Program Practices
Policies and Procedures

WORKABILITY 1

CALIFORNIA DEPARTMENT OF EDUCATION
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The Mission of WorkAbility

The mission of WA1 is to promote the involvement of students, families, educators, employers, and other agencies in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning, and quality of life.

Introduction

The San Francisco Unified School District (SFUSD) WorkAbility I Program welcomes you as an Intern. This program is designed especially for SFUSD Special Education students age 14-22, who want to gain experience in the world of work.

As an Intern with WorkAbility, you can:

- Gain actual work experience, basic job skills and a positive work attitude.
- Earn minimum wages for ninety (90) hours during the school year or summer.
- Learn how to get your own job in the future.

What will WorkAbility I staff do for you?

- Monitor your work progress with your supervisor.
- Collect timesheets and verify they are correct.
- Make sure your paycheck is prepared and available to you.

Qualifying Criteria

Students in WorkAbility must have:

- IEP.
- Enrollment in San Francisco Unified School District High School program.
Array of services

The Array of Services is a full continuum consistent with the Education code. These components comprise an effective transition system for high school students through the combined efforts of WorkAbility staff, Special Education teachers, para-professionals, and outside agencies. All high school Special Education students must be provided curriculum integration of work readiness skills, career/vocational assessment, and a minimum of one connecting activity and work based learning service.

Getting Started

At the start of any job you will be required to complete certain documents for the company hiring you. The same is true for WorkAbility 1 Internship. This is necessary in order to keep records of medical information, state and federal income tax deductions and any other relevant personal information. The documents required for WorkAbility 1 includes:

- WorkAbility 1 application
- Emergency Information
- Employee’s withholding allowance (W-4)
- Employment Eligibility Verification Form (I-9)
- Statement of intent to Employ Minor and Request for work permit

You must also provide the following documents:

- Copy of a signed social security card
- A current Student ID card with picture from high school of attendance, or a California ID Card
- Remember, these documents must be originals.

After all documents are correct and complete, a work permit will be issued and you will be able to begin your work experience.
Intern Placement

WorkAbility in conjunction with Jewish Vocational services (JVS) will try to place you in an area of your interest and ability. Many placements will be made during the school year, or they can occur at the end of the year and continue through the summer. Some worksite supervisors may ask that you come in for a job interview.

The employers we work with have agreed to train Interns (students) to help them gain valuable knowledge and experience to increase their employability for other jobs in the future. Interns will also learn what is necessary to make a business operate successfully.

WorkAbility pays the Interns (students) working at the different businesses and jobsites. Interns have a contract with WorkAbility for a set number of hours that will be worked with a respective employer.

At the end of the contract, the employer may choose to hire the student directly. If the student is interested in finding another job, they can get assistance from their job counselor at JVS.

Behavior on the job

- Make a good impression.
- Be on time, being late is not acceptable.
- Be neat and clean.
- Wear clothing that suits your job and is appropriate for the workplace.
- Be sure your hairstyle, make-up, and jewelry are in good taste and low key. Remove visible piercings.
- A smile, friendliness and courtesy go a long way. Make a good impression in the workplace with your enthusiasm, positive attitude, and thoughtful actions.
- Pace yourself and do your best to complete your work on time. Taking too much time, extending a task, may give the wrong impression.
- Be responsible with your time while you are working. If you complete your work, ask for more, help a co-worker, or clean up your workspace.
• Visits from relatives or friends and receiving or making numerous personal telephone calls while working are not okay.
• Personal use of the internet at your workplace is not allowed.
• No cell phone should be ringing in the workplace. Turn off or silence all electronic devices.
• Do your best at all times. Your job performance is important for both you and your co-workers.
• Communicate clearly and effectively. Do not hesitate to request your supervisor to repeat instructions if they are not clearly understood.
• Worksite do not expect you to be perfect or to know everything don’t be afraid to ask questions.
• Learn about worksite/company guidelines and policies.
• Learn about and show interest in what your worksite/company products, services and their history.
• Attend all meetings scheduled by your worksite supervisor.
• You are entitled to respect on your job; extend the same to others.
• Remember: You have a job and it is your responsibility to be there every day and put forth your best effort. What you put into it is what you will get out of it.

Absences and Tardiness

Excused Absences:

If you are going to be absent or late, you must notify your worksite and supervisor before the time you are to report to work. Appointments- doctor, dentist, court appearance are to be reported as soon as possible to WorkAbility and the employer at least two days prior to your appointment. Try and make them before or after work hours.
• Illness- If you are ill for more than three days, you must get a written parent/guardian excuse before you return to work.
• Hospital- If you have to be hospitalized, your parent or guardian must notify WorkAbility of your expected return to work date.
• Death in your immediate family- Talk to your supervisor and WorkAbilty about the amount of time you will be away.
• Remember: You are only paid for the time you work.
Unacceptable Actions

- Cheating on timesheet/hour reported
- Chronic absences or tardiness
- Fighting
- Disruptive or offensive conduct
- Swearing or abusive language
- Refusal to follow directions
- Drugs or alcohol use or possession on the worksite
- Stealing
- Destruction of property
- Weapon use or possession
- Leaving the worksite without permission

Dress Code

Appropriate dress is a big deal for the work place. Don’t wear revealing clothing that exposes too much of your body such as halter-tops or see through tops. Don’t wear baggy clothes or hats. Don’t wear clothes with improper language or pictures. If dressed inappropriately, you will be sent home and won’t get paid for the work you miss.

Job Performance Evaluation

Your supervisor will be given a blank evaluation sheet to assess your performance. The evaluation will be an excellent chance for you to learn what your supervisor considers your strength and the areas that need improvement. The evaluation will help you improve your job performance.

You will be evaluated on the following:

- Appearance
- Attendance/Punctuality
- Dependability/Initiative
- Judgment
- Quantity of work
- Remember: A good evaluation can mean a good reference for a future job.
Accident Procedures and Medical Treatment

WorkAbility students are considered employees of San Francisco Unified School District and are covered for Workers Compensation.

If you are injured on the job, you should:
• Notify your worksite supervisor immediately
• Call your parent or guardian
• Review procedures located in your Intern folder
• Contact WorkAbility as soon as possible

WorkAbility Office Contacts

45 Conkling St. – Room 102 – S.F., CA 94124 – Phone: 415/695-2428 – Fax: 415/695-2448

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