

# WorkAbility Polices & Procedures

## WorkAbility Mission Statement

The mission of WorkAbility (WAI) is to promote the involvement of key stakeholders including students, families, educators, employers and other agencies in planning and implementing an array of services that will culminate in student's successful transition to employment, lifelong learning, independence, and a quality of life.

## Services

Students with an active Individual Education Plan (I.E.P) that attend Santa Monica- Malibu USD high school are eligible to receive services through the WorkAbility (WAI) Program. These services, however, are not mandated by the I.E.P and should not be confused as a required component for transition. Interested eligible students may receive some, many or all services but not all eligible students will be placed in a paid work based experience.

First few months of the school year, WorkAbility Staff promotes the services of WAI in students English and SAI Tutorial classes. At that time, students are given information through a presentation and handouts that describing the program. In addition, WAI staff will continuously visit those classrooms throughout the school year to enhance importance of career planning.

## Requirement for Enrollment

1. Appointment with WAI staff, to coordinate career counseling/ guidance.
2. Career/Vocational Assessments (formal and informal evaluations of interests, skills, abilities and personality).
3. Partnership Collaboration with teacher(s) or parent participation to ensure demonstration of appropriate behaviors and effort in school.
4. Active participation in at least one of the services below
  - Career Awareness Activities/ Career Exploration Activities
  - Career Preparation Activities/ Job Searching
  - Job Retention Activities

## Eligibility Requirements for Paid Work Training Placement

1. Santa Monica- Malibu Unified School District high school student with an active I.E.P.
2. Complete Required Documents for Subsidized Employment & Unsubsidized Employment.
3. Student must have at least a 2.0 Grade Point Average with no "F" grades.
4. Student must have at least an 85% in attendance at school.
5. Student must display good attitude and behavior.
6. Student must provide own transportation to and from employment training site.

\*Note: Aside Adult Transition students, these students must be able to be trained and perform job duties with minimal supervision.

Subsidized Employment: WAI paid and WAI staff developed jobs in the community. The typical placement process involves contacting employers, developing training plans, arranging schedules and scheduling the student interview and/or orientation. Employment partners are encouraged but not required to directly hire any student worker. A training plan may include the following elements:

- Clear statement of hourly wage of minimum wage and worker's compensation when coordinating process of work permit.
- The use of assessments to relate employment towards goals and interests.
- Development training plan that involves coordinating ability to fill out applications, interviewing skills, timeline of internship hours, connecting worksite communication leads, and worksite expectations.
- Review how performance will be evaluated.

Unsubsidized Employment: Employer paid. Students are productive employees, receiving pay for performing tasks independently.

- Establish a strong understanding of labor laws.
- The use of work experience to engage in student leadership, reflecting-self and develop career growth.
- Development training plan to maintain, upgrade or coordinate steps in leaving employment.
- Review plans to develop educational growth, independent goals and community resources that will enhance effectiveness of employment.

#### **Required Documentation for Subsidized Employment**

- I-9 Form Employee Eligibility Verification
  - Social Security
  - Picture I.D.
- Oath of Allegiance
- Form W-4
- Warrant Recipient Designation
- Employee Data Sheet
- SMMUSD Condition of Employment
- Report of Convictions
- Parent Permission Form
- Employee Emergency Information
- Worksite Training Agreement (Student, Parent and WorkAbilityI)
- Work Permit (As Required)

California Department of Education Guidelines for WorkAbilityI

- Student meets the state work guidelines
- Employment can be terminated at any time if it is determined by the Employer/District Representative.
- Paid employment is not a guarantee, but contingent upon meeting the eligibility requirements of the WorkAbilityI Program
- Paid employment is determined on a year to year basis as determined by state funds.
- The number of hours each student is paid is determined by the WAI Manager based on state funds, experience, employer needs and structure of the program.
- Sites will not use WAI funds for additional holiday pay or overtime pay.

**General WorkAbilityI Referral Procedure with Case Management to Parental Approval**

I. Referral Procedures

Referrals that are made by Teacher of Record, Teachers, and Advisors to WAI Site Representatives in person, via email, or telephone contact, regarding specific student/students.

\*Referrals, however, do not guarantee placement in WAI program. WAI is not a required IEP service.

Self-Advocacy/ Walk-In students are encouraged. Students will be assessed. WAI Representative will contact teacher/advisor to review student eligibility.

II. Eligibility for Services Review

Review of the following areas will be made, after initial referral to determine eligibility:

1. Confirmation of open IEP Status
2. An assessment and evaluation of work-readiness
3. Evaluation of student behavior history
4. Review of student attendance at school
5. Review of academic performance

\*As WAI goals work within the academic context and educational goals that are set for student's pursuit of employment goals should not interfere with successful completion of their academic goals.

If appropriate, placement packet is given to student after student meet initial eligibility criteria

\*WAI placement process will not begin until all documents are attached, signed and then returned to WAI representative. Parent signature is required in all forms that request it. Student must meet state work eligibility to be placed.

