NextGen Program

WORK EXPERIENCE PROGRAM (WEP)

TRAINEE HANDBOOK

Atlanta Regional

WORK SOURCE GEORGIA

NextGen Program

Connecting Talent with Opportunity

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Name of Worksite

Serving Cherokee, Clayton, Douglas, Fayette, Henry, Gwinnett, and Rockdale Counties
An Equal Employment Opportunity and Training Program

TRAINEE NAME: _____

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TRAINEE NAME: _____

INTRODUCTION

The Work Experience Program (WEP) provides work-based training for young adults sponsored by the WorkSource Atlanta Regional under the Workforce Innovation and Opportunity Act (WIOA). For the purposes of providing employment and training services to eligible young adults, hereinafter you will be referred to as the **"Trainee".** The goal of the WEP is to encourage Trainees to remain in school, develop career goals and secure employment. Through this activity, Trainees will have the opportunity to develop the skills necessary to meet their present and future employment needs.

This handbook has been developed to assist you in understanding the purpose and regulations pertaining to the WEP policies and procedures as well as what is expected of you, the Trainee. It includes information on what the NextGen Service Provider (NGSP) will do to assist you.

Program Contacts

You will have a direct NGSP Work Experience Program representative who will be available to answer questions and provide assistance that you may need.

NGSP WEP Contact: _____

Phone: _____

Email: _____

Secondary Contact: _____

Phone: _____

Email: _____

Additional information can be obtained from the WorkSource Atlanta Regional Staff:

WorkSource Atlanta Regional
Atlanta Regional Workforce Development Board
229 Peachtree Street NE, Suite 100
Atlanta, GA 30303
www.atlantaregional.org

Marsharee O'Connor
NextGen Program Director
(470) 378-1620
Moconnor@atlantaregional.org

Candice Coppin
NextGen Quality Assurance & Compliance Officer
(470) 378-1612
Ccoppin@atlantaregional.org

SPECIAL NOTE:

Each NGSP is **required to have, on site, a copy of the official Trainee Agreement, as well as, some additional documentation which should be included in the Trainee's file for record keeping.** The NGSP WEP representative will discuss these items with you as well as provide the documents.

We wish you success in this very worthwhile and rewarding work experience!

TRAINEE NAME: _____

PROGRAM PURPOSE

ACRONYM AND DEFINITION

- ARC – Atlanta Regional Commission/WorkSource Atlanta Regional
- NextGen Program (NGP) – Young adult program operated by WorkSource Atlanta Regional
- WEP – Work Experience Program
- WEx – Work Experience
- WIOA – Workforce Innovation and Opportunity Act
- NGSP – NextGen Service Providers

The NextGen Program operates the Work Experience Program (WEP) through funding from the Workforce Innovation and Opportunity Act (WIOA) to provide Classroom Training Programs or Paid/Unpaid Work Experience (WEx) to Trainees.

WEP DESIGN

1. The WEP provides jobs in public, non-profit, and private agencies/companies. The program is intended to cover _____ **weeks** and _____ **hours per week** of employment. Work experience is also contingent upon availability of funds.

2. Your employment training placement is called a "Worksite". Worksites and jobs are selected based on criteria that match with your skills and career goals.

3. All participants are required to attend orientation prior to being placed at a Worksite. The orientation will cover the rules and procedures for the WEP. The length of orientation and activities are up to the discretion of the NGSP.

4. All participants are required to attend an academic or occupational component offered before or during your WEx. Including pre-employment training/work maturity activities and education offered concurrently as workforce preparation activities and training for a specific occupation or occupational cluster.

GOALS AND OBJECTIVES OF WORK EXPERIENCE (WEx)

1. Provide you with employability skills through introduction to the world of work to expose, develop, and encourage your attitude towards employment responsibilities.

2. Provide you with an opportunity to explore careers through practical (hands-on) and theoretical (classroom) training that will develop your marketable skills.

