

Turner Job Corps Center



“Home of the Wildcats”

Student-Employee Handbook

(Revised June 2011)



TURNER JOB CORPS CENTER

Our Vision Statement

Turner Job Corps Center will change the lives of student employees by promoting the growth and development of each individual within a Core Values driven culture.

Our Mission Statement

We will realize our Vision by:

- Maintaining a safe and secure environment.
- Providing quality services that ensure personal growth, development, and viable career opportunities
- Maximizing individual potential through continuous assessment, adjustment, and accountability
 - Utilizing our collective resources to achieve desired center outcomes
 - Celebrating Success!!!

Our Core Values

INTEGRITY

Be trustworthy
Honesty at every level

GROWTH

Learn to let go
Embrace change
Celebrate success
Continuous learning
Promote innovation

RESPECT

Listen for meaning
Be approachable
Value each person
Challenge assumptions
Open, clear, and honest communication
Express appreciation for work well done

INDIVIDUAL ACCOUNTABILITY

You are responsible for your actions
Follow through with your commitments
View obstacles as challenges
Be proactive
Have fun!

SAFETY

Physical and emotional safety is the top priority
Responsible communication will be protested
Maintain a "Drug Free Zone"

COMMITMENT

Model Core Values
Exceed Expectations

TABLE OF CONTENTS

TURNER JOB CORPS CENTER’S VISION, MISSION, & CORE VALUES	2
TABLE OF CONTENTS.....	3
LETTER FROM THE DIRECTOR.....	6
DIRECTORY	7
STUDENT-EMPLOYEE AFFIRMATION	8
STUDENT-EMPLOYEE DRESS CODE	9
MAIL INSTRUCTIONS	11
MENTORING PROGRAM.....	12
WHO TO SEE ABOUT QUESTIONS.....	13
LIFE SKILLS DEPARTMENT.....	14
(INDEPENDENT LIVING)	
▪ INDEPENDENT LIVING ADVISOR	
▪ DORMITORY FACILITY STANDARDS	
▪ DORMITORY CLEAN UP	
▪ LOCKER INSPECTION	
▪ STUDENT-EMPLOYEE PASSES	
(RESIDENTIAL PARENTING PROGRAM)	
▪ NON-RESIDENTIAL PROGRAM	
(RECREATION/AVOCATION DEPARTMENT)	
(LEISURE TIME EMPLOYMENT)	
SAFETY & TRANSPORTATION.....	21
SECURITY.....	22
STUDENT-EMPLOYEE GOVERNMENT ASSOCIATION	23
▪ OPPORTUNITY FOR ALL STUDENT EMPLOYEES	
▪ CRITERIA FOR HOLDING OFFICE	
▪ STUDENT-EMPLOYEE RIGHTS & RESPONSIBILITIES	
▪ ZERO TOLERANCE	
▪ GRIEVANCES	
▪ EEO & SEXUAL HARASSMENT	
▪ VOTING RIGHTS	
▪ ACCESS TO RELIGIOUS SERVICES	
▪ PAY & ALLOTMENTS	

- ARRIVAL PAY/BASE PAY
- CHILD ALLOTMENTS
- TRANSITION PAY
- CLOTHING ALLOTMENT
- DATA INTEGRITY

CAFETERIA HOURS	31
• DO’S & DON’TS	
HEALTH & WELLNESS.....	32
▪ EMERGENCY/MEDICAL APPOINTMENTS	
▪ TEAP	
▪ TOBACCO USE PREVENTION PROGRAM (TUPP)	
▪ SMOKING CESSATION	
▪ WEIGHT IMPROVEMENT PROGRAM	
▪ MENTAL HEALTH	
▪ DISABILITY PROGRAM	
STUDENT EMPLOYEE LEAVES.....	35
PARENTAL CONSENT FORM.....	38
LET’S GET STARTED	39
CAREER DEVELOPMENT SERVICES SYSTEM (CDSS).....	40
CAREER SUCCESS SKILLS.....	42
CAREER PREPARATION PHASE.....	43
CAREER DEVELOPMENT PHASE.....	46
▪ CAREER DEVELOPMENT STAFF	
▪ GED	
▪ INTEGRITY	
▪ HIGH SCHOOL DIPLOMA PROGRAM (HSD)	
▪ DRIVER EDUCATION	
▪ ADVANCED CAREER TRAINING (ACT)	
▪ CAREER TECHNICAL SKILLS PROGRAMS	
▪ WORK-BASED LEARNING (WBL)	
▪ CAREER SUCCESS STANDARDS (CSS)	
▪ CAREER TECHNICAL TRAINING SKILLS	
▪ TRAINING SCHEDULE	
▪ CTT PROGRAMS OFFERED ON MAIN CAMPUS	
▪ WORKPLACE EXPECTATIONS	
CAREER TRANSITION PHASE	55
CAREER COUNSELING	57
▪ PERSONAL CAREER DEVELOPMENT PLAN (PCDP)	

- EVALUATION PROCESS

STANDARD OF CONDUCT & PERFORMANCE INCENTIVE SYSTEM.....59

- STANDARD OF CONDUCT
- CENTER DISCIPLINE SYSTEM
- CENTER STAFF
- CENTER DIRECTOR
- BEHAVIOR REVIEW PANEL (BRP)
- STUDENT-EMPLOYEE’S RIGHTS
- STUDENT-EMPLOYEE APPEAL PROCEDURES
- AWOLS/TARDY/EXCUSED ABSENCES
- INFRACTIONS AND SANCTIONS
- CENTERWIDE INCENTIVE PROGRAM

WHEN YOU’RE READY TO GRADUATE76



Turner Job Corps Center



From The Desk of the Center Director

Dear New Student Employee:

It is my pleasure to welcome you as the newest citizen of the Turner Job Corps community. You are to be commended for making this important decision in your life. There are many opportunities available throughout the program. With hard work, focus and dedication, I have no doubt you will be able to reach the goals and live the dreams you have set for yourself.

The Turner campus is a large community, with individuals from various backgrounds with a wide range of academic/technical capabilities and social skills. We are here to help you determine the path that's right for you. Even though you may find it somewhat difficult to navigate at first, the Student-Employee Handbook is designed to help you find your way in this new environment. You will find this handbook useful in the months to come, it contains information that you will need to reference throughout your stay such as:

- General rules and regulations
- Recreation information
- Career Technical Opportunities
- How to receive your mail and packages
- How friends and family can reach you
- How to get medical care
- How and when you will receive your student pay
- What to expect in academics
- Who to see when you need help

During the Introduction to Center Life Program phase, staff members will explain how the Center works and what is expected of you. As with all things worth having, you will need to work hard in order to achieve the rewards available from this program. There will be many challenges, whether course work, classmates, or homesickness. We are here to help you. We can't do it for you, but we are willing to work alongside you to help in the fulfillment of your goals.

We ask that you observe the rules, respect yourself, your classmates, the staff and the Center's property. These are the basic guidelines you must follow in order to remain a part of the Turner Job Corps family.

At Turner, all students and staff are expected to abide by the core values of Individual Accountability, Personal Growth, Integrity, Respect, Safety and Commitment. As you move through the day at Turner, you will hear frequent references to these Core Values. These are values that will serve you well, not only during your time at Turner, but during your future career and family life.

Once again, welcome to Turner Job Corps Center and best wishes for a successful journey.

With regards,

Rose Walker Cook
Center Director

DIRECTORY

POSITION	Phone Ext.	Building Number
Administrative Director	435	2000
Business and Community Liaison	230	1604
Career Counseling Manager	122	9704
Career Preparation Program Manager	346	7143
Career Transition Services Manager	347	1604
Center Director	202	1604
Construction Cluster Manager	356	5558
Construction Cluster Supervisor	376	5558
Administrative Compliance Officer	892	1604
Data Integrity Quality Assurance Manager	853	2000
Director of Career Development	861	9704
Equal Opportunity Officer	151	2000
Finance Manager	836	2000
Food Services Manager	865	4808
Human Resources & Center Communications Director	851	2000
Life Skills Director	823	2001
Independent Living Manager	862	2001
Residential Parenting Manager	826	7148
Maintenance Manager	863	1605
Property Manager	867	2108
Recreation Manager	322	9701
Safety & Transportation Manager	871	4008
Security Manager	870	4214
Service Cluster Manager	436	9704
Service Cluster Supervisor	376	5558
Student-Employee Government/Leadership	886	2102
Student Human Resources Manager	857	4114
Wellness Center Administrator	810	7144



Turner Job Corps Center



STUDENT-EMPLOYEE AFFIRMATION LETTER

I (Print Name) _____, have received and reviewed a copy of the Turner Job Corps Center Student-Employee Handbook.

I understand the entire Handbook will be reviewed in detail with me during my first week on center, in Introduction to Center Life. I will have the opportunity to ask questions and address any concerns at that time.

I understand entrance into Job Corps is a privilege and my success will be dependent on my willingness to be committed, focused, and follow center rules and regulations. My signature below is to affirm my commitment to obtain my Academic and Career Skills completion, ask for assistance when I need it, and abide by all center rules and regulations.

Student-Employee Signature

Date



STUDENT-EMPLOYEE DRESS CODE



General Rules:

1. Daily personal hygiene is required.
2. Student-Employees are required to wear issued work attire.
3. All clothing must be appropriate for gender, neat and clean, and worn properly at all times. Articles of clothing may not be worn inside out. Shirts must be tucked in
4. Students are to wear their Job Corps IDs at all times during and after the training day for identification and safety reasons
5. Pants must be worn appropriately (belted at the waist).
6. Gang-related clothing and activities are prohibited (i.e. flagging, pant legs rolled up, bandanas, etc.).
7. No clothing or jewelry with graffiti or promoting sex, drugs, violence, tobacco, or alcohol is permitted.
8. Provocative clothing is prohibited (i.e. no see-through clothing, slit skirts above the knee or shorts above mid-thigh, no spaghetti straps, tights with full coverage of body or any clothing that reveals personal parts of the body.)
9. Undue body exposure is not acceptable (midriffs must be covered at all times).
10. Facial (eye, lip, nose, etc.) or body piercing are not allowed at any time for health and safety reasons.
11. Males' hair must be clean-shaven, in a pony tail at the nape of the neck, or neatly/flatly braided to the nape of the neck: no eccentric hair coloring (only natural hair colors people are born with are accepted) or styles for male or females as deemed inappropriate by the center; no razor designs in eyebrows or hair. "Stick-Ups," plaits or wild, unkempt hair styles will not be allowed for males or females during the training day. Males are not to wear curls or weave. Combs/picks are not to be left in hair.
12. Female student employees may only wear two earrings per ear on the ear lobe. Earrings may be no larger than a silver dollar. Male student employees may not wear earrings during the training day.
13. Hats must not be worn in the building unless safety regulations require it. Hats must be worn straightforward. Sweatbands and head-bands are only to be worn during activities such as basketball, flag football, soccer, etc.
14. Portable electronic devices and headphones are not to be removed from the dorm until after the training day (4:00 p.m.).
15. Only clear or mesh backpacks are allowed during the workday.

16. Cellular phones are to be utilized only during lunch or break time. All cellular phones should be off during the training day, except for the times mentioned above.
17. Non-prescription sunglasses are not allowed inside any building.
18. Do rags are not permitted outside of the dorm.
19. Appropriate shoes are required at all times. Bedroom shoes, slippers, or flip-flops are not permitted outside the dorm.
20. Pajamas, nightgowns, and bathrobes are not permitted outside the dorm.
21. The entire work uniform is required to be worn properly during the training day (i.e. belts, safety goggles, hard hats. etc.)
22. Clothing and accessories associated with witchcraft, occult or satanic activities are not permitted. Bizarre apparel (dog collars, spiked cuffs/rings, chains, beads, etc.) is not permitted.
23. The Center Director reserves the right to determine that any particular article of clothing or accessory is inappropriate.



Here at Turner Job Corps we have available to each student a mentoring program. Each student will be assigned a mentor to assist you through the program.

What is a mentor?

Your mentor will encourage you, help you resolve problems and guide you through positive decision making. Remember that your mentor is someone to support you while you are here. If your mentor can not provide you with the information that you need they are able to refer you to the person who can help you. Please work to see your mentor weekly to update them on how you are progressing, to let them know if you need any assistance or just to talk. The time to see your mentor is after class hours or with a referral during class hours only in an emergency.

What a mentor is not:

Your mentor is not allowed to give you money, purchase items for you, and transport you in their personal vehicles or in a center vehicle that had not been approved. Your mentor is not allowed to take you to their home. Your mentor is not assigned to break the rules for you or take away consequences when you have violated center rules. Your mentor is to help guide and inspire you to make wise choices while you are here.



HOW TO CONTACT THE CENTER

THE MAIN TELEPHONE NUMBER IS (229) 883-8500

My CPP Counselor's name: _____

Ext. _____ Cell phone: _____

My dorm is _____ Ext. _____

Independent Living Advisor's Name: _____

Who do I see?

