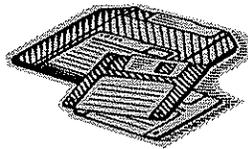




**Community Based Training (CBT)
Work Pool Hand Book
For the TANF Participant**



Time Sheets

In the designated spaces provided, please print your name, your Case Coordinator's name, your Business Development Advisor's name, the date under the specific day of the week, the site that you are assigned to, your site supervisor's name. The site supervisor will also need to sign on the line below identified with ** prior to your timesheet being faxed to at the end of each week. Please see the sample timesheet attached. If you have any questions you may call your Business Development Advisor. It is very important that all areas are completed before faxing in the timesheet.

Your hours for the day are divided into two areas, A.M and P.M. When you arrive at your site enter the time in the appropriate IN-A.M. section, when you go to lunch enter the time into the OUT-A.M. section, when you come back from lunch enter the time into the IN-P.M. section and when you leave the site for the day enter the time into the OUT-P.M. section. If you are in a split activity (for Example - Learning Lab in the morning, Community Based Training (CBT) / Work Pool in the afternoon) only use the A.M. section or P.M. section to track your entry and exit, whichever is applicable. You will report your hours in the other activity at that site. For instance if you are at the Learning Lab in the morning, you will sign in and out with them. Once you get to your Community Based Training (CBT) / Work Pool site, you will complete the timesheet for the remainder of the day.

Be sure to list what your activity or where your CBT / Work Pool site is. Next initial your timesheet after each time entry. Finally be sure that your site supervisor signs your timesheet DAILY!

On Friday you will need to make sure that your timesheet is faxed to 720.944.2752 by 4:00 p.m. or once your shift has ended. (It is your job to make sure that it has been faxed) The fax number it is also located on the bottom of your timesheet. If you miss a Friday, please ensure that your timesheet is faxed as soon as you come in on Monday.

Case Coordinator: John Johnson

Business Development Advisor: Jack Johnson

WEEKLY TIME SHEET FOR WORK POOL/ COMMUNITY BASED TRAININGVOLUNTEERS

(Please Print Clearly) **COMMUNITY BASED TRAINING VOLUNTEER NAME: Joan Jackson**

WEEK OF From: 06/04/06 To: 06/08/06

WORK SITE NAME ABC Limited

***SITE SUPERVISOR Name (Print) and Signature Mary Morris /MARY MORRIS**

***COMMUNITY SERVICE VOLUNTEER**

DATE (MM/DD/YY)	ACTIVITY NAME/OR WORKSITE	*ACTIVITY TIME In/Out	PARTICIPANT'S INITIALS and COMMENTS ON WORK PERFORMED	ONLY SITE SUPERVISOR'S SIGNATURE VERIFYING WORK COMPLETED Do not sign if hours = Zero	NUMBER OF HOURS COMPLETED
<u>MONDAY</u> A.M. 06/04/06	ABC Limited	In: 7:30 am Out: 12:00 pm	J J	MARY MORRIS	4.5
<u>MONDAY</u> P.M. 06/04/06	-----	In: 12:30 pm Out: 3:00 pm	J J	MARY MORRIS	2.5
<u>TUESDAY</u> A.M. 6/ 05/06	ABC Limited	In: 7:30 am Out: 12:00 pm	J J	MARY MORRIS	4.5
<u>TUESDAY</u> P.M. 6/ 05/06	-----	In: 12:30 pm Out: 3:00 pm	J J	MARY MORRIS	2.5
<u>WEDNESDAY</u> A.M. 6/ 06/06	ABC Limited	In: 7:30 am Out: 12:00 pm	J J	MARY MORRIS	4.5
<u>WEDNESDAY</u> P.M. 6/ 06/06	-----	In: 12:30 pm Out: 3:00 pm	J J	MARY MORRIS	2.5
<u>THURSDAY</u> A.M. 6/ 07/06	ABC Limited	In: 7:30 am Out: 12:00 pm	J J	MARY MORRIS	4.5
<u>THURSDAY</u> P.M. 6/ 07/06	-----	In: 12:30 pm Out: 3:00 pm	J J	MARY MORRIS	2.5
<u>FRIDAY A.M.</u> 6/ 08/06	ABC Limited	In: 7:30 am Out: 12:00 pm	J J	MARY MORRIS	4.5
<u>FRIDAY P.M.</u> 6/ 08/06	-----	In: 12:30 pm Out: 3:00 pm	J J	MARY MORRIS	2.5

1. You must sign in when you arrive to work, sign out for lunch, and sign out at the end of your shift. Do not sign out for breaks.