3. Provide an opportunity for you to see the direct connections between school and work.

4. Place you in a work environment which will:
   a. Provide you with financial assistance through employment.

   b. Assist you in acquiring basic work skills and disciplines such as punctuality, reliability, attendance, accountability, responding to supervision/direction, cooperating with co-workers through team efforts and delivering quality work products and services.

Consider your placement as an investment of **YOUR** time and **YOUR** effort in **YOUR** future and in **YOUR** community. This is an opportunity for you to build the connection between what you learned at school and what

you will learn in the world of work. You have been selected as a participant with the understanding that you are willing to make such an investment. Ultimately, **YOU** are responsible for what **YOU** gain from this program. Therefore, hold extremely high expectations for this program and **YOUR**self and believe in your success.

YOUR RIGHTS

Just like in a real work environment, employees have rights……so do you as a Trainee in WEP. The very first thing you will need to know is what your rights in this program are.

GUIDANCE AND COUNSELING

You will have a WEx Coordinator (WEP representative) assigned to you at the beginning who will talk and counsel with you during your work experience. Your WEx Coordinator will inform you of what type of job you will be placed in. Also, your WEx Coordinator will provide assistance if you have any problems, concerns, or questions. Don't hesitate to speak with your WEx Coordinator as they are there to help. It is your WEx Coordinator's responsibility to monitor your participation as it relates to your work performance and provide you with constructive feedback that can enhance your overall performance and job productivity. Your WEx Coordinator will also work with your worksite supervisor as well. Get to know your WEx Coordinator very well as you will see them frequently throughout the process of your work experience.

MONITORING OF WORK EXPERIENCE PROGRAM & WORKSITE

During your work experience, you may receive visits from your WEx Coordinator (NGSP Staff) and/or a representative of the WorkSource Atlanta Regional NextGen Program. During these visits, you be will asked questions about your classes and/or about your work. This is done to ensure that you are having a positive experience in the program. It is important for you to talk honestly with your WEx Coordinator and the NGP staff about problems you have encountered and/or experiences that have been beneficial to you. The information gathered from these visits will aid in the overall improvement of WEP.

The Worksite may be monitored by the State (Technical College System of GA (TCSG)) and/or a representative of the WorkSource Atlanta Regional NextGen Program, as well as regular visitations by the NGSP staff to check on the progress of the work experience.

GRIEVANCE/COMPLAINT PROCEDURES

If you feel that you have been treated unfairly or you have a problem, first discuss the situation with your supervisor and/or WEx Coordinator. If the problem is not resolved, put the problem in writing and forward it to: WIOA Equal Opportunity Officer, Atlanta Regional Commission, 229 Peachtree Street NE, Atlanta, GA 30303. The Equal Opportunity Complaint & General Grievance Policy and Procedure form will be provided by the NGSP and MUST be signed and dated by you. You should keep a copy of the Grievance Procedure form for yourself.

In everyone's work, there are certain rules and procedures to communicate ideas, complaints, and problems. This is called the line of authority, chain of command or protocol. Employees must talk with the right people in the right way and in the right order. Usually, communication that requires a decision is best understood when it is put in writing. This allows for the person/s making the decision to have time to think over what is being said before answering.

Remember, your Worksite Supervisor and WEx Coordinator are here to help you. If you have a problem -- any problem -- don't hide it; notify your WEx Coordinator and Worksite Supervisor. When people work together a solution can be found.

TRAINEE NAME: _____

TRAINEE AGREEMENT

The Trainee Agreement is a contractual agreement between you (the Trainee) and the NGSP. The Trainee must have an agreement with the NGSP prior to Trainee being placed at the Worksite. The agreement ensures compliance with WIOA, WEP, and all applicable guidelines and regulations for a safe, meaningful and adequately supervised work experience for the Trainee. Trainees must be knowledgeable of the contents within the Trainee Agreement and the NGSP must provide the Trainee with a copy of the agreement, as well as, keep a copy onsite.