<i>QUESTIONS ABOUT</i>	<i>Who To SEE?</i>	<i>Where/Location?</i>
Class Schedule	Scheduling Clerk	Academic Office
Error On Class Cut List	Instructor	Classroom
Going Home	Career Counselor	Counseling Office
Personal Problem	Career Counselor	Counseling Office
Medical Issues	Nursing Staff	Wellness Center
Mail & Packages	Mail Clerk/Mail List	Building 1604
Off Center Pass	Independent Living Department	Dorm
Dorm Concerns	Independent Living Department Independent Living Advisor Independent Living Supervisor Independent Living Manager Life Skills Director	Dorm Dorm Dorm Building 2001
Work-Based Learning	Work-Based Learning Specialist	Building 5558
Off Center Job	Leisure Time Employment	LS Dept.-Building 2001
Recreation Trips	Posted Schedules Or Recreation Staff	Center Wide Or Gym
Career Planning	Career Counselor	Building 5558/4111
EEO/Sexual Harassment Complaint/Concern	EEO Officer	Academic Office
Student Pay	Student Records Staff	Building 2000
Legal Issues	SHRO	Building 4114
Issues About Career Technical Skills	Construction Cluster Instructor Construction Cluster Supervisor Construction Cluster Manager Career Training Director	Building 5558 Academic Building
Issues About Academics/GED/HSD	Service Cluster Instructor Service Cluster Supervisor Service Cluster Manager Career Training Director	Classroom Academic Office Building Academic Office Academic Building
Food Accommodations	Food Service Manager	Cafeteria
Learning Accommodations	Career Training Director	Academic Office
Ideas For Improving Student- Employee Services	Student-Employee Government Association (SGA)	SGA Office / Library
College	Act Coordinator	Academic Office
Peer Pressure/Bullying	Any Staff Member	Center Wide
Phase/Incentive System	SHRO	Building 4114
Discipline System	SHRO	Building 4114

WELCOME HOME

Security Issues	Security Staff/Security Manager	Building 7150/4214
-----------------	---------------------------------	--------------------

The Life Skills Department includes each of the following departments:

- Independent Living (Dormitories)
- Recreation & Avocation
- Residential Parenting Program (RPP)
- Career Preparation Program (CPP)

The Life Skills Management staff include the Life Skills Director, Independent Living Manager, Independent Living Supervisors, Residential Parenting Manager, CPP Manager, Recreation Manager, Recreation Supervisor, Evening Program Coordinator and Administrative Staff.

INDEPENDENT LIVING DEPARTMENT

The Independent Living Department is one of several departments in the Life Skills area of the Turner Job Corps Center. The center has two male dormitories (Charles Hall and Robinson) and three co-ed dormitories (Harris Hall, Lopez Hall, and Powell Hall). Powell Hall is our Honor's dormitory, where our students who demonstrate exceptional academics and behavior reside. Powell Hall also houses our ATC students and the Military Readiness students. New student-employees are housed in the Career Preparation Period Dormitory (Reddick Hall). The mission of Turner's Independent Living Department is as follows:

- ⇒ Ensure a clean, positive, safe and secure living environment.
- ⇒ Foster an atmosphere that will encourage open communication between staff and student-employees.
- ⇒ Project a sense of ownership, pride and respect.
- ⇒ Enhance/utilize the capabilities and talents of staff and student-employees.
- ⇒ Foster a team atmosphere among staff and student-employees.
- ⇒ Assist student-employees to reach their full potential as it relates to living independently while in the program and after graduation.

During your stay, the Independent Living Department's goal for you is to ensure that after you leave Job Corps you can function and live independently. This involves specialized training in proper hygiene and health, dressing for success, good money management, learning about diversity, and many others.

INDEPENDENT LIVING ADVISOR

The Independent Living Advisor (ILA) is considered your supervisor and is in charge of your dormitory floor and enforces the center and dormitory rules. They will train you on how to keep the dormitories safe, neat, clean and sanitary. They also expect you to follow the dormitory rules. Each dormitory floor has an Advisor. It is important that you become familiar with your Independent Living Advisor and that your Independent Living Advisor becomes familiar with you.

The Independent Living Committee holds monthly meetings to discuss ways to improve the Independent Living Department. All student-employees are encouraged to join and bring their ideas to the meetings. If you cannot attend, all suggestions can be placed in the suggestion boxes located at the Independent Living main office in building 2001.



Now, let's review the guidelines and rules for dorm life.

DORMITORY FACILITY STANDARDS



Dormitory Clean Up!

Turner Job Corps will be your home for the next year or so, and just like you would help with the cleaning at home, we expect you to help keep your room and the dorm clean. Your dormitory and dormitory room will be inspected daily. The following represents requirements for daily room standards and cleanliness:

- Two sheets, pillow case, mattress cover and clean comforter
- All beds made properly and consistently
- Waxed, buffed and high shined floors
- Cleaned windows, window sills, and ledges
- Entire room dust free
- Desk and all items organized
- Clean corners, edges, and baseboards
- Organized and clean locker
- No foul odor in room
- Clean curtains and blinds
- No bugs in light covers
- Clean doors and door frames
- Clean trash can with trash liner
- No graffiti inside your locker, walls, and bulletin boards
- No unauthorized pictures and items on wall.

Locker Inspections:

For wellness and safety reasons, Life Skills Advisors will conduct frequent, unannounced locker inspections. You will and must be present for the inspection. Lockers are required to be neat, clean, odor free and contain no unauthorized items. The inspections are conducted in order to ensure that Job Corps environmental health and safety standards are being maintained. The following are steps to good locker hygiene:

1. Hang or fold clean clothes
2. Keep dirty clothes in a laundry bag
3. Organize personal hygiene items. For example: soap, detergent, toothpaste, etc.
4. Choose pictures and posters that will not offend others. No pornography, alcohol, drug or gang related material.
5. Unauthorized goods and open food containers are prohibited.
6. No graffiti.

Weekend Passes



Student-Employees must sign up for weekend pass on Thursday with ILA. Student-Employees will be denied a pass for the following reasons:

- (1) Minor with restricted Parental Consent.
- (2) Issue with Wellness and needs to be on center for medical reasons
- (3) On restriction/probation through SHRO
- (4) On Absent Without Leave (AWOL)
- (4) Minor not traveling home for the weekend
- (5) Any other reasons as deemed appropriate by the Center Director.

Student-Employees will have until Thursday to clear absentees, tardies, and AWOLs to be eligible for a pass.

All passes for minors who do not have an unrestricted parental consent on file will not be entered into CIS until the parent arrives at the front gate to pick them up.

If a parent comes to pick up a minor student-employee who has been restricted to the center, the ILA/Supervisor/Counselor will meet with the parent and explain the Center's policies and document in case notes the Center's request that they assist us in modifying the student-employee's behavior by allowing the student-employee to remain on center. If the parent chooses to transport the student-employee off center, the AWOL accrual policy will be explained to the parent and the student and the parent/guardian will be asked to sign a Parental Consent of Understanding.

Student-employees who do not have a pass will not be allowed to board Center transportation.

Student-employees who do not have a pass will not be allowed to exit the Center.

To leave Center on a weekend pass, the student-employee must possess a Turner ID and a weekend pass.

Regardless of phase or parental consent status, no minors will be issued a weekend pass unless staff has verified that the student employee is traveling home for the weekend.



RESIDENTIAL PARENTING PROGRAM

The Residential Parent Program began in March 1991 and since that time many parents and children have been involved in this program. The program's philosophy is "To educate and train parents on quality parenting skills and help parents develop independent living skills to help them to be successful in life".

The Residential Parent Dormitory consists of 40 apartments. 32 will accommodate a parent with one child and 8 of them will accommodate a parent with two children. There is also a student-employee and guest lounge, movie room, indoor play area, outside playground area, library area and laundry facilities in the dormitory for the parents' convenience.

While the parents attend classes, their children participate in the Head Start program that is located across from the parent dormitory area. The parents are able to participate in weekly nutrition classes and parenting classes to assist them in being a successful parent and employee.

NON-RESIDENT PROGRAM

Student-employees enrolled in the Non-Resident component of the Turner Job Corps Center reside within commuting distance to the center.

Non-Resident student-employees are involved in all aspects of the Job Corps Program including but not limited to adhering to the Center's Dress Code, Career Assessment Panels, individual and group counseling sessions, Career Success Skills training and group meetings. Non-Resident student-employees may leave the center after the training day. Although non-resident student-employees are not required to participate in evening and weekend activities, they are strongly encouraged and welcomed to do so.

Non-Resident student-employees are encouraged to participate in all aspects of the total program in order to gain full benefit. This includes such activities as Student Government Association, team sports, and related activities.

RECREATION/AVOCATION DEPARTMENT

The Recreation/Avocation Department provides quality and diversified activities on and off center, mostly during the student-employee's leisure time. The activities include Intramural (seasonal) games, cultural events (plays, concerts, tours), special sports events, participation in community services, volunteering and extra curricular activities. All activities conducted through the Recreation/Avocation Department are designed to support and reinforce Independent Living Skills, Leadership, Career Success Skills, Sportsmanship, and Employability Skills.



ACTIVITIES

The Recreation/Avocation Department provides diversified activities for all student-employees after class time, weekends, and holidays. The Recreation/Avocation Department holds its Recreation Aide Committee meeting bi-weekly. All student-employees are encouraged to join and bring their ideas to the meetings. If a student-employee cannot attend, all suggestions can be placed in the suggestion boxes located at the Recreation facilities.

Some of the activities offered on center are:

Arts & Crafts	Basketball	Soccer	Movies
Table Tennis	Billiards	Step Teams	Dances
Foosball	Intramurals	Golf	Bingo
Flag Football	Swimming	Video Games	Contests
Talent Shows	Drama Club	Aerobics	Dominoes
Card Games	Tennis	Weight Lifting	Magazines
Cheerleading	Dance Teams	Shuffleboard	
Pageants	Holiday Activities	Birthday Parties	
Checkers	Field Day Activities	Volleyball	

*Including Inter-Conference/Divisional/Regional Competitions!



Some off-center activities offered include:

Bowling/Skating	Fishing	Fun-Park
Concerts	Museums	Plays
Camping	Amusement Parks	Tours
College Games	Fairs	Community Centers

Turner also boasts both male and female traveling Varsity Teams which include: Basketball, Softball, Volleyball, Soccer, Track & Field, Cheerleader Squads, Weight Lifting, Flag Football, and Dance Teams.

RECREATION/AVOCATION AREAS

George E. Foreman Gymnasium & Sports Arena (9107) – Activities that are available for participation in the gym:

- *Full Court Basketball
- *Male & Female Locker Rooms
- *Female Fitness Center
- *Outdoor Basketball
- *Weight Balls
- *Punching Bag*(3) Weight Rooms
- *Volleyball Court
- *Music equipment
- *Trophy Cases Featuring Athletic Teams Championship Awards

All student-employees must sign-in when entering the facility and present their student-employee ID card to checkout equipment.

RECREATION INFORMATION

For more information about recreational activities, check the bulletin boards in the dorms, cafeteria, classrooms, and in all recreational facilities. Student-employees will also be notified about special events via the dorm agenda and other special notices which will be posted throughout the center. Information can also be found in the following correspondence:

- Weekly Activity Calendars
- Monthly Calendars
- Weekend Activity Calendars
- Business Meeting Announcements
- Special Activity Flyers
- Recreation Newsletter

WATER SAFETY

All student-employees are required to take a water safety test. This test is designed to teach you how to safely conduct yourselves in the water. The test consists of a video and a short quiz. Those student-employees who wish to take advantage of our outdoor pool MUST take an actual swimming test in order to get in the pool. If you cannot swim at all, you must remain in the shallow end of the pool. Swimming lessons are available.

LEISURE TIME EMPLOYMENT



The bi-weekly stipend you receive from Turner is meant to assist you with purchasing your personal items. Oftentimes, student-employees have other financial obligations and need to secure employment to meet those obligations. To assist our student-employees, we have created a Leisure Time Employment Program (LTE). As a participant in this program, you will have the opportunity to help your community, learn and demonstrate employability skills, meet new people and earn money. Most of all, you can gain work experience in an actual workforce. Make the most of this opportunity. Your supervisor and everyone involved are working to help you. This program is reserved for those student-employees who meet the following criteria:

- No AWOLS
- 180 Days or more on center
- No major write ups and no more than 3 minors within the past 90 days
- Student-Employee Evaluation Panel scores must be passing within the last 90 days (at least a score of 3.8)
- No absences from Dorm Meetings within the past 90 days
- No unexcused absences from class within the past 90 days
- Maintain positive progress in classes
- Phase 3 or 4

If you qualify, you may obtain an application to participate in LTE from the Life Skills Administrative Assistant in building 2001.

Student Transportation Policy

- Students will be required to show their Turner ID, and the appropriate pass prior to boarding the van/bus.
- Students will be required to sign and out on the Student Accountability Log.
- No student will be allowed to leave the center if they are not in compliance with the center's dress code.
- Smoking is not allowed in government vehicles.
- Throwing objects out the windows is prohibited.
- No standing or walking when the vehicle is in motion.
- Dangling objects, including body parts out the windows is prohibited.
- Keep the aisles and exits clear at all times.
- Horse playing is prohibited on and off the van/bus.
- Eating and drinking is prohibited in center vehicles. (Exception is when students are required to travel long distances. Staff will use their discretion).
- Students are expected to be at the designated time and place for the return trip to the center.
- Students will be charged with a \$5 payroll deduction if transportation staff has to make a second trip to pick them up.
- Student will face disciplinary actions if they do not return to the bus/van at the designated time.
- All students are expected to adhere to all the above rules when using center transportation.

Safety Procedures and Regulations

All students enrolled at the TJCC shall adhere to all safety guidelines and regulations. It is the policy of the TJCC to provide and to maintain a healthy and safe for all personnel and visitors.

- ✚ Students shall wear (PPE) Personal Protective Equipment when required
 - ⇒ Safety shoes
 - ⇒ Hard hat
 - ⇒ Safety glasses/goggles
 - ⇒ Fire resistant clothing (Welding skill)
 - ⇒ Safety gloves
 - ⇒ Ear plugs
 - ⇒ Ear muffs
- ✚ No horse play will be tolerated on or off the job.
- ✚ Students are to report unsafe acts or unsafe conditions to staff
- ✚ Students must leave the area when the fire alarm sounds
- ✚ Violation of safety rules will lead to disciplinary action

Remember that safety is your job too.

