Employment and Job Search Rules and Regulations

Generally these are the standard conditions of employment exceptions may be made on a case by case basis.

1. Clients who are unemployed are required to attend the daily Job Search Workshop Monday – Friday. Unemployed clients not attending job search may receive disciplinary action, unless they have a legitimate approved excuse. (Legal appointments, Treatment, Case Manager meeting, spot job.)

2. All unemployed clients attending job search must be showered, properly dressed, and out of bed by 8:00 A.M. Monday through Friday.

3. After clients are released to start job searching by their Case Manager they are required to have employment within two weeks. Clients must complete pre-employment job skills class. Clients must maintain full-time employment (In excess of 32 hours a week and meeting his/her financial needs).

4. Clients are responsible for completing the job search form daily. This includes business name, address, phone number, contact name, time frame at location, and result of contact.

5. Clients must be aware that if staff is unable to verify job search locations by using the job search form they could receive disciplinary action. Client may bring back business cards, menus, or signatures to be used as verifications.

6. Clients must be productive and actively searching for employment while on job search. Clients are not permitted to go to locations that are not listed on their job search form while on job search. Clients will not be permitted to purchase any items at their job search locations.

7. Unemployed clients are responsible for contacting the Employment Specialist if they are unable to attend the job search.

8. Clients must receive permission from the Employment Specialist or Case Manager before accepting employment.

9. Clients are not allowed to job search together.

10. Bandanas, radios, cassette players, Compact disc players, and wearing of any facial jewelry are not permitted while on job search. Clients must be appropriately dressed with clean clothes that are in good condition.

11. Clients may be forced to take a survival job or spot job if they are not employed with in two weeks of starting the job search process.

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12. Clients who are currently working and are looking for additional or secondary employment are required to have authorization from their Case Manager prior to meeting with the Employment Specialist. Once approved, they are to contact the Employment Specialist to set up times to go on interviews or job search. Unauthorized job search may result in disciplinary action.

13. Clients are not authorized to drive any motor vehicle or equipment unless otherwise approved from administration. Request for driving for employment purposes must be in writing.

14. Clients must work in Mesa County with a radius of Fruita to the west, Palisade to the east, and 15 miles from the CJSD facility going north or south unless otherwise approved by administration.

15. Employment by relatives, friends, or friends of family is not permitted unless authorized by administration. Clients may not be in supervisor positions over another client without administrative approval.

16. Clients will not be permitted to be self employed or sub-contract; this includes no use of 1099 forms. All clients must have workers compensation insurance coverage through their employer.

17. Clients must be paid at least minimum wage and will not be allowed jobs paid by commission.

18. Clients pay stubs must include all deductions and hours worked. Clients are not permitted to be paid in cash unless it is a spot job that is approved through a Case Manager or the Employment Specialist. Clients are not allowed to cash their paychecks without Case Manager approval.

19. Clients are responsible for their own transportation. (Family, Bus, Walk, Bike, Employer.) Clients will be required to submit a transportation plan to their Case Managers. Clients are not permitted to stop off at unauthorized locations even with their ride. Clients that receive a ride can not ride with someone who has a criminal history and they must have a valid driver’s license, insurance, and registration. Clients must get all outside rides approved through their Case Manager.

20. Clients may not terminate their employment without Case Manager and Employment Specialist approval and they must give appropriate notice; generally two weeks. Resignations are a reflection of professionalism and must be written or typed and signed by the employer and then turned back into the Case Manager. Verbal notices are not acceptable.

21. If clients terminate employment, without Case Manager and Employment Specialist approval, they will be subject to formal disciplinary action and must find new employment within two weeks.

22. Clients may not work more than 60 hours per week including travel time unless given permission by administration. Clients may not arrive more than 15 minutes early to work before they are scheduled. Clients must return directly to the facility after they are done with work and off the time clock. Clients must have one full day off of work each calendar week.

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23. Clients must notify the employer of their involvement with CJSD and of their conviction prior to being hired. Clients must have their Employer Information and Authorization Form signed and completed on the date of hire.

24. Clients are required to immediately deposit all their income (payroll, spot jobs, tips, bonuses) upon their entry into the facility.

25. Clients are not allowed to have any deductions other than standard (insurance, 401K, taxes, child support, garnishments) from their paychecks without Case Manager approval. Cash advances and charging of meals are not authorized.

26. Clients are not authorized to have any visitors or make personal phone calls while at work. This also includes authorized break periods.

27. Clients are checked out to specific employment locations and are not to leave or change that location unless they have CJSD staff permission. If clients need to change their work location they must call the CJSD facility and inform staff of their new work location.

28. Clients are responsible for abiding by the rules and regulations of the CJSD program and must communicate this with their employer. Employers are expected to cooperate with the CJSD program policies.

29. Clients are responsible for notifying the Employment Specialist and their Case Manager regarding any changes to employment. This includes new employers or positions, raises, job descriptions, warnings, and write ups.

30. Clients who are ill and cannot work must inform their employers as soon as possible and also notify security staff that they are ill and not going to work. Clients who call in sick to work must remain in their rooms except for meals and bathroom use. If a Client fails to notify staff that they are ill and not reporting to a scheduled work day they may be subject to disciplinary action.

31. Clients must be accessible by phone during the work day unless otherwise approved by administration.

32. If a Client does not attend a scheduled day of work and does not notify their employer of their absence they may be subject to disciplinary action.

I have read and understand the above mentioned rules and guidelines regarding employment and understand violation of any of these rules may result in disciplinary action.

Print Name _______________________________________ Date _________________________

Client Signature ___________________________________ Date _________________________

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