The Trainee Agreement will also cover the following items:

1. Worksite Contact Information
2. Work Experience Description
3. Work Experience Period and Limitations
4. Period of Agreement & Termination
5. Time Attendance and Compensation
6. Assurances (Trainee, Worksite, and NextGen Service Provider)
7. Job Descriptions/Work Activities
8. Worksite Monitoring
9. Signature of Certification

EQUAL OPPORTUNITY & FEDERAL STATUTES

EQUAL OPPORTUNITY POLICY

The NextGen WEP adheres to the following United States law, "No individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, disability, or political affiliation, belief or citizenship status as a lawfully admitted immigrant authorized to work in the United States." References include: The Workforce Innovation and Opportunity Act of 2014 P. L. 113-128 USDOL Regulations Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014; Final rule (29 CFR Part 37); USDOL, Employment and Training Division, Workforce Innovation and Opportunity Act; Final Rules (20CFR Part 603 et al.).

EEOC
U.S. Equal Employment Opportunity Commission

NEPOTISM

No Trainee may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. To the extent that an applicable State of local legal requirement regarding nepotism is more restrictive that this provision, such State or local requirement must be followed.

UNIONIZATION

Trainee may not engage in, solicit or discourage activities related to unions.

SECTARIAN ACTIVITIES

WIOA Title 1 funds may not be spent on the employment or training of Trainee in sectarian activities. Trainee must not be employed under title I of WIOA to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship. However, WIOA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIOA Trainees [WIOA sec. 188 (a)(3).

MAINTENANCE OF EFFORT

The work site agrees not to terminate, lay-off or in any way reduce the working hours or infringe upon the promotions or advancement opportunities of any current employee through the utilization or in anticipation of utilization of any WEP Trainee at this work site.

HATCH ACT

Trainee may not engage in, solicit or discourage political activity while on duty at the WEP Worksite. No funds provided by the program may be used for any project involving political activity.

In addition to the above federal regulations and guidelines, WIOA regulations have restrictions on acceptable program activities and supervisory practice. Therefore, Illegal activities are prohibited or restricted. To ensure the integrity of WEP, the Worksite Supervisor may not solicit or accept kickbacks, favors or anything of monetary value from the Trainee or NGSP.

RULES & REGULATIONS

You should be treated the same as other employees at your worksite. Therefore, you will be expected to conform to all rules and regulations set in place. WEP rules and regulations will be discussed during orientation prior to starting at your worksite. Upon arrival at your worksite, the Worksite Supervisor should discuss the rules and regulations of the worksite. If this is not done, it is your responsibility to notify the worksite supervisor. Be sure to review all general rules and personnel procedures outlined by your Worksite Supervisor and WEx Coordinator. If there is something you don't understand, ask questions! Disregarding rules is grounds for termination from the program.

ATTENDANCE AND PUNCTUALITY

Your Worksite Supervisor will keep weekly records of your time and attendance. You will be asked to sign in and out on a daily time sheet at the worksite. You will only be paid for the hours you actually work or attend class. You will not be paid for holidays, lunch breaks, sick days, or vacation. You will not be allowed to make up time lost for absences unless you have a written excuse from a doctor or court official. Remember missed days from work means less money to receive.

You are expected to be on time for work and/or class and sign in upon arrival and sign out upon departure from the worksite to verify time worked. If you are going to be absent or late, you must call your worksite supervisor beforehand. Failure to call your worksite supervisor and WEx Coordinator could be grounds for termination. Your supervisor or WEx Coordinator will provide more information concerning attendance procedures. Timesheet is discussed in greater details under "Payroll".

DRESS FOR SUCCESS

You are expected to dress appropriately for your job assignment. Consult with your worksite supervisor for the appropriate dress code according to your work assignment and worksite requirements.

RULES OF CONDUCT

1. Respect the rights and properties of others. Stealing or damaging an individual's or program's property will not be tolerated.

2. Physical or verbal attacks will not be tolerated.

3. You are expected to pay attention and follow the instructions of your Worksite Supervisor and instructor.

4. You must not leave the worksite or classroom before the scheduled time without prior approval from your Worksite Supervisor and instructor.