Security Department

It is the goal of the Security Department to provide a customer friendly atmosphere, where students, staff, visitors, partners and citizens feel welcome and appreciated. The Security Department is also responsible for incoming telephone calls to the center and routing calls to the appropriate staff or student. In an effort to keep student and staff safe, we have developed an anonymous tip line for staff and students.

Turner's Tip Line

431-1TIP (1847)

To bypass the recording,
press # at the beginning
of the message.

**Staff and Student
safety is OUR #1
concern.**

STUDENT-EMPLOYEE GOVERNMENT ASSOCIATION

The purpose of this organization is to create unity and to develop strengths that are essential for young adults to become productive leaders in society. This organization is committed to producing leaders that will have a significant role in this and other organizations. The Student-Employee Government Association will assist Turner student-employees in their endeavors to render greater services to the community and to represent the student-employee population in all matters concerning them.

OPPORTUNITY FOR ALL STUDENT-EMPLOYEES

Student-employees have the opportunity to participate in the Center's Student-Employee Government Association. Student-Employee Government committees make proposals for new activities, suggest new ideas and help work on problems as they develop. All student-employees are encouraged to join the student-employee subcommittee of their choice. The following is a list of subcommittees:

Independent Living ◇ **Career Training** ◇ **Food Service** ◇
Safety & Security ◇ **Recreation & Avocation** ◇ **Student Appropriations** ◇
Student Human Resources ◇ **Health and Wellness** ◇ **Center Maintenance**

CRITERIA FOR HOLDING A POSITION ON SGA

- Must not have received a major negative in the past 45 days.
- Must be enrolled in the program for at least 90 days.
- Good classroom performance and with at least a 3.0 evaluation average.
- Must attend all SGA meetings unless excused.
- Must have completed Basic Leadership Training.
- Must plan to remain in the program for at least six months after the election.
- Must have completed all required courses or received one (1) letter of recommendation from your Instructor, Standards, Vocational, Academics and Independent Living areas.
- Must submit an evaluation and letter of recommendation from your Career Counselor.
- Must be willing to let SGA take preference over all other extra curricular activities.

Although you may not be interested or elected to serve on SGA, all student-employees wishing to make recommendations for improvements and/or changes in policy and procedures can do so through SGA. The normal method for any student-employee to participate in modifying center rules includes the following steps:

1. Submit your suggestions either orally or in writing to your SGA Representative.
2. Your SGA Representative will submit the idea at the SGA meeting for review and consideration.
3. SGA will vote on your suggestion and will present it to the Center Director.
4. Center Director will respond in writing to the SGA.
5. Your SGA Representative will announce the response in the weekly group meetings held in the dormitories.

Contact your SGA

STUDENT-EMPLOYEE RIGHTS AND RESPONSIBILITIES

As a student-employee of Turner Job Corps Center, you have certain rights. Along with these rights comes the responsibility of not infringing on the rights of others:



RIGHT

To an education

To be safe and secure

To be treated with respect

To express your feelings/opinions

To ask for and receive help

To be heard

To make your own decisions and goals

RESPONSIBILITY

Help maintain a learning atmosphere in classes that allow others to obtain an education.

Help maintain a safe environment and ensure that your actions do not endanger the safety or security of yourself and others.

Treat others with respect.

Allow others to express their feelings and opinions without interrupting or criticizing. Follow the chain of command.

Respect and support other student-employees when they ask for help. Help them feel comfortable about asking questions.

Be sure that your actions do not keep others from being heard. Use your voice in a positive way. Utilize your SGA.

Investigate all options before making decisions and be willing to live with the consequences.

**ZERO TOLERANCE OFFENSES FOR WHICH YOU MAY RECEIVE A
DISCIPLINARY DISCHARGE FROM TURNER JOB CORPS WITHOUT BEING
PRESENT FOR A BEHAVIOR REVIEW PANEL**

- Possession of gun or illegal weapon on center or under center supervision.
- Physical assault that causes bodily harm to student-employee or staff.
- Sexual assault of a criminal nature.
- Robbery and extortion.
- Arson
- Arrest for a felony on or off center.
- Possession, distribution or sale of an illegal drug on or off center (felony or misdemeanor)
- Conviction of drug use, possession, or sale on or off center (felony or misdemeanor).
- Use of drugs as evidenced by a positive drug test conducted by the end of the initial probationary period (prior to 45 days) or anytime thereafter. If the initial drug test was negative, and the student-employee is later tested upon suspicion, the student-employee will be scheduled into TEAP and given 38-45 days to “clean up”. Prior to the 45th day, the student-employee will be re-tested. If the test is again positive, the student employee will be automatically separated from the program.

GRIEVANCE PROCEDURES

If a student-employee disagrees with the disposition of a minor (Level III) Negative Incident Report, they can appeal as follows: First to the Center Standards Incentive Officer and then to the Center Director. The appeals must be written.

For serious (Level II) Negative Incident Reports, a Behavior Review Panel is required. As part of the Behavior Review Panel, the student-employee is offered the opportunity to submit a written appeal, within 24 hours, to the Center Director.

If a student-employee is dissatisfied with the Center Director’s decision, they can submit a written appeal to the Department of Labor Job Corps Regional Office. The Regional Office’s address is:

Department of Labor/Office of Job Corps
61 Forsyth St. SW Room 6T95
Atlanta, GA. 30303

It is also possible for the student-employee to file a grievance with the Council on Occupational Education.

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
(800) 917-2081

If a student-employee has a complaint about services provided or any administrative matters, they should address the chain-of-command for the responsible department. The student-employee would go to the immediate supervisor, then the manager, and finally to the department director. If the student employee is still not satisfied he or she can file a grievance with the Student Human Resource Department. The SHR Manager will meet with the student employee that has a concern to resolve the issue. If the SHR Manager cannot resolve the issue then the student will be referred to the Deputy or Center Director for a resolution.

EQUAL EMPLOYMENT OPPORTUNITY & SEXUAL HARASSMENT POLICY

Turner Job Corps Center is committed to the safety, security and comfort of every student-employee. We will not tolerate incidents of discrimination or sexual harassment. Sexual harassment can come in many forms. It usually involves inappropriate touching of a sexual nature but sexual comments, jokes and rumors can also be a form of sexual harassment. Both sexual harassment and discrimination on the basis of race, religion, sexual orientation or gender are against the law. Any student-employee or staff found guilty of sexual harassment or discrimination is subject to disciplinary action up to and including termination from the program. If you would like more information on sexual harassment or discrimination or if you feel you are being sexually harassed or discriminated against, you should contact the EEO/Sexual Harassment Officer. The EEO Officer can be located in the Academic Office.

VOTING RIGHTS

Student-employees, who are 18 years of age or older have the right and the responsibility to vote in local and national elections. We strongly encourage all student-employees to take advantage of the privilege to vote. Those who are of age and would like to register to vote can do so in the office of the SGA Advisor, located in the library or the office of the Business and Community Liaison located in building 1604. Transportation arrangements will be made to ensure that every registered student-employee is allowed to vote in every election for which they are eligible to vote.



ACCESS TO RELIGIOUS SERVICES

All student-employees have the right to have access to religious services. There are several local places to worship, which offers transportation to Sunday service and/or Bible study. The center also offers transportation to local places of worship on a weekly basis. If you are interested in attending religious services, you will need to see the Independent Living Manager in building 2001.

JOB CORPS PAY AND ALLOTMENTS



Once you have been enrolled as a student-employee, you will start to earn money. As a student-employee, you are considered an employee of the federal government. The cost for your housing, food and education is approximately \$32,000 per year. This is what we consider to be your annual salary, and we request that you do the same. Consider that from your salary you would deduct the cost of what would be your rent, meals, trade school tuition, and so forth. After these items are paid for, you receive a living allowance.

There are also other ways that you can earn money. They are as follows:

ARRIVAL PAY

Before your regular pay starts, Job Corps will issue arrival pay of \$25.00 to all newly enrolled or re-enrolled student-employees.

Students that arrive during the end of the pay period will be paid for (4) days only at the following rate: 0-4 Days \$1.78 per day \$7.12 bi-weekly \$5.30 after taxes

BASE PAY

From 1-56 days, your base pay will be \$24.92 per pay period. You will receive approximately \$23.01 every two weeks after taxes.

From 57-112 days, your base pay will be \$29.96 per pay period. You will receive approximately \$27.67 every two weeks after taxes.

From 113-182 days, your base pay will be \$39.90 per pay period. You will receive approximately \$37.11 every two weeks after taxes.

After 183 days, your base pay will be \$49.84 per pay period. You will receive approximately \$46.03 every two weeks after taxes.

(Student-employee pay will be issued beginning at 1:30 p.m. every other Tuesday. There will be no early pay allowed prior to this day and time). Student-employees who are not present for normal pay will be paid on the following Wednesday during student service hours. If you miss out on both scheduled times, you will be paid what you are owed on the next payday.

Each pay day you will receive a Statement of Earnings and Leave, similar to what you will receive as an employee after you leave Job Corps. This will help you keep track of all the benefits you are receiving through the Job Corps Program. Any accumulated AWOL days or unpaid administrative leave will be deducted from your base pay. It is suggested that you keep your pay stubs.

CHILD ALLOTMENTS

Student employees with dependent child/children can arrange to send money for their care every two weeks. With documented proof (Birth Certificate, Social Security Card of the dependent and the person receiving allotment) of the dependent, you can choose to allot money (either \$5.00 or \$10.00) that is matched by the Job Corps at a rate of five times the amount that you choose. This means that if you allot \$5.00 per pay period, then your child will receive a \$30.00 check. If you choose to allot \$10.00, your dependent will receive a \$60.00 check. After 57 days in the program, you can even increase your allotment to \$15.00, so your dependent will receive a \$90.00 check. Job Corps will deduct your share automatically from your bi-weekly pay or from your transition pay upon separation from the program.

TRANSITION PAY

Student employees who earn a GED or High School Diploma, will receive transition pay upon completion the Job Corps program in the amount of \$250.00 minus taxes and any deductions acquired. If the High School Diploma or GED is obtained and the student separates less than 60 days in the program, they will not receive any transition pay. The center does not recognize any GED or High School Diploma that is not recognized by the State of Georgia.

If you complete your career skill, you are entitled to transition pay when you complete the Job Corps program in the amount of \$750.00, minus deductions and taxes.

If you complete the Job Corps program with a GED or High School Diploma and your career skill/trade you will receive transition pay in the amount of \$1,200.00. Your transition pay is considered income and will be taxed.

CLOTHING ALLOTMENT

During your first week, you will receive toiletries and some basic items. You will receive your first clothing allotment of three (3) sets of uniforms; with your second allotment, you may purchase additional uniforms and personal clothing items such as socks, underwear, etc. You are to buy articles of clothing, which will be suitable for on and off center training (not to include protective equipment) with your third clothing allotment.

Following is a suggested list of items to be purchased from clothing allowances:

Hats/caps	Belts	Skirts	Shirts
Slacks	Socks/hosiery	Pants	Jackets
Sweaters	Shoes	Dresses	Coats
Ties	Underwear	Suits	Gloves
Blouses	Scarves	Blazers	Jeans (Welders Only)

Following is a list of unacceptable items purchased from clothing allowance:

- | | | | |
|-------------------|------------------|---------|---------------------------------|
| Tank Tops | Jeans | Radios | Televisions |
| Daisy Duke Shorts | Tobacco Products | Jewelry | Synthetic Hair Hygiene Products |

A clothing allotment is issued each week to those student-employees who are eligible. The amount issued is based upon the number of days you have been an active student-employee.

<u>Number of Days</u>	<u>Amount of Credit</u>
75	\$100.00 – Uniforms
180	\$100.00 – Uniforms and personal items
315	\$117.00 – Work approved clothing
480	\$103.00 - Work approved clothing
** 750	\$ 51.00 – ACT/AT only
** 790	\$ 52.00 – ACT/AT only

Note: AWOL days and unpaid administrative leave days (days when you are not here and are out of pay status) count against your time in the program and delay the issuance of your clothing allowance.

**You will be entitled to this issue if you are enrolled in the center’s Advanced Career Training (ACT) or Advanced Training (AT).

DATA INTEGRITY DEPARTMENT

Building 2000

Student-Employee Service Hours

Monday thru Friday - 11:00 am to 1:00 pm

4:00 pm to 5:00 pm



CASHING MONEY ORDERS

Student-employees can have a cashier’s check from a bank or money order cashed at the Finance Department between the hours of: 11:00 AM – 1:00 PM, and 4:00 PM – 5:00 PM, when presenting a valid TJJC ID card. **No third party checks or personal checks will be cashed. There are no banking transactions conducted on payday.**

CAFETERIA DINING HOURS

Monday through Friday



Breakfast	6:15 AM	to	7:35 AM
Lunch (1 st) - Academics	11:00AM	to	11:50 AM
(2 nd) - Vocations	12:00 PM	to	12:50 PM
Dinner	4:30 PM	to	6:00 PM



Saturday, Sunday & Holidays

Brunch	10:30 AM	to	12:30 PM
Dinner	4:30 PM	to	6:00 PM

Note: Breakfast is served at 9:30AM for students attending church services.

CAFETERIA “DO’s AND DON’Ts”

PLEASE DO:

- Clean the table and remove your tray when you are finished.
- Ask for a sponge or broom if you drop or spill something.
- Tell the kitchen staff if you have a complaint and tell them when you like the food too!
- Enter by the side entrance doors.
- Leave promptly after eating to make room for others.
- Enjoy your meals!

