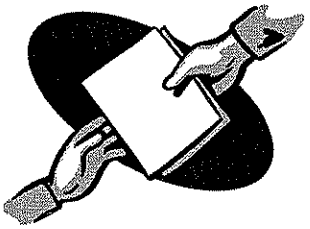
# Community Based Training Handbook For The Site Supervisor

The Community Based Training program was developed as a resource for disadvantaged workers to gain valuable work experience and learn additional job skills as related to their career goals in the community. The participants also fulfill federally mandated TANF requirements by participating in this training program; the participation is tracked with the completion of weekly time sheets. Because this is a learning experience, not all of the participants are able to walk into one of your pre-existing vacancies. Some of our participants will be able to transition into positions quite easily. Others will require detailed instructions. They may or may not have the skills needed to perform all of the tasks assigned. Please utilize this time to find out what they are and are not capable of doing. Please note what skills are taught in your monthly assessment. We thank you for your time and interest in our program and the TANF customers.

# Timesheets



As mentioned is the previous section timesheet are used as the primary tool to track federally mandated hours for the training participants. Below is a step by step instruction process for completing the time sheets followed by an example of a completed sheet.

Please print and sign your name at the top of the sheet. Please make sure that the site name and telephone number are correct. The participant should enter the time that they arrive in the IN A.M section and the time that they go to lunch in the OUT A.M section, they will subsequently complete the second section of the day when the participant returns from lunch and leaves for the day. The participant must initial both boxes and then have you the Site Supervisor Participation Meeting / Team Meeting line **each day.** This will ensure that they receive credit for the hours they perform at your site. Make sure that you check that the hours are correct before you sign the timesheet. It is vital that the completed timesheet be faxed to 720.944.2752 every Friday by 4:00 p.m. or at the end of the Participants scheduled time. The fax number is also listed on the bottom of the timesheet. If you have any questions please call the Business Development Advisor and they will be glad to answer your questions.

## Case Coordinator: John Johnson

## Employee Specialist: Jack Johnson

**WEEKLY TIME SHEET FOR WORKPOOL/ COMMUNITY SERVICE VOLUNTEERS (Please Print Clearly)**

**COMMUNITY SERVICE 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***

| 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 |
|---|---|---|---|---|---|
| MONDAY A.M. 06/04/06 | ABC Limited | In: 7:30 am Out: 12:00 pm | J J | *MARY MORRIS* | 4.5 |
| MONDAY P.M. 06/04/06 | ---------- | In: 12:30 pm Out: 3:00 pm | J J | *MARY MORRIS* | 2.5 |
| TUESDAY A.M. 6/ 05/06 | ABC Limited | In: 7:30 am Out: 12:00 pm | J J | *MARY MORRIS* | 4.5 |
| TUESDAY P.M. 6/ 05/06 | ---------- | In: 12:30 pm Out: 3:00 pm | J J | *MARY MORRIS* | 2.5 |
| WEDNESDAY A.M. 6/ 06/06 | ABC Limited | In: 7:30 am Out: 12:00 pm | J J | *MARY MORRIS* | 4.5 |
| WEDNESDAY P.M. 6/ 06/06 | ---------- | In: 12:30 pm Out: 3:00 pm | J J | *MARY MORRIS* | 2.5 |
| THURSDAY A.M. 6/ 07/06 | ABC Limited | In: 7:30 am Out: 12:00 pm | J J | *MARY MORRIS* | 4.5 |
| THURSDAY P.M. 6/ 07/06 | ---------- | In: 12:30 pm Out: 3:00 pm | J J | *MARY MORRIS* | 2.5 |
| FRIDAY A.M. 6/ 08/06 | ABC Limited | In: 7:30 am Out: 12:00 pm | J J | *MARY MORRIS* | 4.5 |
| FRIDAY P.M. 6/ 08/06 | ---------- | In: 12:30 pm Out: 3:00 pm | J J | *MARY MORRIS* | 2.5 |

***COMMUNITY SERVICE VOLUNTEER**

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:

***Weekly Scheduled Hours* _35_____**

8:01 = 8:00 8:03 = 8:05 3:33 = 3:35
8:02 = 8:00 8:04 = 8:05 3:42 = 3:40 ***Completed Hours*_35___**

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

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

## Absences

If the CBT Participant is absent, they are required to notify their Site Supervisor within two hours prior to their start time. If they are aware of a pending absence, they are responsible for notifying the Site Supervisor and the Business Development Advisor in advance. Please make sure this absence is recorded on the time sheet, and notify the referring Business Development Advisor on the day of the absence. They will then address it with the CBT Participant. Most missed time must be made up either through staying at your site additional time or special assignment assigned by the Business Development Advisor. Please do not allow the CBT Participant make their own schedule. When they are assigned to a site, they are given a specific schedule to follow. Once again this meant to give them experience comparable to a real life employment situation. Please treat them as and employee on a learning curve!

## Assignment Agreement

Assignment agreements were created to ensure the employer and the CBT Participant both have a clear understanding of the goals and objectives the participant is hoping to learn during the period of training with the CBT site. CBT Site Supervisor's can expect a CBT Coordinator to make a site visit within the first week of the CBT Participants service. The Coordinator will review and sign-off on the assignment agreement and return a copy to the referring Business Development Advisor.

## Learn to Earn

On the third Friday of every month, from 1:00 p.m. to 4:00 p.m. a discussion group is held for CBT Participants. This is our opportunity to assess the Participants experience. What they are learning, gaining, needing or experiencing overall. You will receive notification of this session via e-mail or fax. Normally it is also when you will receive your monthly evaluation. The CBT Participant does receive credit towards their hours for attending and these sessions. They may not be required to come every month, but they may attend more than one if they choose to.

# Dress Code:

We are committed to supporting you to look your professional best while you are participating in Community Based Training. As available, we may assist you in obtaining appropriate clothing as determined by the dress code requirements of your Community Based Training 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.

## Three Different Dress Codes Applied:

- Business Professional for Job Fairs and Job Interviews.
- Business Casual Monday to Friday while participating at your Community Base Training Site.
- Casual for Fridays and announced casual days, provided that your Community Based Training Site as a casual day policy as part of their work week.

**Remember if in doubt about your Community Base Training site Dress Code Policy ask your Site Supervisor, or dress Business Casual unless directed otherwise by your site supervisor.**

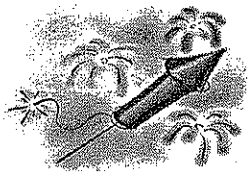
**Appropriate dress for each category is as follows:**

| 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 midriffs, exposed straps to undergarments |
| Flip flop sandals | Flip flop sandals |

| **Business Casual** (while on site in Community Based Training) | |
|---|---|
| **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 |

| Casual | |
|---|---|
| **Male** | **Female** |
| Jeans | Jeans, Capri, and crop pants |



## Holidays

The CBT Participants can receive credit for holiday hours only if they complete all scheduled hours on the day prior to and after a city recognized holiday. If your agency is open on a scheduled city holiday, please notify the CBT Participant that you will be open and that they are expected to attend. If the training participant do not complete the scheduled hours prior to and following the recognized holiday, it is mandatory that they not only make up the time that they missed but also make up the holiday hours as well.

Once again, thank you for your interest and assistance

**Revised 10/31/06**