5. You must never let someone sign you in or out on your timesheet. Also, you must never sign in or out on someone else's timesheet.

6. Must receive prior approval from Worksite Supervisor regarding your designated time for lunch and breaks.

7. You must follow all safety rules.

8. You must not use worksite telephones for personal calls without permission.

9. Prohibit use of cell phone calls and/or texting during your work hours. If an emergency occurs where you need to use your cell phone, be sure to speak with your worksite supervisor or instructor beforehand.

10. Use/possession of alcohol and/or drugs is prohibited.

11. Use of profane language/s is prohibited.

12. Use of tobacco products are prohibited except during breaks and in appropriate areas.

DISCIPLINARY ACTIONS FOR CAUSE

You could be subjected to disciplinary action by the Program Administrator or authorized representative for violation of the rules. The following violations will not be tolerated and could result in termination from the work experience program.

1. Repeated tardiness or absences.

2. Leaving the worksite or classroom during working or training hours without prior approval from Worksite Supervisor or instructor.

3. Violation of worksite or classroom rules.

4. Use/possession of drugs and/or alcohol.

5. Insubordination, resisting authority and/or refusal to perform your duties or tasks as assigned.

6. Inefficiency or inability to perform the duties required of the position.

7. Fighting or being disruptive in any way.

8. Unauthorized long-distance telephone calls and excessive use of worksite phone for personal calls.

9. Discourtesy to the public – the use of profane language or conduct which affects the safety, rights, and comfort of others.

10. Stealing or destruction of property belonging to the worksite or others.

SEXUAL HARASSMENT

ARC/ARWDB is committed to a work environment in which all employees are treated with respect and dignity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual Harassment may include a range of subtle and not so subtle advances and may involve individuals of the same or different gender.

Examples of Sexual Harassment are:

- Unwanted sexual advances
- Sexual jokes
- Verbal abuse of a sexual nature
- Conversation about a person's body
- Conversation about sex
- Leering
- Touching
- Catcalling
- Obscene gestures
- Objects or pictures of a sexual nature (including email)

If you feel that you are a victim of sexual harassment, report it to your WEx Coordinator, instructor and/or Worksite Supervisor immediately. **ALL COMPLAINTS WILL BE INVESTIGATED.**

If you are found to be guilty of sexual harassment, you will be subjected to termination. **SEXUAL HARRASSMENT WILL NOT BE TOLERATED.**

As a WEP Trainee you have rights. Therefore, you will be given the opportunity to be heard by the Program Administrator and/or other representative/s. The problem must be discussed with you and your assigned WEx Coordinator, and where applicable, the Worksite Supervisor involved, to try to solve the problem. If disciplinary action is recommended, a review and consideration of all information provided will be carefully evaluated. This is to ensure that all parties included are treated fairly throughout the process.

WORKSITE CHANGE

If you would like to request a worksite change, you must see your WEx Coordinator. Be aware that a worksite change may not be possible.

TERMINATION OF WORK EXPERIENCE

If you decide to terminate your work experience, do it positively.

1. Be sure to tell your site supervisor and WEx Coordinator first……follow the chain of command.

2. Put your termination of work experience in writing. Keep your letter positive and remember that the end goal is to maintain a positive relationship with your employer and co-workers.

3. Give as much advanced notice as possible. Also, if possible, try to complete all assignment/s that you started.

4. Leave in good standing, don't leave any hard feelings.

Remember to always remain professional as you are going through the process of terminating your work experience. You never know when you may need a good reference for another job.

PAYROLL PROCEDURES

TIMESHEET

The WEP Trainee Timesheet & Progress Evaluation form in this packet is your timesheet. **YOU** should take responsibility for making sure that your time sheet is completed each week. Remind your Worksite Supervisor to complete your time sheets before you leave work on the day specified for time sheet completion and collection. **YOU** will be responsible for signing in and out of your worksite daily on a time sheet. At the end of the week, your Worksite Supervisor will total your hours. You and your Worksite Supervisor must sign and date your time

sheet. Your Worksite Supervisor will forward your timesheet to your WEx Coordinator to be processed for payment.