PLEASE DON’T:

- Cut into the line. If you cut in front of someone, you will be asked to go to the end of the line.
- Comb your hair while in the cafeteria and serving line.
- Help yourself. Someone will serve you.
- Go in the kitchen or behind the serving line unless you are a Culinary Arts Student-Employee or a Work-Based Learning Student-Employee who is working in the cafeteria.
- Take food or drinks out of the cafeteria.
- Consider the cafeteria as a “student-employee lounge”. The cafeteria is off limits during the training day except during mealtime.

Please be considerate of your fellow student-employees and staff.

Health & Wellness



EMERGENCIES

In case of an emergency, notify the nearest staff person. They will contact Wellness staff regarding your medical problem. The nursing staff will determine an appropriate treatment for you. The treatment may include your coming to the Wellness Center to be checked or use of non-health medication available in the dorms and classrooms. **Do not leave your training area without notifying a staff person of your medical concern.**

OPEN HOURS



(SICK CALL)

If you are feeling bad you may come to the Wellness Center during **OPEN HOURS** (sick call) from:

Monday – Friday, 7:00 AM – 7:45 AM

Monday – Friday, 4:00 PM– 7:00 PM

Dental Sick Call: Monday – Friday 7:00 AM – 7:45AM

Medication Pick-Up: Monday – Friday 7:00 AM - 8:20 AM

There is no nursing coverage on-center during weekends or holidays, but a nurse is on call for the center 24/7. If you become ill notify your ILA and they will call the nurse on-call regarding your medical concern. The on-call nurse will determine the appropriate treatment for you.

Nurses who will examine and treat your needs conduct sick call. You will be called in the order that you arrived to the clinic. Just like the emergency room, nursing staff will always take care of emergencies first! Minor illnesses will be treated and you will be given a pass back to your assigned area after treatment. If you are too sick to return to your assigned area, you will be placed in the Infirmary for monitoring and further treatment if necessary.

Doors to the Wellness Center will be locked at the end of each Open Hours session. Student-employees in the clinic (before the cut off time) will be seen. Any student-employee arriving after the cut off time must have a pass from a staff person or they will be sent back to their assigned area to get one. **You will not be seen at any other times unless it is an emergency or you have a scheduled appointment.**

MEDICAL APPOINTMENTS

You may request a medical appointment by completing a medical/dental concern request slip. (Slips are available in the dorms). The completed slip will need to be placed in the locked sick call box located outside of the gym at the main entrance. Nursing staff will pick up the requests twice a day Monday – Friday and your appointment will be scheduled within 48 hours. Dental appointments will be scheduled on a priority basis. If your medical or dental problem is of an emergency nature, nursing staff will call you to the Wellness Center for a check-up.



TRAINEE EMPLOYEE ASSISTANCE PROGRAM (TEAP)

The Trainee Employee Assistance Program (TEAP) will provide a model of service delivery that is consistent with the Zero Tolerance (ZT) policy and Career Development Service System (CDSS), and meets the prevention, education and intervention needs of all Job Corps student-employees. TEAP will consist of five components: **Assessment** - to identify student-employees who need TEAP help and to determine the kind and degree of help needed, **Intervention** - to develop and implement services to student-employees who use or are at risk for using Alcohol and Other Drugs (AOD), **Counseling** - to provide support, by using a number of strategies, to student-employees who use or are at risk for using AOD, **Relapse Prevention** - to develop and implement strategies that help student employees remain abstinent, and **Prevention and Education** - to offer intense AOD education programs to all student-employees in an effort to prevent onset, reduce and eliminate AOD use.

Turner Job Corps promotes a drug-free workplace. Upon entry, every student-employee will be tested for drugs. Those who test positive will be required to participate in the TEAP program. The program consists of assessment, intervention, counseling, relapse prevention and education. Follow up testing will take place within 45 days for those who test positive on entry. A second positive at any time will result in automatic termination from the Job Corps program. The TEAP program is also available and strongly encouraged to any student-employee seeking assistance in remaining drug-free. If you would like more information on the TEAP program, you should contact the Wellness Center at ext. 321.

TOBACCO USE PREVENTION PROGRAM (TUPP)

TUPP is a program to prevent the onset of the use of tobacco and to promote tobacco free environments and individuals. Activities to bring about awareness of the dangers of tobacco use will be carried out on Kick Butts Day, World No Tobacco Day, Red Ribbon Week and National Smoke Out Day.

Educational classes will be conducted during the Career Preparation Period to make student-employees aware of the dangers of tobacco use.

Smoking Cessation groups will be made available to staff and student-employees on an ongoing basis. Recruitment efforts for groups will be made at least once per quarter. Educational materials on the dangers of tobacco use such as pamphlets and posters will be made available in the Wellness Center, the Library, and the Dormitories.

Weight Improvement Program

Student-employees are encouraged to eat a well-balanced diet and exercise regularly, a weight improvement program is provided for student-employees who need help with weight reduction. The program is provided by the Wellness staff and is available on a voluntary basis as well as by orders of the center Physician. Student-employees who are interested may contact any Health and Wellness Center staff member for details.

MENTAL HEALTH

As a part of Wellness, Turner Job Corps offers basic mental health care. Mental Health Consultants are available to student employees during any phase of the program. On-center services include assessments – to identify student employees who may need assistance with academics, vocational training, and independent living skills; counseling and intervention – addressing a variety of emotional needs, treatment options, and skill development; and crisis management. Off-center services are also available including psychiatric care and therapists.

Student employees are encouraged to contact their counselor, Wellness, ILAs, or instructors if they would like to meet with the Mental Health Consultant.

DISABILITY PROGRAM

Turner Job Corps is committed to serving every student-employee, to include those with disabilities. Our Disability Program Coordinator ensures that the center provides individualized and coordinated services to all student-employees with disabilities. This includes the implementation of reasonable accommodations, formation of an interdisciplinary team, testing for learning disabilities, and the creation of a written success plan for each disabled student-employee. If you need more information about our disability program, you should contact the Wellness Manager at ext. 810.

STUDENT-EMPLOYEE LEAVES

Leave is time away from the center. There are six types of leaves that student-employees may be eligible for (1) Administrative Leave with Pay (2) Bereavement Leave (3) Active Duty Military (4) Personal Leave with Pay (5) Administrative Leave Without Pay and (6) Personal Leave without Pay (For Non-Resident students only with children). Depending upon circumstances, leaves may be with or without pay. Your Case Manager can assist you with arranging a leave.

WINTER BREAK/SUMMER BREAK

Students are entitled to a scheduled winter break set by the National Office of Job Corps. This break will be scheduled to include 10 non-training days as well as two federal winter holidays and three weekends. Students are entitled to a scheduled summer break set by the National Office of Job Corps. This break will be scheduled to include 10 non-training days as well as the Fourth of July and three weekends.

Criteria/Limitations: Destination is home of record, or alternate destination with transportation costs no higher than to home of record. Minors are only allowed destinations authorized by parental consent. Students are entitled to go on winter and summer breaks regardless of length of enrollment. Students may elect not to go on break, but may decide to remain at the center instead. Some students will not be able to go on the scheduled break because of conflicts with their off-center training or program activity schedules. In these cases, the students shall be permitted to go on an alternate break consisting of 10 consecutive non-training days. The alternate 2-week summer break period must begin no sooner than June 1 and end no later than August 31. The alternate winter break period must begin no sooner than the Saturday prior to Martin Luther King, Jr. Day.

ADMINISTRATIVE LEAVE WITH PAY

Authorized absences will be due to:

- Center closure for emergency conditions
- Securing medical/dental treatment as concurred by center health staff.
- Subpoenaed court appearance.
- Temporarily housed off center.
- Life-threatening illness/injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents).
- Life-threatening illness/injury
- Illness or injury of child

Criteria/Limitations: Leave shall not exceed 5 training days within any consecutive 6-month period. Leave must be verified by attending physician, hospital authority, government authority, or court official.

BEREAVEMENT LEAVE

Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents).

Criteria/Limitations: Leave is not to exceed 10 training days per the prior 12-month window of time. Leave must be verified by attending physician/hospital, funeral director, American Red

Cross. Leave verification must be obtained within 1 working day after leave request. Leave must be authorized by CD or designee.

ACTIVE DUTY MILITARY

Short-term active duty in National Guard.

Criteria/Limitations: Leave is not to exceed 8 weeks (56 calendar days) during enrollment.

PERSONAL LEAVE WITH PAY

Leave is for students to use at their discretion but must be approved by the center.

Criteria/Limitations: Five training days available upon enrollment for personal leave use. After 6 months of enrollment, 1 training day is accrued every subsequent 30 calendar days of enrollment. Leave days will not be accrued while student is in an unpaid status (AWOL). The personal leave day must be requested by the student, and the CIS leave form submitted, no later than 1 hour after a student's scheduled training day start time on the leave date.

PERSONAL LEAVE WITHOUT PAY

For nonresidential students who are custodial parents that have to remain at home to care for their dependent children during sickness or interruption in day care services. Maximum length of time shall not exceed 5 training days during enrollment. Student must provide documentation proving custodial parent responsibilities prior to use of this leave status. This leave can only be used after paid personal leave days have been exhausted.

ADMINISTRATIVE LEAVE WITHOUT PAY

Leaves are authorized due to:

- None subpoenaed court appearances
- Pending results of disciplinary fact finding when deemed necessary to remove student from center.
- Elective medical/dental treatment
- Appearance for probation/parole
- Cultural or religious observances/practices

Criteria/Limitations: Only 5 training days allowed during a consecutive 6-month window. Leave verification from court, medical provider, or a CSO incident report must be documented and submitted in CIS prior to leave being granted. Regions can authorize an additional 5 unpaid days for students who have extenuating circumstances. Documentation of the need for student's presence at home and Regional Office approval is required and shall be maintained in the permanent record.

(PDOF) PRESENT FOR DUTY OFF CENTER-(CAREER-RELATED ACTIVITIES)

Students involved in authorized activities off center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.

Criteria/Limitations: Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing shall not exceed 10 training days during enrollment. The regional Office, at its discretion, may grant a waiver to extend the 10 training day limit if there is reasonable expectation of full-time employment.

Regional Office extensions are limited to 5 training days during a student's enrollment. Students must have at least two prearranged and verifiable job interviews.

(PDOF) PRESENT FOR DUTY OFF CENTER-(CENTER MISCELLANEOUS)

For students involved in authorized training activities off center for recruiting drives, escort duty, competitions, awards, conferences, and events.

Minor Parental Consent Form: All minors must have a signed Parental Consent Form on file authorizing the type passes they may receive.

TURNER JOB CORPS CENTER PARENTAL CONSENT FORM

Date: _____ Student-Employee's Name: _____
Parent/Guardian: _____ Home Phone: _____
Address: _____ Work Phone: _____
_____ Emergency Phone: _____
Date of Entry: _____ Date of Birth: _____
Student-Employee ID#: _____ Social Security #: _____

Student-employees enrolled in the Turner Job Corps Center earn passes to leave the center based on satisfactory attendance and overall good performance. These passes are either for recreation trips, day or overnight passes. Overnight passes were generally granted for the weekends. Student-employees must declare their destination on any pass. Destinations may include home of student-employee, another student-employee's residence or other areas within the local community. **While on pass, the student-employee is not under the supervision of the center staff, and the center is not responsible for transportation, lodging or food.**

Turner Job Corps policy requires that written permission be obtained from the parent or legal guardian before passes can be granted to a student-employee under the age of 18. Please check the appropriate authorizations below and return this form as soon as possible. We must have this letter on file before passes can be granted.

I give permission for the follow passes (**CHECK BELOW**):

- _____ 1. Unrestricted day and/or weekend passes within the local community.
_____ 2. Restricted day and/or weekend passes with the following conditions.
_____ (a) Only to return home (weekend passes only).
_____ (b) Day and/or weekend passes with the follow conditions:
_____ (1) Persons authorized to pick up student-employee:

- _____ (2) No passes at this time.
_____ (3) Any other conditions:

Student-employee receives a two (2) week break: (1 break during the summer and 1 break during the winter)

- _____ (4) I give permission for student-employee to take break away from home
_____ (5) Home Only

In case of a change of address, student-employee will need a notarized parental consent of the change of address.

Notary Public
My Commission Expires: _____
(Seal)

Parent/Guardian Signature

Thank you for your continued support and cooperation. If you have any questions or concerns, please contact Turner Job Corps at (229) 883-8500, ext. 861, Manager of Counseling.



Now that you know about life on Center, let's talk about how we are going to work together to make your dream of a successful career and productive life a reality

READY?

LET'S

GET

STARTED

CAREER DEVELOPMENT SERVICES SYSTEM (CDSS)

Job Corps' Career Development Service Systems (CDSS) is a system-wide approach used to help equip you with the knowledge, skills, abilities, and support you will need to be competitive in today's workforce. Our goal is to work with you to identify both your strengths and weakness. With your commitment and participation, we will be able to capitalize on your strengths and build on identified weak area where you have weaknesses. This will allow us to help you reach your full potential in every area. We know that you have the ability to graduate with your GED /High School Diploma and your Career Technical Skill Certification.

We are committed to helping you do just that by providing you with the educational, career technical skills, career counseling and Independent Living skills necessary to support you as you progress towards the achievement of your goals. We will continue to support and guide you through the Career Development Services System.

