

Work Readiness Expectations

OID

Youth Name (Last, First) *please print*

Living Unit *please print*

Staff Name *please print*

Date

Following are the basic expectations of my participation in the Work Readiness Group.

I will:

- Report to work as scheduled, in the proper uniform, and with my ID card.
- Make sure my work uniform and ID card are in good condition.
- Treat others with respect and be polite.
- Actively participate in work readiness, treatment, and educational settings.
- Accept work and seating assignments that are given to me.

I understand:

- The Work Readiness Group is an important part of my overall treatment plan.
- My work evaluation is based on my job and programming performance.
- I must positively participate in the Work Readiness Group to complete my treatment plan goals.
- My work evaluation ratings are based on my involvement and progress in all programs at MCF-RW.
- I must get “Average” or “Above Average” ratings in all areas of my work evaluation to:
 - Have the opportunity to participate in extra work program activities;
 - Get pay increases; and
 - Be able to apply for a new job position.
- The pay schedule.
- Work Readiness Group policies.
- Unexcused absences can result in a suspension.
- If I am suspended twice in 30 days I cannot participate in extra Work Readiness Group activities and will not get a pay raise.
- How to apply for other job opportunities.

The Work Readiness Expectations listed above were explained to me and I had the opportunity to ask questions. I understand the Work Readiness Expectations and that I must positively participate in the Work Readiness Group to complete my treatment plan goals.

Youth Signature

Date

Staff Signature

Date