To ensure proper payroll processing:

1. Do not sign and date your time sheet until all the information on your time sheet is recorded and you have had a chance to make sure it is correct.

2. Do not sign a time sheet that has incorrect information on it.

3. If you or your Worksite Supervisor make a mistake on the time sheet, initial any changes and make sure your supervisor initials the changes as well.

4. Electronic timesheets may be used in addition to the WEP Trainee Timesheet & Progress Evaluation form. Though the electronic timesheet may include time in, time out, and lunch breaks, the WEP Timesheet must be filled out to include: "Hours Worked" each day, comments or observations, and the necessary signatures.

If your time sheet is not completed properly and completely, this will delay you getting your check on time.

NOTE: Timesheet submitted for payroll processing must have original signatures from Trainee and Worksite Supervisor. Failure to do so will also result in delay of your paycheck.

NOTE: You will not work holidays and will not be paid for holidays.

WAGES AND BENEFITS

You will be paid $_____ per hour for a maximum of_____ hours per week and maximum of _____ weeks. Your WEx Coordinator should let you know how many hours you will be expected to work each day. Under no circumstances should you work over _____hours in a given day. If a Worksite Supervisor schedules you for more hours in a day, you should have the Worksite Supervisor immediately contact your WEx Coordinator to have this worked out. You will only be paid for hours actually worked, not to exceed what has been designated on your Trainee Agreement. Your WEx Coordinator will inform you of your pay schedule. If your first wage payment is delayed, you will be paid for all of the hours you worked, up to your maximum allowable hours. If you do not receive notice of paid wages on time, report it to your WEx Coordinator immediately.

Your paycheck will be issued to you only! If you are authorizing parents or others to receive your paycheck on your behalf, you will need to issue them a signed hand-written letter stating that the authorized person has been given permission to pick up your paycheck. The authorized person will be required to provide a copy of their current Georgia State ID or driver's license before the staff issuing the paycheck can release it to them. If you lose your paycheck, immediately notify your WEx Coordinator.

The NGSP will operate as the "Employer of Record" and pay wages to the Trainee. The WEx Coordinator will explain the paycheck pick up or drop off procedures. NGSP must ensure that the Trainee signs for receipt of each paycheck. **Trainee job description and hourly pay will be documented on the Trainee Agreement.**

1. Social Security (FICA) payments will always be deducted from your check. If you file EXEMPT, no federal, or Georgia State taxes will be deducted from your wages.

2. You will not be eligible for Unemployment Benefits as this is a subsidized work/experience/ training work relief program.

TRAINEE NAME: _____

TRAINEE PERFORMANCE EVALUATION

Worksite Supervisor must evaluate the work performance of the Trainee. The evaluation must be documented on the "Trainee Timesheet & Progress Evaluation" and "Trainee Final Work Evaluation" forms.

The purpose of the performance evaluation is to:

- Help the Trainee build on his/her strengths and identify the areas that he/she need improvement, in order to be more efficient on the job.
- Enable the creation of reasonable performance standards, therefore, the Worksite Supervisor and Trainee are aware of what is considered acceptable performance.
- Provide an opportunity for open dialogue between the Worksite Supervisor and Trainee so they can mutually establish goals for development.

As the Worksite Supervisor is conducting the evaluation they will emphasize to the Trainee that the following behaviors are not acceptable and will not be tolerated.