CDSS includes the four (4) phases as outlined below:

Outreach and Admissions (OA)

This is the recruiting and application phase where you:

- ⇒ Met with you recruiter
- ⇒ Learned details about Job Corps and Life on the Center
- ⇒ Completed an orientation and tour
- ⇒ Learned about the Career Technical Skills and GE/high school diploma options
- ⇒ Completed your applications
- ⇒ Spoke with a Pre-arrival Specialist, who provided you with the details for your arrival

Career Preparation Period (CPP)-

- ⇒ Your first 60 days on center
- ⇒ Center staff and student-employees welcome you to the center
- ⇒ You are acclimating to center life
- ⇒ Work with staff to identify your needs and interests
- ⇒ Receive personal counseling to identify any problems or issues
- ⇒ Begin the career exploration and planning process
- ⇒ Develop your Personal Career Development Plan (PCDP) which serves as a blueprint for all of your Job Corps experiences
- ⇒ Learn basic social, employability and information technology skills
- ⇒ Receive instruction to assist you to obtain a learner's permit, and visit local one-stop centers

Career Development Period (CDP) –

- ⇒ Student-employees
- ⇒ Pursue your academic and career technical skills goals
- ⇒ Continue to develop Career Success Standards and Information Technology
- ⇒ Develop employability skills
- ⇒ You will learn and practice skills, including communication and customer service, at work sites under the direction of Job Corps employer partners.
- ⇒ Learn how to identify and access support services needed to live independently
- ⇒ Begin the job search process by connecting with Career Transition Readiness staff

Career Transition Period (CTP)-

This is the final phase of CDSS, once you graduate from the Job Corps program, you will work closely with your Career Transition Specialist.

- ⇒ To find a job or further your education
- ⇒ Find housing, transportation
- ⇒ Stay in contact with Job Corps including verifying employment
- ⇒ Respond to 6 months and 12 months survey request
- ⇒ Eligibility for support services

Career Success Skills

Career Success Skills (CSS) are employee standards in the areas of social, employability, and Independent Living skills. These standards are designed to help make you more competitive in the workforce. While you are a student-employee at Turner, you will be exposed to different activities and lessons that will help develop your skills in these areas.

Workplace Relationships and Ethics – the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity, and responsibility.

Communications – is ability to listen actively, follow directions, and communicate with others to solve problems and accomplish tasks.

Personal Growth and Development – the personal skills, attributes, and behaviors that foster confidence and drive for life-long growth.

Interpersonal Skills – the ability to get along with others and adjust to a variety of social and professional situations.

Information Management – the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.

Multicultural Awareness – valuing diversity, practicing cultural sensitivity, and being able to work with people of different backgrounds and cultures.

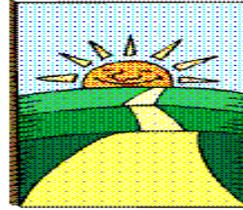
Career and Personal Planning – the ability to develop and implement a personal plan that outlines a step-by-step process for entering and advancing in a fulfilling career.

Independent Living – the ability to find, manage and utilize the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.



Career Preparation Phase

Your Journey Begins Here



Mission!

The mission of the Career Preparation Phase (CPP) is to give each student the knowledge and ability to assess their needs, the tools needed to reach their goals, and the ability to reassess and redefine these goals.

What does that mean?

It means questions and answers to these guiding principles:

1. Introduction to the Center and self:

In other words, why am I here and what can I accomplish?

2. Trust and team building:

Who am I as an individual and as a team member?

3. Goal clarification:

What personal and employability goals have I set for myself and how can I work with CPP staff, Center staff and my peers to accomplish these goals?

4. Personal Commitment:

How committed am I to making positive changes in my life that will allow me to:

- Stay enrolled in the program;
- Accomplish my goals;
- Increase my social and employability skills; and
- Become an employable member of society

Our goal is to create in you a balanced, talented employee. One of the first steps we'll take is to form a Case Management Team – just for you – that you'll meet with throughout the CPP phase. That team will include:

- Your Career Counselor;
- Your Instructors; and
- Your Independent Living Assistant

The CPP Team is here to help you with any individual concerns you might have. Whether it is problems with relationships, emotional stability, physical limitations, health or weight issues, issues with your peers, family, staff, or anything else we'll address it together.

You will be working with your Career Counselor to develop and follow your **Personal Career Development Plan (PCDP)**. This is a plan just for you – that outlines what you want to accomplish during your time here – and later in life.

But I just want to learn a vocation!

Of course you do. And we want you to. But wait. Trust us. There is plenty of Career Skill learning ahead. What comes first is learning how to think, act, and interact in an organized, professional environment like the one you'll soon be a part of in the working world.

What is Expected of Me?

At the end of sixty days, an overall review will be given to see that you've been listening and learning along the way. We'll expect you to show proven abilities in:

- Social Skills;
- Employability Skills;
- Behavioral Skills; and
- **Your Portfolio!** Just about the most important possession you can have.

Introduction to Center Life!

What will the first days of CPP be like? Well, sort of like starting a new job. The schedules at Turner are designed to imitate life in the “working” world. You will be given a complete schedule of activities when you arrive on Center.

Personal and Professional Assessment!

The CPP starts with a time for us to work with you to understand your interests, abilities and personal and professional goals. Some of the activities will be:

- Cultural Awareness
- Anger/Stress Management
- Social Skills Training
- Group Projects
- Resume/Portfolio building
- Learning Styles Assessment
- Pre-GED Testing
- Medical/Physical evaluation
- Test of Adult Basic Education (TABE)

You are required to take the Test of Adult Basic Education (TABE). This is a placement test used to determine which, if any, academic classes you may need to take. Even though you may have a diploma, we want to make sure that your reading and math skills are strong enough to get

you the job that you want when you graduate. It is important that you do your best on the TABE test, because you will be placed in classes based on your scores.

Career Exploration!

Next, you'll explore what's involved in your Career Skills training and what's required to enter your Career Skills. Some of the activities you'll participate in are:

Information Technology Learning:

Learn basic computing and keyboarding skills, set up an e-mail account and learn hot sites for jobs and career information.

Hands-On Career Exploration and Job Shadowing:

You actually go to the Career Skills you're interested in to see first hand what to expect. You can visit up to three Career Skills to make sure that yours is the right choice for you.

One Stop visit:

A One-Stop visit will show you all you need to know about the Georgia state employment and training opportunities.

Personal Career Development Plan (PCDP):

We call this a PCDP for short. This is a document that you start after the hands-on exploration and job shadowing activities. This plan becomes your own record of your achievements, a place for you to document and record your accomplishments, progress, goals, training needs, and challenges. As you will learn, this is a very important document!

CPP Completion!

At the end of sixty days, you'll have an overall review and if you pass (and we determine you are ready), you'll move on to the Career Development Phase.



Career Development

Dear Student-Employee:

Congratulations on completing the Career Preparation Phase and welcome to the Career Development phase. Here you will be trained in your selected Career Technical Skill. Our goal is to make sure you:

- Earn your GED/HSD
- Learn critical career skills.
- Continue to develop the eight Career Success Standards
- Earn a driver's permit
- Begin to prepare for transition.

The rewards and accomplishments in this phase are ones you'll proudly record on your Training Achievement Record (TAR) and your Personal Career Development Plan (PCDP).

The TAR and your PCDP will be the tools used to help us meet your individualized needs in all areas on center. It's our pleasure to be a part of the team to assist you in preparing for a successful career and productive life. We are committed to assisting you every step of the way.

Sincerely,

CDP Staff

Career Development Staff

By now you have chosen the Career Technical Skills area you would like to train in and you are ready to start adding to your PCDP.

The mission of the Career Development Phase is to provide you with ongoing learning in Academics, employability skills, career success standards, career skills, work ethics, and practice in your career skills.

Unlike CPP, there is no time frame for completing CDP. Each student-employee has an opportunity to earn his or her High School Diploma or General Educational Development (GED) Diploma.

You will be expected to adhere to the following guidelines as you transition through the CDP Program:

1. You must come to work dressed properly and appropriately. If not in compliance, you will be sent to Property to purchase another uniform. The cost of this uniform will be deducted from your student pay.
2. You must complete 360 hours or 12 weeks of WBL in order to complete the program.
3. You must complete all required skill levels to be considered a completer of this program and participate in graduation. There are no levels of completion; the skill must be completed.

Your Training Achievement Record (TAR) and Personal Career Development Plan (PCDP) will serve as your personal road map through CDP. They will allow you to work at your ability level and capitalize on your strengths and continue to develop any weak areas.

You will be assigned a Case Manager, who will assist you in achieving your goals. Your Case Manager will meet with you on a regular basis to monitor your progress, achievements, behavior management and incentive phase. This meeting will be referred to as your Employee Progress Panel (ESP).

The Career Development Department is made up of the following areas:

- ⇒ Academics (GED & HSD)
- ⇒ Career Technical Skills Clusters
 - -Construction Cluster
 - -Service Cluster
- ⇒ Work-Based Learning (WBL)

General Education Development (GED)

An opportunity to obtain a High School Equivalency Diploma is available to any student-employee who has not earned his/her high school diploma. In the GED program you will:

- 1) Learn at your own pace,
- 2) Prepare to pass the GED by taking classes in the areas covered on the GED exam:
 - a) Math
 - b) Language Arts
 - c) Reading
 - d) Science
 - e) Social Studies
 - f) Language Arts Writing.

Your GED instructors will be working closely with you to ensure that you are ready to take the test. There is no easy way to pass the test. It will require that you are 100% dedicated to completing your class work, studying in your leisure time, and passing the Practice Tests.

Integrity

Maintaining the integrity of the GED test is a top priority for the Academic Staff here at Turner. **Cheating in any form will not be tolerated.** Any student-employee found cheating on the Practice GED, Official GED, TABE or any other exam will be subject to disciplinary action up to and including termination.

New Learning Resources On-Line High School Diploma

Student employees may be eligible for the New Learning Resources On-Line High School Diploma program, which offers two types of diplomas, a college track and a technical track diploma. Students are required to score 520 on the Reading portion of the TABE test and 508 math on the Math portion. Students must also have completed the 9th grade. New Learning Resources On-Line is licensed by the Mississippi Department of Education to provide educational and other services and operates a special purpose school in Jackson, Mississippi that is accredited by the Mississippi Department of Education and the Southern Association of Colleges and Schools.

Penn Foster

Student employees may be eligible for Penn Foster High School Diploma Program if they meet the following criteria: Must have completed the 8th grade, achieve a Reading TABE score of 518 and Math TABE score of 506, and the center must have a copy of a complete high school transcript or Official GED transcript. Penn Foster High School is regionally accredited for grades 9 through adult by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools and nationally accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). Penn Foster High School is licensed by the Pennsylvania State Board of Private Licensed Schools.

ETR has expanded the educational resources by contracting with New Learning Resources On-Line and Penn Foster to provide the opportunity to qualified student-employees to obtain their “**HIGH SCHOOL DIPLOMA**”. If you are interested in the High School Diploma Programs offered, you will need to see the Academic Administrative Assistant for an applicant. After completing and submitting your application, the Academic Manager and Supervisor will assist you in determining if it is the best option for you.

Driver Education

In CDP you will have the opportunity to complete 6 hours of training behind the wheel. In the state of Georgia, a first time Driver's Education student-employee is required to have six hours of nighttime driving.

Entry into the Driver Education program is open to all student-employees. Student-employees enrolled in trades that require a driver's license to become more employable or who have it listed on their Training Achievement Record (TAR) will be given priority.

Students interested in taking Driver's Education should inform their Career Skills Instructor and Case Manager.

Advanced Career Training (ACT)

Advanced Career Training allows you the opportunity to continue your education at one of the institutions of higher learning. You may qualify for one of the following institutions:

Albany Technical College is one of 24 area technical colleges in operation in the state of Georgia. It offers more than 80 programs and six-degree programs.

Darton College is a two-year public college within the University System of Georgia. The college is authorized to award the Associate in Arts degree (AA), the Associate in Science degree (AS), the Associate of Applied Science degree (AAS) and certificates in over 70 degree programs ranging from agricultural engineering to urban life.

Albany State University is a four-year liberal arts educational institution within the University System of Georgia, offering Bachelors and Master's degrees in over 25 degree programs ranging from art to special education.

Student-employees enrolled in ACT at Turner Job Corps Center in Albany, Georgia attend either Albany Technical College, or Darton College. Student-employees may transfer to Albany State University.

At Turner, you are admitted to the ACT program based on performance. ACT participants are housed on Center and receive regular services (housing, food, medical, recreation, supervision, counseling and other support).

ACT PROGRAM ELIGIBILITY

1. All student-employees must complete their Career Skill.
2. All student-employees entering the ACT must have a GED or High School Diploma.
3. All student-employees must meet the entry criteria of the institution in which they desire enrollment.
4. All student-employees must have good attendance/behavior records.
5. All student-employees must have recommendation from Career Counselor and Career Skills Instructor.
6. All student-employees must have completed the Job Corps Basic Education Program and obtain TABE Reading Score of 567 and TABE Math Score of 566.

7. All student-employees must meet with the ACT pre/post screening panel for recommendation to enter college.
8. All student-employees must be eligible for Federal Student Aid (Pell Grant) or state grants (HOPE).
9. The institution in which they anticipate enrollment must accept all student-employees.

NOTE: Under the maximum enrollment period in Job Corps for ACT, enrollees may be extended for one year beyond the current two-year limitation; however, this extension will terminate if a student-employee leaves the ACT program.

For more information about the ACT Program, please contact Ms. Diane Ray in the Academic Building or at extension 151.

Work-Based Learning (WBL): The student-employee will get experience and valuable recommendations for your resume. Your Career Skills Instructor will make the recommendation for the WBL experience. **Remember, when you graduate from the program, an employer wants experience. You are getting actual work experience with WBL!**

Your WBL experience is different depending on your level of employability such as your career skills; the availability of jobs and the skills and ability. You will work with the WBL team to find the appropriate WBL site. Transportation to and from the job and assistance in money management are available to every student-employee. You will be required to save a percentage of your paycheck to assist with your transition.

Requirements: You will fill out an application and have an on-center interview. Student-employees are to solicit letters of recommendation from staff members. Prepare for off-center interview.

The WBL Coordinator oversees the program and works to meet all of your needs, including transportation, meals and scheduling. The Coordinator communicates with all on-campus departments and worksite partners.