2. Sign-in and sign-out times must be rounded to 5 minute increments. For example:

8:01 = 8:00 8:03 = 8:05 3:33 = 3:35
8:02 = 8:00 8:04 = 8:05 3:42 = 3:40

Weekly Scheduled Hours 35

Completed Hours 35

3. Initial your timecard at the end of your shift.

****SUPERVISOR**

1. Total the number of hours and minutes each day and sign only if there are hours worked.

2. You must initial changes and/or adjustments.

PLEASE FAX COMPLETED TIMESHEET TO 720 944-2752 every Friday by end of business day



Attendance

Attendance is **mandatory!** You must be at your site **on time daily**. If you need to make appointments, please do your best to schedule them outside of your CBT / Work Pool hours. Appointments include, but are not limited to, doctors, WIC, housing and things of this nature.

Breaks and Phone Usage

You are allowed one fifteen minute break per 3 hours of CBT / Work Pool. Please refrain from making personal calls, texting or using your Cell Phone during your CBT / Work Pool time unless it is an emergency. Please keep all personal calls to a minimum. You can make any personal calls during your break or Lunch. You are required to notify your Site Supervisor that you are taking a break or Lunch, when you leave and notify him or her of when you will return.



Interviews

If you have an interview, please notify your Site Supervisor and Business Development Advisor ahead of time. Contact your BDA with the company's name and address and any questions or concerns regarding the upcoming interview. If possible obtain a business card from your interviewer, this not only provides verification but also allows you to follow-up with the business contact.

Classes or Trainings

If you want to enroll in a class or training session during your current while currently participation in CBT/Work Pool Assignment you must pre-arrange it with your site supervisor and Business Development Advisor. You must ensure that you take your Timesheet with you and have the Class Instructor sign off on your time sheet at the end of the day to verify your attendance.

Medical or Doctor Appointments

Please give prior notice to your Site Supervisor and Business Development Advisor of any scheduled medical or doctor appointments that you may have, you will need to provide verification that you have kept your appointment. If you have an emergency or unscheduled appointment you must notify your Site Supervisor and Business Development Advisor within 2 hours of your scheduled start time. You must also provide verification such as a doctor's statement that you attended the appointment. Missed hours may need to be made up (see absences below).



Dress Code:

We are committed to supporting you to look your professional best while you are participating in Community Based Training (CBT) / Work Pool. As available, we may assist you in obtaining appropriate clothing as determined by the dress code requirements of your Community Based Training (CBT) / Work Pool Site. Requests for special clothing considerations can be brought to your Case Coordinator and will be considered on a case by case basis.

Staff will address violations of the dress code regulations privately. Should a second or third violation occur, the participant may be asked to leave and return as soon as possible in appropriate clothing. *Missed hours must be made up.*

All clothing must be clean and neat. Cleanliness, personal hygiene, professional haircuts, and good grooming are also essential to looking your professional best.

Different Dress Codes Applied:

- Business Professional for Job Fairs and Job Interviews.
- Business Casual Monday to Friday while participating at your Community Based Training (CBT) / Work Pool Site.

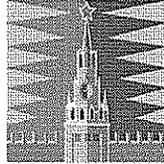
Remember if in doubt about your Community Based Training (CBT) / Work Pool Dress Code Policy ask your Site Supervisor, or dress Business Casual unless directed otherwise by your site supervisor.