- Excessive absences and tardiness.
- Physical damage and or theft of property.
- Possession of a weapon(s) on the premises.
- Falsifying, forgery, or alteration of timesheets.
- Walking off the job without Worksite Supervisor's permission.
- Total lack of interest in learning job skills and following directions.
- Poor attitude towards Worksite Supervisor and co-workers after counseling efforts have been made.
- Refusing to follow instructions.
- Reporting to work under the influence of drugs and/ or alcohol; or using drugs and/ or alcohol while on the job.
- Violating smoking regulations.
- Involvement in an altercation or fight at the Worksite.
- Insubordination and/ or disrespectfulness.
- Excessive or unauthorized use of telephone, including cell phones.
- Abusing allotted lunch time and/ or breaks.
- Using profanity.
- Inappropriate touching

ACCIDENTS or INJURIES

You are covered for all job-related injuries occurring on the job. In the event of an accident or injury while on the job, no matter how minor it may seem, you must report it to your Worksite Supervisor immediately. Your worksite supervisor is required to submit a written report of all accidents. Also, your Worksite Supervisor will fill out all forms necessary for worker's compensation. If you are injured and must seek medical attention, all charges for physicians, hospital, and prescriptions will be paid by the worker's compensation insurance provided by the NextGen Service Provider (NGSP).

TRAINEE NAME: _____

GENERAL SAFETY RULES

- Report any injury to the Worksite Supervisor and the NGSP immediately.
- Report all unsafe working conditions to the Worksite Supervisor and NGSP.
- Horseplay is prohibited always.
- Drinking alcoholic beverages is strictly prohibited during working hours. If discovered under the influence of alcohol or drugs, the Trainee will not be permitted to work.
- If the Trainee does not currently have First Aid training, do not move or treat an injured person unless there is immediate danger, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times.
- An approved hard hat must be worn in areas where there is danger of falling objects.
- Trainee should not perform any task unless trained to do so and are aware of the hazards associated with that task. Trainee must not perform any task other than what he/she was hired to do.
- Trainee may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
- Trainee must learn safe work practices. When in doubt about performing a task safely he/she must contact the Worksite Supervisor for instruction or training.
- Trainee should not use any equipment for purposes other than its intended use.
- Never remove or bypass safety equipment.
- Trainee should not approach operating or safety equipment from the blind side.
- Trainee must learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Trainee should be alert to hazards that could affect the Worksite.
- Obey safety signs and tags.
- Trainee should always perform his/her assigned task in a safe and proper manner and do not take shortcuts (taking shortcuts and ignoring established safety rules is the leading cause of employee injury).

DISCIPLINE PROBLEMS ACTION PROCEDURES

The following are guidelines that the Worksite Supervisor must follow to address the discipline and/or performance problems that the Trainee is exhibiting.

1. The first step is to verbally warn the Trainee.
2. If the problem continues, the second step is to conduct a counseling session led by the Worksite Supervisor and NGSP. The counseling session should be documented and placed in the Trainee's file.

3. If an acceptable resolution for the problem is not reached and the problem continues, the third step is to terminate the Trainee from the Worksite.

Each disciplinary action must be documented, dated, and signed by the Worksite Supervisor, the Trainee and by the NGSP. A copy of the disciplinary action must be placed in the Trainee's file.

Note: The following steps depend on the severity of the problems undertaken by the Trainee. Therefore, the process may vary depending on the circumstances.

WORK EXPERIENCE TERMINATION POLICIES

Trainee should be treated like regular employees who are performing meaningful work while being well supervised. The Worksite Supervisor and NGSP should work with Trainee to make him/her a better employee. Trainee will be expected to conform to all personnel procedures of the Worksite.

It may become necessary to terminate a Trainee from the Worksite and/or WEP for the following reasons:

- Insubordination, including the use of foul or profane language and/or disrespect.
- Inefficiency and inability to perform duties/assignments (unwillingness to learn).
- Intoxication and/or possession of alcohol and/or drugs.
- Willful violation of any Worksite rules.
- Absence from work without notifying the Worksite Supervisor or NGSP (no call, no show).
- Excessive absenteeism or tardiness.

Before termination takes effect, the Worksite Supervisor must discuss it with the NGSP. Any charges made, and any actions taken must be documented in the Trainee's file. In the event a Trainee has to be terminated, the Worksite Supervisor should adequately document the events leading up to and including the termination. This documentation should be reviewed with the NGSP immediately. The NGSP will then make the determination whether to terminate the Trainee from the overall WEP based on the severity of the charges.