Career Success Standards (CSS)

Your progress in the CSS and SS is evaluated by your ILA, Career Skills Instructor, Academic Instructor, and Drivers Ed Instructor. They will be evaluating:

<p><u>Career Skills</u></p> <p>Multicultural Awareness Workplace Relationships & Ethics Communication Interpersonal Skills Independent Living Skills Career & Personal Planning Information Management Personal Growth & Development</p>	<p><u>Core Values</u></p> <p>Integrity Growth Commitment Respect Individual Accountability Safety</p>
---	--

A detail breakout of standards will be a part of your ESP.

CSS training takes place in every area of Center life. All student-employees and staff are required to participate in Career Success Standards.

Career Technical Training Skills (CTT)

Earning certification in your career skill is a major accomplishment. It means transitioning to the Career Transition Phase is only moments away. After you complete your certification through testing, you will meet with your Career Management Team so they can review your progress. From there, any outstanding issues are cleared for graduation from the CDP phase.

You are moving into the Career Transition Phase, and preparing for a job, the military, or more education and your life after Job Corps. You're well on your way to earning a good income as a professional, successfully working in a job you like in your career skill.

After completing your academic and Career Technical Training, you can apply on a competitive basis for the Advanced College Training Program. This program allows student-employees to continue to live on campus while pursuing a degree program at one of the local colleges.

Turner Job Corps Center conducts training year-round, with the exception of a 2-½ week Summer break in June/July and another 2-½ week Winter break in December. All courses are open-entry and student-employees can enter the training when they are ready to do so. The courses are self-paced, competency-based, and student-employees progress at their own ability. Each student-employee follows their individual PCDP to accomplish their goals. Programs are completed when all of the sub-courses have been done, and the sub-courses are completed when the student-employee has demonstrated proficiency in all of the required tasks/learning objectives. Student-employees can therefore complete their programs at any time during the training year.

In addition to the classroom and shop training, student-employees can also participate in work-based learning (WBL). The Career Tech Training program provides work experience on actual construction projects. WBL is also provided by working for businesses in the community. To be eligible for WBL, a student-employee must have a good performance record. WBL must be performed on a job related to the Career Skill the student-employee is studying.



You won't keep a job if you are frequently tardy or absent!

Practice Punctuality!

Daily Schedule!

Have you noticed that schedules around here are built to be like a workday? So you have a block of classes in the morning – a break – more classes – lunch – more classes – a break – etc. Just like in the workplace.

Training Day Schedule

Block:	Time:	Break:	Academic Lunch:	Career Skills Lunch:
Breakfast in the Cafeteria	6:00am – 7:30am			
1	8:00am – 9:30am	9:25am– 9:35am		
2	9:40am – 11:00am			
3	11:00am– 12:00pm		1 st Lunch Academic	
4	11:55am – 12:50pm			2 nd Lunch Career Skills
5	1:00pm-2:15pm	2:15pm- 2:25pm		
6	2:25pm – 3:55pm			

CTT PROGRAMS OFFERED ON MAIN CAMPUS

There are many Career Technical Training programs to choose from and you will have a chance to visit all of the programs prior to making your final choice. It is important that you select a career skill that you plan to make your career when you graduate from the Turner Job Corps Center. Our student-employees have the option to select a career based on eligibility. Our Career Training Technical offerings are:

Asphalt Paving: This vocation has a basic and an advanced program. The basic program trains on the main campus, while the advanced program travels to other Job Corps Centers to do on site work/training. Enhancement training is also provided on bulldozer operator, backhoe, crane oilier, forklift operator and Class B CDL as a Dump Truck Driver. Completion time is 6 – 24 months depending on the specialties studied.

Brick Masonry: This program prepares student-employees to enter the brick masonry craft. There is an advanced program in Maryland. Student-employees can also receive enhancement training on Ceramic Tile Layer. Completion time is 6 – 12 months.

Business Office Technologies: This program prepares student-employees to provide administrative support to business. Completion time is 6 – 12 months depending on the specialty courses taken.

Carpentry: This program prepares student-employees to enter the carpentry craft and be prepared for an apprenticeship program. Student-employees are prepared for light industrial construction. Completion time is 6 – 12 months.

Cement Masonry: This program has a basic program and an advanced program. Asphalt Paving, the basic program trains on the Main Campus and the advanced program travels to other Job Corps centers to perform work. Completion time is 6 – 12 months.

Culinary Arts: This program prepares student-employees to become a hotel/restaurant cook with additional training in baking. There is an advanced training course available at other Job Corps centers. Completion time is 6 – 12 months.

Electrical: This program prepares student-employees to work in light industrial construction. Graduates may be eligible to enter an apprentice program. Completion time is 6 – 12 months.

Facility Maintenance: This program prepares student-employees to maintain facilities such as apartment houses, office complexes, and schools. Student-employees learn skills in carpentry, cement work, electrical, plumbing, landscaping and HVAC. Completion time is 6 – 12 months.

Health Occupations: This program prepares student-employees to become a Certified Nursing Assistant (CNA). Applicants must be 17 ½ years old, have a Reading TABE score of 540 or better, and a clean criminal background check. Completion time is 6 – 12 months.

Heavy Construction Equipment Mechanic: This program prepares student-employees to repair construction equipment such as bulldozers, cranes, road graders, etc. Completion time is 6 – 12 months.

Landscape Technician: This vocation prepares student-employees to work in the landscaping field as lawn care experts, groundskeepers, and irrigation specialists. Completion time is 6 – 12 months.

Medical Office Support: This program prepares student-employees to provide administrative support to the medical field. The student-employee completes the foundation sub-course and then takes one or more specialty sub-courses. Completion time is 6 – 24 months depending on the specialty courses selected.

Plastering: This program prepares student-employees to work in the construction field as a plasterer. It has three sub-courses: Stucco Mason, Plasterer Pre-Apprentice, and Plasterer Entry-Level. Completion time is 6 – 24 months.

Welding: This prepares student-employees to work as welders in manufacturing and in construction. There are three sub-courses: Shield Metal Arc Welder, Gas Metal Arc Welder, and Gas Tungsten Arc Welder. The student-employees also have the option of voluntarily learning pipe welding as an enhancement. Completion time is 6 – 12 months.

WORKPLACE EXPECTATIONS

The “Student as The Employee” **Expectations!**

All staff and student-employees are expected to model workplace behavior at all times. During the training day, you will be expected to be on time for every class and to actively participate in your classroom & shop activities. We are preparing you to enter a competitive workforce where tardiness, absenteeism and inappropriate workplace behavior will not be tolerated. You should consider yourself “at work” during the training day and therefore, your behavior should meet workplace expectations.

Career Transition



Dear Student-Employee:

Congratulations! You have worked hard in the CPP and CDP phases. You owe it to yourself to feel confident about your accomplishments and success.

In this phase you start to look to the future more than ever. While you are in Career Readiness class, you will finalize your Personal Career Development Plan and portfolio, practice interviewing, meet with military and college recruiters, practice job search techniques, and plan for your life after Job Corps.

Sounds like a lot! But relax; you also start to enjoy all of your accomplishments. As you work in this phase to plan your future, please remember: you are not alone! You have a great resource here in our offices: computers, newspapers and phones and in the expertise of the specialists who are here to help you.

Sincerely,

Career Transition Readiness Staff

Mission

The mission of the Career Transition Phase is to help you complete all aspects of your Personal Career Development Plan, including academics and career skill employability skills. We also help you move to Independent Living and to successful employment.

What's Expected of Me?

Focus on completing your portfolio. Practice interviewing skills. Sharpen your social, employability and living skills such as the law and money management. Work hard to secure and maintain your job in our Work-Based Learning program. Then, of course, look for, get a job and keep it or move to a better career.

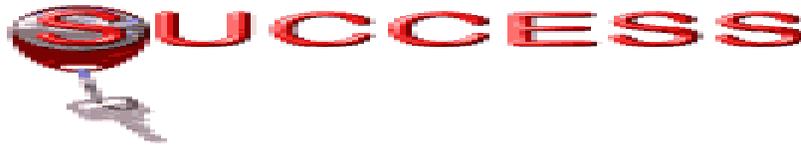
Hopefully you know this by now, but we'll say it again. **WE ARE HERE FOR YOU. TAKE ADVANTAGE OF OUR HELP.** Here's who we are:

Work-Based Learning Coordinator: The WBL Coordinator is a source of employment. This person is the one who maintains lines of communication between you and employers, your instructors and employers, and provide you with the supports you may need to find, maintain and thrive in your career while still on center.

Career Transition Readiness Specialist: This individual will assist you with your resume, job search skills, and career guidance while you are here and after you have left Turner Job Corps. The Post-Center Career Transitions Specialist will also work with you during the CTP phase to develop and enhance your Independent Living skills by coordinating regular workshops in areas as personal nutrition, buying a car, and maintaining checking and savings accounts.

Career Transition Manager: Oversees all of the functions and staff of the Career Transition Phase.

Who holds the key to your personal and career development?



Career Counseling CASE MANAGEMENT

Each student-employee will be assigned a Case Manager based on his/her trade choice. Case Managers assist student-employees with their career planning, Independent Living, and personal issues that student-employees cope with daily. Case Managers play an integral role in helping student-employees learn to co-exist with other student-employees in a diverse, multicultural environment while away from home and on the job.

Case Managers help to develop your Personal Career Development Plan (PCDP). The plan is like a “roadmap” that you will use to achieve your career goals. Your Case managers, along with your career skill and academic Instructors and your Independent Living Advisor, will help you with: resume writing, computer job searches, secondary education information, military service information, identifying road blocks, and helping you to stay focused on your future.

Case Managers are available to see student-employees during breaks, after the training day and on weekends. Case Managers are always in their offices during drop in time from 11:00 – 12:50. If a student-employee has a legitimate emergency, he or she may obtain a pass from their instructor to see their Case Manager after the instructor makes sure that the Case Manager is available. The Case Management Department works closely with staff members from the academic, career skill and Life Skill areas to ensure a well-rounded learning experience for our student-employees.

The role of the Case Manager is very diverse and will play a prominent part in your development throughout your enrollment at Turner Job Corps and after completion of the program. The Case Management department will assist you in tracking your progress while on center.

Personal Career Development Plan (PCDP)

Personal Career Development Plans are each student-employee’s road map to success at Turner Job Corps Center. From the time you first met with your Admissions Counselor to sign up for Job Corps to one year after you have successfully completed the program and have been placed on a job, the PCDP will serve as an official guide to achieving the short and long term goals as set by you with help from your Case Manager. Each PCDP outlines goals, personal development assessments, employment histories, strengths, barriers and plans. PCDPs also offer support plans to each student-employee by addressing any challenges or needs as they relate to issues such as childcare, financial issues, housing and safety. Each Case Manager will discuss the PCDP with each student-employee during his/her Evaluation of Student Progress (ESP) Panels, and as needed.

EVALUATION OF STUDENT PROGRESS (ESP)

Evaluations of Student Progress Panels are meetings that you will have with your Case Manager, Career Skills Instructor, and Academic Instructors every 60 days. This meeting is arranged to discuss your progress and performance in academics, vocations, Independent Living, and career success skills, and career planning. Together, you will (1) recommend ways you can improve; (2) re-evaluate goals; (3) discuss other areas relating to your progress and performance; and (4) facilitate a short and long term goal and (5) set a career plan on your Personal Career Development Plan.

Turner Job Corps Center's Student Standards Of Conduct

&

Performance Incentive System



STANDARDS OF CONDUCT FOR STUDENT-EMPLOYEES



Listed below you will find some general rules for student-employees. Please note that this list is NOT ALL INCLUSIVE and is simply meant to give you a general idea of the center's rules and regulations. During your first week on center, the Student Human Resource Office (SHRO) Manager will review all the rules and regulations with you.

1. Student-employees are required to use reasonable care in their use of center facilities and equipment. In addition, regulations relating to safety in the use of center equipment must be complied with at all times. Student-employees are required to pay for damage to center facilities and equipment when damages are intentional or due to carelessness.
2. Student-employees must not harass others by ridiculing, making racial comments, using sexual harassment, criticizing, horse playing or playing practical jokes. These are considered hazing and negative behavior.
3. Student-employees are not allowed to use physical aggression or fighting as means of settling differences, regardless of the situation or reason for provocation. **WALK AWAY!** Students showing aggression will be referred to SHRO!
4. Student-employees must follow the established center standards of dress and grooming.
5. Student-employees must follow all established center rules and regulations. Persistent disobedience of center rules and serious disruptive behavior will not be tolerated. Student-employees doing so will be referred to a Behavior Review Panel for appropriate disciplinary action and/or termination.
6. Student-employees must have proper authorization (a pass or a leave) any time they wish to leave the center. Failure to obtain authorization prior to leaving the center will result in administrative action and disciplinary sanctions. All student-employees **under the age of 18** must return to center by curfew at all times this includes weekends, except on center sponsored activities. The only exception to this rule is by a parent or an authorized guardian signing the student out.
7. Resident student-employees are not permitted to keep or operate a privately owned vehicle while on center. Non-resident student-employees must park their vehicles off center.
8. Student-employees cannot enter another dorm without the permission of that dorm staff. This is a visitation violation and can result in disciplinary action.

