

ADAPT, INC.
PERSONNEL POLICIES

CORE WORKERS

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.

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 9:00am to those who have worked. 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.

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

If weather is bad, listen to 1590 WTVB AM or 95.5 FM. They will announce if Adapt is closed.

Even in the case of bad weather and Adapt is closed, there will be times when work will need to be done in the shop. Please do not take any chances coming to Adapt without calling the Shop first. We want to make sure someone is here to let you in the building. Before you leave home, call the Shop directly at 279-8894 and make sure you speak to someone before leaving home.

HOLIDAYS

ADAPT will be closed on: The PM before New Years/New Years Day/Memorial Day, /4th of July Labor Day/Day before Thanksgiving/Thanksgiving/PM before Christmas/Christmas ADAPT sometimes closes at other times. Advance notice will be provided.

PERSONAL DAYS AND HOLIDAYS

ADAPT shall provide a yearly maximum of 10 paid personal days and 5 paid holidays to core workers who have completed a calendar year at ADAPT. Personal days may not be carried over from year to year. The hourly rate paid for personal and holiday time will be based on the core worker’s average wage for the preceding year. The eligible holidays are: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. Personal time and holidays will be provided as follows:

<u>% Time spent working</u>	<u>Personal days</u>	<u>Holidays</u>
91-100	10	5
81-90	7	4
71-80	6	3
61-70	4	2
51-60	1	2

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.

Fire

During drills, evacuation will be to the designated meeting place for that location. In the event the mechanical alarm fails, there are manual air horns located at each fist aid kit. Do not re-enter the building until a member of the safety committee has given the all-clear signal. In the event of an actual fire, the staff shall lead the clients down the street to the designated safe location.

Bomb Scare

In the event of a bomb scare the staff will immediately evacuate all persons from the building. The person receiving the bomb scare phone call shall be responsible for notifying the supervisors of the threat. During evacuation, staff should keep an eye out for any foreign objects, and should report any findings to the

administration. There should be **no use of 2-way radios or cell phones**. No one is to re-enter ADAPT until the police declare it safe. A written report detailing all elements of the bomb scare shall be submitted to the proper authorities.

Natural Gas Leak

1. No smoking or use of an open flame.
2. Do not use any telephone.
3. Do not turn any light switches on or off.
4. Do not ventilate the area (Do not open windows.)

Power Failure

As ADAPT operates only during the daylight hours, a power failure would not cause panic or endanger the safety of ADAPT's clients. If the power failure appeared to be long term, transportation home would be arranged. The ADAPT buildings are equipped with emergency lighting in the event of power failure.

Tornado /Natural Disaster

ADAPT's policy on tornadoes is as follows: If a tornado watch is broadcasted we shall continue normal operations, but constantly monitor the local radio station, and visually monitor the weather conditions. If a tornado is spotted or if a tornado warning is broadcasted then all clients and staff shall proceed to the designated locations for tornado, which are interior rooms away from glass.

ADAPT's main building is constructed of cement block and offers a high degree of protection against tornadoes and other natural disasters. In the event of a natural disaster, clients would remain at ADAPT until safe transportation could be arranged. Other sites may need to determine whether to evacuate to a designated safe location, based on the nature of the emergency and the risks involved.

CONFLICT RESOLUTION AND RIGHTS OF APPEAL

Each core worker has the right to appeal any decision by a staff member. 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 himself and the core worker, within 3 working days. The decision of the Workshop Director 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 RESPONSIBILITIES

Work hours: 9:00 am to 3:00 pm

Break: 1:15 pm to 1:30 pm

Lunch: 11:00 am to 11:45 am

- Workers are to report to work on time.
- Workers are to inform their supervisor of absences and tardiness at least 24 hours in advance.
- No workers are to be in the workshop before 9:00 a.m. or during breaks, unless requested by their supervisor.
- Fighting, teasing, throwing, shouting, running, and pushing are not allowed.
- Workers are to stay at their assigned worktable during work hours.

- Workers are responsible for cleaning up their workstations prior to leaving.
- Workers are to follow instructions from their supervisors.
- Workers should make arrangements to visit others during non-work hours.
- Workers will not be allowed to receive personal calls during work hours.
- Telephone use is restricted to the cafeteria phone and only during break time.
- Open pop cans, coffee cups and other open beverage containers are not allowed in the shop.

IF THE RULES ARE BROKEN, THE FOLLOWING STEPS WILL BE TAKEN FOR CORE:

Time line is within any six-month period:

First Incident -- Verbal Warning

Second Incident -- Written Warning

Third Warning -- Suspension/Termination/Conference

Suspensions and/or terminations will be at the discretion of the Workshop Supervisor. Other actions/disciplines may be taken at the discretion of the Workshop Supervisor, depending on the situation and the severity of the incident. Persons reporting to work under the influence of illegal drugs or alcohol will be sent home and/or terminated.