HELPFUL HINTS and PERSONAL WORK HABITS

- Be ready to do a variety of tasks and approach each task with an open mind. Show determination and a willingness to learn.
- Listen carefully to instructions and take written notes for special instructions. Make certain you ask questions on things you don't understand.
- Organize tasks and follow through until all phases are completed. Be sure to complete tasks in the order they are given unless the Worksite Supervisor says a task is urgent.
- Do assignments as quickly and accurately as possible. Always try to complete one task before beginning another unless requested otherwise.
- Perform routine tasks without having to be reminded.
- Ask for help when you need it.
- Develop and show a positive attitude towards your job and classroom training. Remember that what you learn in class can be useful on the job and vice versa.

- Be friendly, courteous, and tactful with co-workers, instructors, Worksite Supervisors, classmates, and WEx Coordinators. Also, do not argue with co-workers and Worksite Supervisors about assigned tasks. Discuss problems calmly and objectively.

- Do not sit idle, when you finish a task, ask if you can help on something else. Always be thinking of how you can improve.

- Do not spread rumors.

- Accept constructive criticism, do not get defensive; it's a part of learning.

- Stay poised under pressure. Do not give up if you did not succeed the first try. View failure as a learning experience.

- Respect company equipment and supplies. If equipment breaks, report it to your Worksite Supervisor immediately.

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NEXTGEN SERVICE PROVIDER: _____

Work Experience Program (WEP)

GRIEVANCE/COMPLAINT FORM

**A copy of the latest Grievance Procedures is REQUIRED to be provided to the Trainee by the NextGen Service Provider and MUST be signed by the Trainee prior to the work experience begin date.

Person Making Complaint (Complainant)		
Full Name	Telephone Number	
Address		
City:	State	Zip Code
Email		

Person or Organization Against Whom the Complaint is Made		
Full Name	Telephone Number	
Address		
City	State	Zip Code
Email		

Clear, Brief Statement of the Facts Including the Date(s) and the Alleged Violation Occurred (write on back if necessary)

Relief Requested

Send To: Phyllis Jackson, WIOA Equal Opportunity Officer

Atlanta Regional Commission/Workforce Solutions
229 Peachtree St. NE, Atlanta, GA 30303
470-371-1118 | TDD/TTY: 1-800-255-0056 | voice: 1-800-255-0135
wioacomplaints@atlantaregional.org

_____ _____

Complainant's Signature **Date**

_____ _____

NGSP Staff Signature **Date**

NEXTGEN SERVICE PROVIDER: _____

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Work Experience Program (WEP)

TRAINEE TIMESHEET & PROGRESS EVALUATION

Trainee Name	Last Four SSN		
Worksite Address	City	State	Zipcode
Worksite Supervisor Name	Telephone		
Week Ending			

TIMESHEETS SUBMITTED WITH INVOICE FOR PROCESSING MUST HAVE ORIGINAL SIGNATURES FROM TRAINEE AND WORKSITE SUPERVISOR. FAILURE TO DO SO WILL RESULT IN DELAY OF REIMBURSEMENT.

DAY	DATE	TIME IN (Start)	LUNCH		TIME OUT (End)	HOURS WORKED	SUPERVISOR'S INITIALS
			OUT	IN			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Indicate any Comments/Observations (strengths, weaknesses, improvements, etc.)

☐ Performance Qualities ☐ Interpersonal Skills ☐ Critical Thinking Skills ☐ Work Performance ☐ Work Behavior ☐ Attendance/Punctuality

Trainee Signature	**Date**	**Worksite Supervisor Signature**	**Date**
NGP Staff #1 Signature	**Date**	**NGP Staff #2 Signature**	**Date**

IT IS MANADATORY THAT TWO NEXTGEN STAFF MEMBERS REVIEW TIMESHEET FOR ACCURACY. ALL CHANGES/CORRECTIONS MUST BE INITIALED OR SIGNED.