Appropriate dress for each category is as follows:

Never Acceptable	
Male	Female
Tee shirts that advertise products or promote messages	Tee shirts that advertise products or promote messages
No hats or headdress	No hats or headdress
Sweat suits, jogging suits, spandex	Sweat suits, jogging suits, spandex
	Stirrups and leggings
Shorts	Shorts
Ripped, frayed, or stained clothing	Ripped, frayed, or stained clothing
	Sheer or see-through tops, tank tops, spaghetti straps, exposed midriiffs, exposed straps to undergarments
Flip flop sandals	Flip flop sandals
Sunglasses	Sunglasses

Business Casual (while on site in Community Based Training (CBT) / Work Pool)	
Male	Female
Slacks and casual pants including khakis, Dockers	Slacks and casual pants including khakis, Dockers
	Skirt, dress, and jumper, no shorter than 3" above the knee
Dress shirt with sleeves (none that advertise products or promote messages)	Dress shirt with sleeves (none that advertise products or promote messages)
Sweater, dress shirt, knit shirt with collar (none that advertise products or promote messages)	Sweater, blouse (none that advertise products or promote messages)
	Stockings (no stockings summer only)
Dress and casual shoes, including sandals	Dress and casual shoes, including sandals

Business Professional (all Job Interviews and Job Fairs)	
Male	Female
Suit (conservative color), or dress slacks and sport jacket	Suit (conservative color), or dress slacks and sport jacket
Tie	Dress with jacket
Dress Shirt	Dress blouse, or dress shell
Dress Shoes	Dress shoes (heels no higher than 3")
Dark color socks	Stockings
Conservative accessories	Simple and conservative make-up and accessories



Holiday Hours

In order to receive credit for holiday hours you are required to show up the last working day prior to and following the scheduled holiday. If you do not show up either day prior or following the holiday you will not be given credit and will have to make up not only the hours that you missed but the holiday hours as well. You will need to verify with your Site Supervisor whether the site is closed for the holiday. If it is open you will be required to attend.



Learn To Earn

Learn to earn is a mandatory monthly meeting. This is a great opportunity for you to discuss how your experience is going. You will receive notification in the mail of where and when the session will be held. They are generally held on Friday, but are subject to change. The hours are from 1:00 p.m. to 4:00 p.m. They are held at the Department of Human Services 1200 Federal boulevard. The room number will be included in the letter that you receive. If you attend you will be credited for the time that you are here. Please remember to bring your timesheet and have a Business Development Advisor sign off that you attended and for how long.



Absences

Once again, attendance to CBT / Work Pool is a mandatory part of your TANF receipt. We do understand that there will be certain circumstances that will be out of your control that may require you to be out. In those situations you **MUST** inform the Site Supervisor as well as your Business Development Advisor within two hours of your scheduled start time. Be prepared to provide documentation in reference to your absence. In some instances, you will be required to make up missed hours. Please discuss the individual situation with your Business Development Advisor within 24 hours they will let you know if the hours need to be made up or not. All make up hours must be completed within the month that they were missed.

Please Note that Three (3) unexcused absences or a No Call/No Show may result in your termination from the Program.



Make-up Hours

Make up hours can be done a couple of different ways and **must** be discussed with your Business Development Advisor prior to completion. You will more than likely either come in to your site early or be required to stay late until your time has been made up. Other alternatives are weekend participation or activities as assigned by your Business Development Advisor. That may include Parent/Teacher conferences, volunteering at a church, food bank or non-profit organization (shelters, thrift stores, etc.). If you

secure the potential make up site inform Business Development Advisor of a contact person and their email address or phone #.

They will then coordinate the make up time and explain what is required in order for you to do the make up hours at their site.

Another option for making up hours is to attend classes that are held by the workforce center. We coordinate Parenting classes, computer classes, housing information resources other approved classes. You will need to have your timesheet signed by the instructor in order to receive credit for attendance.

If you live at a temporary housing facility they require that you do so many classes per month to live at the facility, you may also use those classes for make-up time. Again you must obtain documentation from the class instructor and have them sign your timesheet. Include a phone number and the best time to contact.

The final option is an assignment at the discretion of the Business Development Advisor. They may assign you some career related assignment. These are limited hours and will not be given as a standard. The method of preference is to make up the time used.

Please remember that this experience is intended to provide you with a work experience. You will be held to the same standard as if you were employed. Some of these sites have the potential for employment and are often the starting point for many opportunities. Treat it as such and you may be pleasantly surprised that you not only learn something but gaining much, much more!

Revised 3/6/07