create safety hazards.
6. Using provided protective equipment (safety goggles, footwear, etc.) as required.
7. Obeying all health and safety standards, warnings, and signs.
8. Using worksite first aid facilities, if available and practical.

WBL SAFETY GUIDELINES ALSO INCLUDE:

Individuals under the influence of alcohol, illegal drugs or controlled substances are not allowed on the job site and will be terminated.

No one will be permitted to work if their ability is impaired by illness or other causes that might lead to injury.

Roughhousing or any actions which endanger the safety and well-being of coworkers is prohibited.

Participants must be supervised when working with equipment or handling heavy materials.

Participants will not handle electrical equipment, air or water lines, or machinery unless it is part of their job duties or they have received instruction from their worksite supervisor.

WBL GROUNDS FOR TERMINATION

Your Worksite Supervisor will review all worksite rules and policies at orientation. Any participant consistently failing to observe these rules will be terminated:

1. Attendance: be on the job every day unless you are ill. Consistent absenteeism will result in termination.
2. Attitude: failure to follow instructions or refusing to do assigned tasks will result in dismissal.
3. Punctuality: be on time each day. Call in per Supervisor's instructions if you will be late.
4. Worksite: show respect to Supervisor and coworkers. Do not deceive or make false statements to your Supervisor or worksite staff. Treat worksite supplies/equipment with respect and care. Being dishonest disrespectful, or damaging worksite supplies/equipment will result in termination.

GROUNDS FOR TERMINATION—FIRST OFFENSE:

Falsifying information on time sheets or other program forms.

Endangering the lives of coworkers.

Stealing or receiving stolen property while on the job or during counseling sessions.

Using, selling, or receiving any form of narcotics, drugs, or alcoholic beverages while on the job or during counseling sessions.

Threatening your supervisor, counselor, or fellow employees.

Completing/Signing another person's time sheet or allowing another person to complete/sign your time sheet.