III. Case Management

Once work-site has been determined for student WAI Representative will provide the following:

1. Preparation for worksite: job interview/orientation, dress code, schedule (May vary on worksite and expectations on duties.
2. Review of timesheet procedures: paycheck procedures and designated payroll dates

## 4 Policy & Procedures

3. Job support and employer follow-up: by phone, in-person or with evaluations. Job coaching on or off worksite, and job development that may lead to direct hire.

### IV. Parental Approval

Students under the age of 18, or conserved, must have parental approval for WAI placement services.

\*After initial parental approval is received, contact may be made to parents/guardian regarding student status, depending on the individual situation.

### **Employer Worker Agreements:**

The WorkAbility I Program (WAI) works with various employers in the community and we make every effort to place students in an area of interest and ability. Before placement, students will participate in a brief job interview or orientation with the worksite supervisor or WAI representative. These employers have agreed to train student workers to assist in gaining valuable work experience and increase their employability for future jobs in the community. WAI pays the student worker for a set amount of hours contracted prior to employment. Work schedules will be determined by either the WAI staff or worksite supervisor and the student worker.

Each student worker participating in this program must adhere to the following:

**Attendance/ Absences:** Enrolled students must notify their worksite manager and WAI staff, prior to their work shift, if they are going to be absent or late. A student worker may not work if they are absent from school without prior approval from the WAI staff. A decline in attendance will either place the student worker on probation or possible termination from the WAI program as determined by the WAI Director. ( WAI Director has the discretion to review each case to determine the most appropriate action).

**Illness:** If you are ill for more than three days you must get a written parent/guardian excuse before you return to work.

**Hospital:** If you have to be hospitalized, your parent or guardian must notify WAI staff of your expected return to work date. A doctor's return to work release needs to be provided.

**Emergency:** If you experience an emergency, you must notify your work site manager and WAI staff and inform them about the amount of time you will be away.

**Work or Non-Work related Injury:** The student worker will within 24 hours notify the WAI staff to determine if the student is able to continue work or needs time off. In addition, a doctor's release may be required to return to worksite.

## 5 Policy & Procedures

**Dress Code:** During the interview, eligible students are expected to dress in business like attire. Student and WAI Staff will review options. If a student is unable to meet these expectations due to limited resources, student must notify WAI staff prior to the interview date to discuss options.

Students must be aware of and adhere to the worksites expectations and rules regarding appearance. This may include but is not limited to: wearing clean clothing, wearing non-slip shoes, wearing a specific type of shirt or color. Students are not to wear items that may pose a potential danger such as: large earrings, piercings, and dangling or large jewelry. Students must ensure that hairstyles, make-up, and facial hair is in good taste and will not interfere with your work duties.

**Work Behavior:** Eligible students will be expected to demonstrate mature behaviors as well as a willingness to work. Students are expected to;

- Arrive on time.
- Students are expected to be courteous towards managers, co-workers and the public.
- Students are expected to manage their work time, complete tasks as instructed, ask questions if they need further clarification or instructions and seek additional assignments once issued tasks have been completed.
- Students will not use cell phones, text messages or take pictures during their work shifts. Cell phones should be placed turned off during work shifts except at lunch or on a break.
- Students will not be allowed to use worksite computers for personal use that includes using the Internet.
- Students will not take merchandise from a worksite without paying for the items and retaining their receipt.
- Students are expected to reach out to the WAI staff if a conflict arises between the student and worksite staff in order to receive assistance.

**Unacceptable Behaviors:** The following actions are considered unacceptable and not consistent with WAI district guidelines. If an eligible student demonstrates or engages in the following behaviors **at school, community, or worksite**, the student will be at risk of being terminated from the WAI program or placed on probation (will be determined on a case by case ).

- Cheating on time sheet, not documenting hours accurately.
- Chronic absences or tardiness.
- Failing to notify staff and worksite managers and WAI staff if arriving late or absent.
- Fighting.
- Threats of violence.
- Disruptive or offensive conduct
- Swearing or using abusive language.
- Refusal to follow directions.
- Drug or alcohol use or possession.

## 6 Policy & Procedures

- Stealing.
- Destruction of property.
- Use or possession of weapons.
- Leaving the worksite without permission.
- Taking photographs during work shift.
- Using work site property for personal use/gain.

### **Paycheck Information:**

- Student will be paid the prevailing city/county California hourly rate for their area.
- Students are responsible to keep tract, accurately document their time on their WAI time sheet, and obtain their worksite supervisor's signature.
- Student workers will be paid a district issued paycheck based on the approved WAI timesheet.
- Students will pick up their paychecks WAI representative on the designated paycheck pick up date.
- Students will be required to present a photo identification (school or state issued) when they pick up their paychecks.
- Students can have their paychecks mailed by notifying WAI staff in writing and including the address where the paychecks are to be mailed.
- It is the student's responsibility to review their paycheck and paycheck stub for accuracy. If there is an error, student will notify WAI staff and provide any required supporting documentation needed to correct the error.

### **Transfer of Parental Rights:**

- When the student reaches the age of majority they have the right to receive all information about their educational program and make all decisions related to their education.