9. Student-employees must obey all local, state and federal laws. Job Corps as well as the appropriate authorities will hold student-employees who are arrested for violation of the law accountable for their behavior.
10. Student-employees are not allowed to have weapons of any kind. This includes firearms, ammunition, any explosive materials, incendiaries, and knives with blades, straight razors, homemade weapons, martial arts instruments, toy guns, Tasers, stun guns, mace, pepper spray, box cutters, explosives, fire works, pellet guns, clubs or any type of instrument designed or used to inflict personal injury.
11. Student-employees are not allowed to possess, sell, or use drugs of any kind unless prescribed by the Wellness Center. This includes narcotic drugs, barbiturates, amphetamines, marijuana, depressants, stimulants, opiates, hallucinogens, Niacin and tranquilizers. Possession of drug paraphernalia is also not allowed. Violations of this rule could result in arrest and prosecution.
12. Intoxication and/or negative behavior on center resulting from your consumption of alcohol will not be tolerated. If you are under 21, you may not drink any alcoholic beverages anywhere in the State of Georgia. No alcoholic beverages can be brought on center to consume or sell. Abuse of any substance will result in referral to the Substance Abuse Program. The possession and use of alcohol is prohibited on or off-center for all student-employees. Student-employees who are suspected of alcohol consumption are subject to a Breathalyzer test. Results registering .001 or higher will result in disciplinary action. Refusal to take the Breathalyzer will be considered a presumption of guilt and appropriate disciplinary action will be taken.
13. Center staff may conduct unannounced inspections in order to make certain that Job Corps policies pertaining to unauthorized goods and center health and safety regulations are being observed.
14. Possession, selling, purchasing, or receiving stolen property, shoplifting, vandalism and theft by taking are considered criminal acts. Student-employees charged with and found guilty of such offenses will be prosecuted.
15. Borrowing and/or loaning of money and selling of personal property are against center rules. This includes cigarettes, food, clothing jewelry, etc.
16. Student-employees are not allowed to engage in any type of sexual acts while on center. This includes any public displays of affection, which are inappropriate and belong in private settings, such as student-employees straddling each other on the tables and benches around center, passionate embraces or kissing. Sexual intercourse on center is prohibited. Student-employees sleeping in the same bed on center are prohibited. Holding hands is acceptable.
17. Gambling is illegal on center. Playing cards during training hours is prohibited. Possession of dice is prohibited.
18. Student-employees are not allowed to have radios, walkmans, portable music players, I-Pods, MP3 or CDs players with or without headphones during the training day. If taken

to class or used on the grounds during class time, they will be taken away until the end of the day.

19. Student-employees are expected to conduct themselves in an orderly and respectful manner while traveling throughout the community.
20. Hitch-hiking is dangerous and is forbidden, as well as taking rides from strangers.
21. Dating (or otherwise seeing each other) between student-employees and staff is absolutely forbidden. Violation of this rule will result in severe disciplinary action for both parties.
22. If you use telephones, pay for your charges and don't attempt to charge your call to this center or someone else without permission.
23. Student-employees are not allowed to have Walkie Talkies while in Job Corps. Student-employees are allowed to have cellular phones but if you are caught abusing the privilege by committing illegal acts or breaking dorm rules while you are in Job Corps, the items will be taken at the Center Director's discretion and sanctions will be given for failure to follow center rules and regulations. Furthermore, cellular phones are not to be used during training hours except on breaks and during the lunch hour or they will be confiscated.
24. Student-employees must display Turner ID cards and possess them at all times and are required to show them to any staff member or law enforcement official when requested. There is a \$5.00 fee for replacing lost ID cards. Only authorized personnel are allowed to confiscate worn out IDs. Worn out IDs are replaced without charge. Student-employees not in possession of their ID cards will not be allowed to enter and eat in the cafeteria. They will be issued a boxed lunch. Student-employees not in possession of a Turner ID card will not be paid during the normal pay line.
25. Student-employees are not allowed to practice any type witchcraft, ouija board, etc. on center or under center supervision.
26. Appropriate trade uniforms (as required) must be worn as issued to all student-employees. All shirts (both male and female) must be tucked in during the training/work day and pants should be pulled up to waist with belt buckle in loops. Shirts and blouses must be buttoned whereby no unreasonable amount of skin is visible (e.g., male/chest, female/cleavage). Student-employees may not switch pants or shirts with other student-employees or purchase their own. Uniforms must be center-issued. White T-shirts are the only accepted undershirt during the training day. Solid red and solid black t-shirts are not allowed on center.
27. Male student-employees may not wear earrings during the training/work day. Female student-employees may only wear two (2) earrings per ear on the earlobe area regardless of how many earring holes they have. Male student-employees may only wear one earring in each ear after the training day. For safety purposes, earrings should not be large and dangling. More trade specific restrictions may be added based on issues of safety and industry standards (such as restriction on wearing necklaces).

28. Facial piercing (eyebrow, tongue, lip, chin, nose and etc.) is prohibited on center. Body piercing on any other part of uncovered skin is prohibited. If you are in violation of this, your jewelry will be confiscated and sent home at the student's expense or discarded by the student.
29. No head coverings are allowed (e.g., do rags, bandanas, rollers, combs, picks, head wraps, etc.). Caps issued for construction trades to be utilized under hard hats are allowable. Head coverings as a result of religious beliefs will be considered on a case-by-case basis. Sweat headbands and wristbands may only be worn while playing sports.
30. Males' hair must be clean-shaven, in a pony tail at the nape of the neck, or neatly/flatly braided to the nape of the neck: no eccentric hair coloring (only natural hair colors people are born with are accepted) or styles for male or females as deemed inappropriate by the center; no razor designs in eyebrows or hair. "Stick-Ups" or wild, unkempt hair styles will not be allowed for males or females during the training day. Males are not to wear curls or weave.
31. Undergarments, including bras for females, must be worn at all times. Underwear for both male and female student-employees must be covered at all times.
32. Hats must be worn turned to the front at all times.
33. Prohibited activities: Acts of violence, animal sacrifice and performance of curses, hexes, or other actions intended to harm others, public nudity, acts of self-mutilation or infliction of bodily harm, use or display of weapons, exclusion by race, ethnicity, color, or national origin, sexual acts.
34. The center will provide student-employees with access to legal assistance when charged with a felony or misdemeanor. The center will also assist student-employees in resolving minor legal obligations and civil fines or court-ordered restitution. (Student-employees will not receive more than \$250.00 for personal advances).
35. If a student-employee refuses any part of the entrance physical examinations not subject to waiver he/she is subject to disciplinary discharge from the program.
36. Any outstanding student indebtedness, which is un-collectible at time of separation, shall be established as a receivable against the student's account, to be collected if the student re-enters the program.
37. Center imposed disciplinary fines may be collected from the student after the student receives his or her bi-weekly living allowance, not to exceed \$5.00 per pay period.
38. Centers may issue personal advances to student-employees to help satisfy pressing financial obligation(s), such as a court fine, bail bond, clothing, or other personal needs. Such advances shall not exceed \$250.00 at any given time. A personal advance may be issued only upon determination by the Center Director or designee that practical alternatives are not available to the student; that failure to satisfy the financial obligation would unduly interfere with the student's successful enrollment in Job Corps; and that

there is a reasonable expectation that the students will be able to repay the advance. The student will repay the indebtedness to Job Corps from his/her bi-weekly pay.

39. If a student-employee seriously threatens person or property he/she can be physical restrained by any staff.

Organization of Student-Employees Center Discipline System

Job Corps Center is committed to providing a safe, secure, productive living and learning environment. All staffs are expected to actively participate in the process of discipline. The process of discipline is as follows:

- * Counseling
- * Behavior Management Council/Peer Court (for minor infractions)
- * Student Human Resource Officer
- * Behavior Modification Training
- * Behavior Review Panel
- * Center Director
- * Department of Labor

Center Staff

All center staffs are required to participate in the administration of discipline. Staffs are to close out incidents immediately with student and staff. If there is a student to student issue mediation will be conducted immediately to resolve this problem. If there is a student staff issue, mediation should be conducted and expectations given to both staff and student. **Staff should counsel student-employees during the first minor offense. Staffs are not to treat student-employees like they are their children but treat them with respect and dignity like they want to be treated.**

Peer Court

Peer Councils are made up of a group of three student-employees and one staff advisor. If a minor offense cannot be resolved, or if the issue is a persistent one, it will be brought before the Council. Student-employees are encouraged to participate in leadership activities, including Peer Council.

Student Human Resource Officers (SHRO)

The Center Standards Incentive Officers oversee the entire disciplinary system. If a minor issue continues with no resolution (third minor offense) then the SHRO become involved. In the event of a major issue, the SHRO automatically become involved. There are a variety of sanctions available to the SHRO, including but not limited to: fine, extra duty, community service, probation, restrictions and **termination**.

Behavior Review Panel (BRP)

There are two (2) types of Boards:

1. In the event of a Zero Tolerance violation, a fact-finding board will be convened to determine guilt or innocence. An automatic termination will occur with a guilty finding.

2. In the event of other types of violations, a BRP will be convened and a determination of guilt or innocence, as well as recommendation for retention or termination will be decided.
3. A BRP consists of a Chairperson, at least one staff member and a student body representative from Student Government Association. Some violations require convening of a BRP within 3 to 5 training days, while others are due within 10 days. **A majority vote will determine the outcome but the SHRO department has the right to ask the board to consider newly developed evidence to prove innocence or guilt.**

Center Director (CD)

In the event of a recommendation for termination by a BRP, the Center Director can overturn the board's decision to terminate or retain. The CD is required to uphold any **ZERO TOLERANCE** terminations.

Student-Employees' Rights

In the event of a BRP, a student has the following rights:

If present (Non-Zero Tolerance Board)

- * Be represented by a staff member of your choice, if available; if not, one will be appointed.
- * File a written or make a verbal statement with or without help from others.
- * Call witnesses on your behalf.
- * Confront, question, and cross-examine witnesses against you.
- * Stand silent at the hearing without the risk of penalty.
- * If recommended to terminate or retain, appeal to the Center Director.
- * If recommended to terminate or retain, appeal to the Regional Office of the Department of Labor.

If not present

- * Be given the opportunity to make a written statement.
- * Appeal the decision to terminate to the Regional Office of the Department of Labor.

When placed on an unpaid leave for investigation purposes such as a Behavior Review Panel, you will be charged all travel costs upon return to the program.

Regional Appeal Board

When termination is recommended by the BRP and the Center Director concurs, the student can then request an appeal. The student is sent a notification in writing of the Appeal Board's decision and an appeal package, which the student is responsible for sending to the Regional Office for a final decision.

Student Appeal Procedure

These are the appeal steps available to the student:

1. Student-employees sanctioned by a staff member can appeal to their superior. Student-employees sanctioned by the Peer Court may appeal to the SHRO.
2. Student-employees have up to two (2) working days in which to appeal the recommendation of the Peer Court to the SHRO.

3. ***Student-employees sanctioned by the SHRO may appeal to the BRP.***
4. Student-employees have up to two (2) working days in which to appeal the recommendation of Behavior Review Panel to the Center Director.
5. Student-employees have 30 days to appeal the decision of the Center Director to the Regional Appeal Board. Student-employees have the right to have assistance in preparing a written appeal to the Region.

If the student chooses not to appeal the Center Director's decision, it becomes final and the student must be terminated and sent home. If a student initially chooses not to appeal and accepts termination, but later wishes to appeal, the student must send an appeal statement to the Regional Appeal Board within 30 days of termination. The address will be provided to the student upon request.

AWOL and TARDY/ABSENT

When you are given a Pass or Leave, you promise to come back by a certain date. If there is some reason you cannot get back to the Center on time, you are responsible for notifying the Center immediately.

If you do not return and do not notify the Center, you are AWOL (Absent Without Official Leave).

For every day that you are AWOL, you will lose pay.

The **first** day a student employee is absent from the Center, he or she is considered to be AWOL, just as you would be considered absent from your job without reason. During this time pay stops accruing. A negative incident will be written on a student by IL staff and student will be placed on one SHRO contract and he or she will be placed on Probation Phase. The second time the student-employee will appear before a BRP. The board will make a recommendation to retain or terminate student-employee. Counseling should occur at some point during this process and document it in student's file.

Case Managers try to contact all AWOL student-employees at home, to find out why they have not returned, and to determine if the Case Manager can help with any problems.

After a student has been on AWOL status for 24 hours, his or her belongings will most likely be inventoried, packed and placed in a secure storage area. Their room will then be used to house another student.

You will also be terminated if you have been in AWOL status for a total of 12 training days in a 180-day period or 6 consecutive training days.

After 6 consecutive training days of AWOL, student-employees are terminated from the Job Corps program, effective on their 7th day of AWOL.

IL staff will automatically inventory, pack and box student-employees belongings and send them to their current address on file unless otherwise stated by the student-employee. The student's personal belongings will not be held more than thirty days on Center. The progressive discipline system will be followed. The progressive discipline system consists of training, counseling, peer court, Departmental PIP, SHRO (performance improvement plan (PIP) and behavior

modification training), BRP and Termination. The level of infraction will determine where the student will begin in the progressive discipline system.

TARDY/UNEXCUSED ABSENCE

If a student is late for class without a pass, he/she will be counseled, placed on a performance improvement plan and referred to peer court by the Career Training Department. A student-employee will only be allowed to attend peer court for minor offenses three times. On the third tardy, unexcused absence, student will be written a negative and will be sanctioned by Behavior Management. If a student-employee wishes to appeal the peer court decision, the student-employee will meet with the Center Standard Officer. Students will receive counseling and documentation will become a part of the student's record/file.

INFRACTIONS OF LEVEL I, II AND III

LEVEL I INFRACTIONS = ZERO TOLERANCE

A student will be removed from the center immediately and terminated from the program within 3 days. Student-employees arrested for felonies or misdemeanors and subsequently found not guilty may be re-established per PRH-6.4.

