ADAPT, Inc.
Sheltered Workshop
Personnel Policies

Rev. 4/13, 10/2025

Information for Core Workers concerning policies and procedures at ADAPT's Workshop.

HOURS

ADAPT is open from 8:00 to 4:00 from Monday to Friday.
Workshop hours are 7:30AM to 3:00PM

TRANSPORTATION

Core Workers are responsible for providing their own transportation to and from work.

LUNCH

A sack lunch should be brought to ADAPT. Pop is available at a reasonable cost. Coffee is available free of charge. A refrigerator is available for lunch storage, however, due to space limitations, it is preferable to pack a lunch with a "cold keeper". Stoves and microwaves are available for heating lunches.

PHONE USAGE

There is a phone available at ADAPT for core workers to use on breaks only. A five-minute time limit has been established for the consideration of all. Long-distance calls are prohibited.

DRESS CODE

Appropriate dress is required at ADAPT. Open toe shoes and/or sandals are not allowed.

SMOKING

Smoking is allowed only in outdoor approved areas, during lunch and breaks **only**. Smoking is prohibited in all ADAPT vehicles. Smoking is not allowed within 15 feet of entrances to the building. The sale of smoking products at ADAPT is prohibited.

MEDICATIONS

It is the responsibility of the core worker to notify ADAPT of any changes in medication. ADAPT staff do not administer or store medication.

ILLNESS

Core workers are not to attend ADAPT if they are sick or have any contagious illness or condition. Regarding head lice, ADAPT has a no-nits policy. If a core worker arrives at ADAPT or becomes ill during the day they are expected to leave ADAPT.

PAYCHECKS

Everyone who works will receive a paycheck. The work at ADAPT is based generally on a piece rate system. This means if the worker completes 25 pieces in an hour and the job pays $.25 per piece the worker will have earned $6.25 for the hour. ADAPT conforms with all U.S. Wage and Hour regulations.

Paychecks are handed out every other Friday after 9:00 am to those who have worked. After 3 pm checks will be mailed. Checks may not be cashed at ADAPT. It is also not advisable to bring large amounts of money to ADAPT.

You must report any payroll errors to the workshop supervisor (or staff in charge) immediately.

If the error is reported by noon on the Monday following payday AND is an error by ADAPT staff, then a new paycheck will be issued within two business days. Checks lost in the mail or lost paychecks will be reissued after 10 days. For lost paychecks the core-worker will cover any costs incurred by ADAPT.

If the error was made by the core worker or not discovered until after noon of the Monday following payday, then the adjustment will be made on the next paycheck.

INCLEMENT WEATHER POLICY

Anyone who has questions as to whether ADAPT will be open should contact the program.

HOLIDAYS

ADAPT will be closed on:

- The PM before New Years
- New Years Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- PM before Christmas
- Christmas

ADAPT sometimes closes at other times. Advance notice will be provided.

PERSONAL DAYS AND HOLIDAYS

Adapt Core Worker Sick Time Policy
Effective: February 21, 2025

Adapt adheres to federal and state laws regarding paid time off. All core workers will be eligible for paid time off per the Earned Sick Time Act.

Eligibility & Accrual
All core workers will accrue **one (1) hour of paid sick time for every 30 hours worked**.

- Accrual begins on the **first day of employment**.
- Sick time **cannot be used until after 120 days of employment**.
- **Paid time off** for holidays, vacation, personal time, PTO, or other leave **does not count** toward hours worked for accrual purposes.

Usage Limits

- Core-workers may **use up to 72 hours of accrued sick time per benefit year**.
- Sick time will be granted in **1-hour increments**.
- Sick time will be paid at the core-worker's **normal hourly rate if piece rate**.

Carryover

- A maximum of **72 hours of unused sick time** may be carried over from one benefit year to the next.
- For the purposes of this policy, a "benefit year" is defined as a **calendar year** (January 1 – December 31).

Permitted Uses
Accrued sick time may be used for:

- The core-worker's own physical or mental illness, injury, or preventive medical care.
- Care for a family member experiencing illness, injury, or preventive medical care.

- Situations involving domestic violence or sexual assault affecting the core-worker or a family member.
- Public health emergencies, including business or school closures.
- Meetings at a child's school or place of care related to health or disability.

Notice Requirements

Core-workers must provide notice:

- No more than 3 days in advance if the sick time is foreseeable.
- **As soon as reasonably possible** if the need is unforeseeable.
- All notice must follow Adapt's documented **notice and call-in procedures**.

Protection from Retaliation

Core-workers will not be penalized or retaliated against for requesting or using accrued paid sick time for any of the permitted purposes under this policy.

OTHER EMPLOYMENT OPPORTUNITIES

Core workers are also eligible to apply for any posted regular positions within ADAPT. Regular positions include health benefits, personal time, regular hours, and set wages.

EMERGENCY EVACUATION PROCEDURES

Each program will post and follow emergency evacuation procedures. The emergency evacuation procedure will be used to evacuate all occupants of an ADAPT site to a designated safe location. In the event of an emergency evacuation, the supervisors or designated staff will contact the designated safe location and will advise them of the situation.

OFF SITE WORKERS

For the core workers who work off site, those will follow the direction of per the location they are working at. For example, at AP the personnel will all evacuate for a fire at their designated meeting location.

CONFLICT RESOLUTION AND RIGHTS OF APPEAL

If a core worker questions a statement, decision, or action by a staff member, the first step is to discuss the problem with the staff person. If the issue is not resolved at that level the core worker may appeal the decision to the Workshop Supervisor. The person may request, either verbally or in writing, to appeal that statement, decision or action. When such an appeal request is received (in writing or verbally), the Workshop Supervisor will arrange for a hearing between the supervisor and the core worker, within 3 working days. Upon the decision of the Workshop Director, if it's not agreed upon with the core worker then, they may write an appeal to the Executive Director. The Executive Director's response is *final* and will be issued in writing to the core worker within 5 working days.

ADAPT does not discriminate with regards to services, pay, or opportunity for work because of race, creed, sex, national origin, age, or non-job-related disability. ADAPT also complies with all federal and state wage and hour laws.

WORKER RESPONSIBILTIES

Work hours: 7:30 am to 2:30 pm
Break: 1:15 pm to 1:30 pm
Lunch: 11:00 am to 11:45 am