NEXTGEN SERVICE PROVIDER: _____

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Work Experience Program (WEP)

FINAL WORK EVALUATION

BY WORKSITE SUPERVISOR

Trainee Name	Job Title
Worksite	

Please check if any of the following negative characteristics apply:

- ☐ Demonstrates inappropriate behavior for work environment.
- ☐ Displays disrespect for Worksite Supervisor, employee, or property.
- ☐ Requests excessive time off from work.

Directions: Grade the Trainee in each area and comment.
Review the Work Evaluation with the Trainee.
Submit the Work Evaluation to the NGSP.

The Final Work Evaluation must be signed and dated by the Worksite Supervisor and the Trainee.

Grade Scale:
(**E**) Exceeds Expectations (**S**) Satisfactory (**N**) Needs Improvement (**NA**) Not Applicable

	E	S	N	NA		E	S	N	NA
Demonstrates honesty and integrity					Maintains positive attitude				
Maintains interest and enthusiasm					On time for work				
Calls in if late or absent					Reports to work daily				
Completes assignments in a timely manner					Reports to work neat and clean				
Accepts responsibility for assigned duties					Dresses appropriately				
Uses good time management techniques					Accepts constructive criticism				
Cooperates with fellow employee					Follows Worksite rules				
Makes few mistakes					Leaves work when scheduled				
Keeps breaks/meals to allotted time									

Was the Work Experience successful or unsuccessful? ☐ Successful ☐ Unsuccessful

Indicate any Comments/Observations (strengths, weaknesses, improvements, etc.)

Trainee Signature _____ **Date** _____

Worksite Supervisor Signature _____ **Date** _____

NGSP Staff/WEx Coordinator Signature _____ **Date** _____

NEXTGEN SERVICE PROVIDER: _____

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INCIDENT REPORT

Use this form to report any workplace accident, injury, or incident. Return completed form to Management within 24 hours of the event.

DETAILS OF PERSON INJURED OR INVOLVED (to be filled in by person injured/involved if possible)			
Full Name			
Person Completing Report (if different)			Date
Contact Info	Phone(s)	Email	

DETAILS OF INCIDENT		
Date of Incident	Time	Police Notified ☐ Yes ☐ No
Location of Incident		
Description of Incident (Describe tasks being performed and sequence of events) Was incident/injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain : *If more space is required please use the back of this sheet		

****TO BE COMPLETED ONLY IF LOST TIME OR INJURY AND/OR FIRST AID WAS REQUIRED**
Type of injury sustained
Cause of lost time/injury or first aid
Was medical treatment necessary? ☐ Yes ☐ No
If yes, name of hospital or physician

_____ _____

Trainee Signature **Date**

_____ _____

Worksite Supervisor Signature **Date**

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NEXTGEN SERVICE PROVIDER: _____

Work Experience Program (WEP)

TRAINEE

ORIENTATION FORM

Trainee Name: _____

Trainee, please initial next to the subjects that were reviewed during orientation with the NextGen Service Provider WEP representative/WEx Coordinator.

☐	1. Program Contacts
☐	2. Program Purpose
☐	3. Trainee Rights (NGSP must provide latest Grievance Procedure)
☐	4. Trainee Agreement (Job Description)
☐	5. Equal Employment & Federal Statues
☐	6. Rules & Regulations
☐	7. Payroll Procedures (Timesheet & Trainee Progress Evaluation form)
☐	8. Trainee Final Performance Evaluation (Final Work Evaluation by Worksite Supervisor form)
☐	9. Accidents or Injuries (Incident Report)
☐	10. General Safety Rules
☐	11. Discipline Problem Action Procedure
☐	12. Termination Policies
☐	13. Helpful hints and Personal Work Habits
☐	14. Trainee Worksite Job Description – I have received a copy of the job description for my records. The information on this document, such as my worksite supervisor's name, job title, job responsibilities, work schedule and work hours were explained to me by the NextGen Service Provider.

_____ _____

Trainee Signature **Date**

_____ _____

NGSP Staff Signature **Date**