Level I Infractions

- M1 Possession of a gun or illegal weapon on the center or while under center supervision
- M2 Physical assault that causes bodily harm to staff or student
- M3 Sexual assault of a criminal nature
- M4 Robbery or extortion
- M5 Arson
- M6 Arrest for a felony on or off the center
- M7 Possession, distribution, or sale of drugs on center or under center supervision
- M8 Conviction of drug use, possession, or sale off the center (felony or misdemeanor)
- M9 Use of drugs as evidenced by a positive drug test conducted by the end of the initial probationary period (prior to 45 days) or the suspicion intervention period

Level I Sanctions

1. Termination (M1 thru M8 Not Eligible for readmit)
2. Termination M9 is eligible for readmit after one year.

LEVEL II INFRACTIONS = FACT FINDING BOARD OR BRP

Student is removed from the center immediately if determined to be a threat to self or others this is when the SHRO department will hold a FFB without the student being present. If determined that the student is not a threat to self or others then the student will remain on center until a BRP is held and it is determined by the board to terminate or retain in the program. Student is eligible for readmit after one (1) year.

- S1 Threat of assault with intent to intimidate or coerce any student or staff
- S2 Physical assault with intent to cause bodily harm to student or staff
- S3 Sexual harassment
- S4 Possession of items that could be used as a weapon on center or under center supervision
- S5 Fighting
- S6 Theft or possession of stolen goods

- S7 Inciting a disturbance or creating disorder
- S8 Hazing, initiation and harassment (without assault)
- S9 Loan sharking
- S10 Destruction of government or private property
- S11 Arrest for a misdemeanor on or off the center
- S12 Gang activity including wearing of gang clothing, colors, or making signs or handshakes that are associated with known gangs.
- S13 A pattern of inappropriate behavior, failure to follow center rules or lack of full participation in required center activities as determined by the center director or designee
- S14 Inhalation of volatile, intoxicating substances on center or under center supervision
- S15 Use, possession or sale of alcohol on the center
- S16 Adulterating TEAP specimens
- S17 Possession of drug paraphernalia and/or engaging in practices imitating (pretense) drug abuse/misuse behavior
- S18 Violating city, state and federal ordinance
- S19 Refusing mandatory examinations

LEVEL II SANCTIONS:

- 1. Loss of pay (\$5.00 fine)
- 2. 30 days restriction
- 3. Suspension of activities
- 4. 30 days probation
- 5. Extra work (up to 60 hours)
- 6. Written and verbal apology
- 7. Change work hours (7:45 to 4:15)
- 8. Personal Improvement Plan (PIP)
- 9. Additional Training (Core Values, CSS, etc.)
- 10. Referred to Group Sessions (example: Anger Management)
- 11. Referred to Counselor
- 12. Other sanctions as assigned

Level III Infractions = Sanctions in accordance with Center Policy up to BRP

Student-employees can be placed on a SHRO contract or sent before a BRP.

- L1. Gambling
- L2. Using profanity, abusive or obscene language
- L3. Ethnic agitation including racial name calling and racial remarks
- L4. Refusal to perform assignment or failure to follow instructions
- L5. Absent from assigned activity, including work, classes, medical, and counseling appointments.
- L6. Disruptive behavior that interferes with the learning of others. This behavior is inclusive of but not limited to classroom behavior, trades behavior, school to work behavior, athletic behavior, lunch behavior or any behavior that would stop the normal routine of teaching or learning process.
- L7. Being in an unauthorized or off limits area
- L8. Violation of safety rules
- L9. Overt sexual behavior
- L10. Cutting lines
- L11. Hitchhiking

- L12. Maintaining or operating a private vehicle on center
- L13. Violation of center standards of dress and appearance
- L14. Unauthorized absences from training or center
- L15. Other actions or behaviors established by the center director
- L16. Alcohol intoxication on center or under center supervision
- L17. Resisting control or restraint during an incident or interfering with an investigation
- L18. Horse playing

LEVEL III SANCTIONS:

- 1. Loss of pay (\$4.00 fine)
- 2. 20 days restriction
- 3. Suspension of activities
- 4. 20 days probation
- 5. Extra work (up to 30 hours)
- 6. Written and verbal apology
- 7. Change work hours (7:45 to 4:15)
- 8. Personal Improvement Plan (PIP)
- 9. Additional Training (Core Values, CSS, etc.)
- 10. Referred to Group Sessions (Example: Self-Esteem)
- 11. Referred to Counselor
- 12. Other sanctions as assigned

Minor Violations - Review by Peer Court Sanctions:

If a minor issue continues with no resolution (third minor offense), the SHRO becomes involved.

- C1 Late to assigned training area/class
- C2 Littering on or off center
- C3 Excessive noise that interferes with the rights of others
- C4 Smoking in an unauthorized area
- C5 Inappropriate public displays of affection (hugging, kissing and/or entanglement)
- C6 Violation of cafeteria rules
- C7 Violation of transportation policy
- C8 Failure to remove hats, bandannas, scarves or head gear
- C9 Violation of recreation policy
- C10 ID violation
- C11 Violation of dorm rules
- C12 Excessive absentees
- C13 Work Site/Classroom Violation

LEVEL III Minor SANCTIONS (1st Minor offense):

- 1. Loss of pay (\$1.00 fine)
- 2. 5 days restriction
- 3. Suspension of activities
- 4. 5 days probation
- 5. Extra work (up to 5 hours)
- 6. Written and verbal apology
- 7. Change work hours (7:45 to 4:15)
- 8. Additional Training (Core Values, CSS, etc.)

9. Referred to Group Sessions (Example: Self-Esteem)
10. Referred to Counselor
11. Other sanctions as assigned

LEVEL III Minor SANCTIONS (2nd Minor offense):

1. Loss of Pay (\$2.00 Fine)
2. 10 days restriction
3. Suspension of activities
4. 10 days probation
5. Extra work (up to 10 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Additional Training (Core Values, CSS, etc.)
9. Referred to Group Sessions (Example: Self-Esteem)
10. Referred to Counselor
11. Other sanctions as assigned

LEVEL III Minor SANCTIONS (3rd Minor offense):

1. Loss of pay (\$3.00 fine)
2. 15 days restriction
3. Suspension of activities
4. 15 days probation
5. Extra work (up to 15 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Additional Training (Core Values, CSS, etc.)
9. Referred to Group Sessions (Example: Diversity)
10. Referred to Counselor
11. Other sanctions as assigned

SANCTIONS PROHIBITED:

- Corporal punishment and measures designed to humiliate or degrade the student-employee is prohibited.
- Physical force or solitary isolation is prohibited. Physical restraint may be used only to the minimum extent necessary and only in situations that seriously threaten persons or property.
- Dorm cleanup, KP, or other regular housekeeping chores is prohibited as a punishment. The key to the above is regular housekeeping. If a student has a particular chore, then staff cannot give a student the chore as a punishment.
- Suspension of privileges for the dining hall, use of the laundry room, canteen, voting, religious services, or pays and allowances are prohibited.
- A restriction to the center in excess of 30 days is prohibited.
- A fine in excess of \$5.00 per offense or per pay period is prohibited.

- Restitution in excess of \$500.00 is prohibited.
- Forcing a student to resign from the program is prohibited.

CENTER WIDE INCENTIVE PROGRAM

The purpose of the program is to promote a standard of conduct, which is expected and accepted in the workplace, and to recognize student-employees for positive behavior and performance. Student employees are recognized each month for their accomplishments. The incentive system is based on departmental recommendations to award a student and students who are on Phase-3 and Phase-4 are automatically receive an incentive.

All Departments:

1. **Staff will select a student that has demonstrated positive behavior or has accomplished a goal each week or month.**
2. **Staff will not select the same student each week.**
3. **Staff are to utilized the incentive program to motivate students to obtain their goals and reward them for accomplishing their goals.**
4. **Staff will submit the student of the week or month form to SHR each Friday, so the students can be awarded on the first Monday of each month. Students will receive their incentive in the Business Meeting.**

SHRO Department

1. SHRO Administrative Assistant will keep incentives on hand for students.
2. SHRO will keep a record of students receiving incentives.
3. SHRO will recognize staff that has choose student for an incentive each month.

EXAMPLE OF INCENTIVES STUDENT-EMPLOYEES CAN OBTAIN:

GIFTS (Examples of gifts but limited to the below items)

Turner Mart Coupon
 Alarm Clocks
 Body Lotion Set
 Male and Female Watches
 Dress-Shirts
 Tie
 Wallet
 Boxers
 T-Shirts
 Socks
 Purse
 Portfolio
 Male/Female Shoes
 Jewelry

PASS PHASE SYSTEM:

Independent Living Department

The Independent Living Manager will ensure that the student-employees' evaluation is completed on time and submitted to the Career Counseling Department. The Independent Living Department will receive a student-employees' evaluation list from the Career Counseling Department. The Independent Living Advisor will complete student-employees' evaluation and forward the ESP score sheets to the Career Counseling Department.

Student Training Department

The Department Managers will ensure that the student-employee's evaluation is completed on time and submitted to the Career Counseling Department. The Student Training Department will receive a student-employee's evaluation list from the Career Counseling Department. The instructors will complete student-employee's evaluation and forward the ESP score sheets to the Counseling Department.

Career Counseling Department

The Career Counselors will total the score sheets from the instructors and the residential advisor and give the student-employees an average score. The Career Counselor will then discuss the Evaluation of Student Progress (ESP) scores with the student-employees. The student-employees will receive a copy of their overall ESP score and the Career Counselor will input the score into CIS.

Center Standards Incentive Office

1. The ESP scores along with the student-employee discipline record will determine the phase a student-employee will be placed on.
2. A student-employee can be on the following phases: Trainee, Probation, Phase 2, 3, and 4.
3. A student-employee phase can change each week based on the amount of negatives, AWOLs, absents, tardies and positives.
4. All staff will ensure that a designated staff posts a copy of the phase list in their area each month. Staff may pull the list from CIS under the Student Conduct module.
5. If a student-employee in CPP has been fast tracked, the student-employee evaluation will be completed before the student-employee moves to the academic or trade area.
6. **All student-employees may start on phase 4 if he/she meets all of the criteria listed below.**
7. All advance student-employees from another Job Corps Center will be placed on phase 4.
8. Student-employees will be demoted to Probation Phase if found guilty at any time for a level-I or level-II, or III infraction. Student-employees whose terminations

are overridden by the Regional Office will be restored to their departure phase.

9. Student-employees on probation phase can have a special pass (At Independent Living Discretion) only to worship services or supervised trips.

TRAINEE PHASE

Student-employee is in the Career Preparation Period (CPP) and has been enrolled in the program less than 45 days. On this phase the student-employee has no privileges and they can only go off center on a supervised trip. The student-employee ESP will be completed by the 45 day.

PROBATION PHASE

Student-employees are placed on Probation Phase when the student employee points are below 52 points, received a BRP and found guilty, and received one or more AWOLs.

CRITERIA AND ELIGIBILITIES FOR EACH PHASE.

PHASE 4 Eligibility

1. Maintain 90 or more points.
2. Found guilty of no Level I, II infractions or dropped below 90 points.
3. Incur no AWOL, Tardy or Absentee.

PHASE 4 Rewards

1. Eligible for special off-center activity or gift
2. Eligible for all SGA Positions
3. Eligible for Leisure Time Employment Program.
4. Eligible for Independent Living honor dorm
5. Eligible for the Center Director or BCL Award
6. Eligible for an Off-Center Pass Monday thru Sunday. Student-employee must leave the center after the training day and return by Curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

PHASE 3 Eligibility

1. Maintain 75-89 points
2. Found guilty of no Level I, II Infractions or drop below 75 points.
3. Incur no AWOL.

PHASE 3 Rewards

1. Eligible for Leisure Time Employment Program
2. Eligible for center trips and activities
3. Eligible for Independent Living Honor dorm
5. Eligible for SGA Positions (except for President)
6. Eligible for an Off-Center Pass Tuesday thru Sunday. Student-employee must leave the center after the training day and return by Curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

PHASE 2 Eligibility

1. Maintain 52-74 points
2. Found guilty of no Level I, II infractions or drop below 52 points.
3. Incur no AWOL

PHASE 2 Rewards

1. Eligible for an Off-Center Pass Wednesday thru Sunday. Student-employee may only leave the center after the training day and return by curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

Any student that receives 200 points or more will be named student of the month and he/she will receive a special gift.

All students will receive a birthday card on their birthday. Phase-4 and phase-3 students will receive a gift with their birthday card.

WHEN YOU ARE READY TO GRADUATE

When you are near completion of your Academic and Vocational training, you will begin preparation to enter the Career Transition Phase (CTP). During this time you will receive a refresher course on your employability skills, finalize your employability kit (resume, cover letter, letters of recommendation, etc.) and enter the 5-week Career Transition Readiness class.

The Career Transition Readiness Class is designed to ensure that you are ready to leave the Turner Job Corps and begin your career. During the 5-week class you will brush up on your interview skills through mock and real interviews and job searches via the Internet, One Stop Career Center, newspapers and “cold calling”. Your goal during this period should be to secure employment prior to leaving the center.

To assist you in your career search, you will be assigned to a Career Transition Specialist (CTS) who is located on center. If you do not find a job before you graduate, then the CTS at Turner will contact the CTS in your hometown to assist you when you graduate. Other agencies that can help are listed below:

NJCAA: National Job Corps Alumni Association is for all Job Corps graduates. Some cities have chapters that hold meeting for Job Corps graduates. You will hear more when it is time to graduate and you will receive the forms to join.



THIS COULD BE YOU!

GRADUATION CEREMONY:

A formal graduation ceremony is held two times per year (February and August). In order to be eligible to participate in the graduation ceremony, you must have completed the program in good standing by obtaining your High School Diploma or GED and a vocational completion. Student-employees who are disciplinary terminations are not permitted to participate despite academic

and vocational achievement. Graduation invitations are sent out at the discretion of the Center Director.