



# Arnold Center, Inc

Exceptional People Delivering Quality Service

October 2016

Employee Monthly Meeting

# FOLLOW UP ON ACTION ITEMS:

Welcome back Amy Chumah

# NEW BUSINESS:

## Reminders

- No cell phones, I pods, mp3 players or other music devices used on the shop floor unless you it is in your plan to do so.
  - If it is in your plan please do not wear them while walking through the shop floor.
- The staff on the shop floor may not have time to total your parts before you leave.
- If something is being handed out in the cafeteria such as books do not bring them to your workstation, leave in the cafeteria.
- When going into the restroom make sure you are giving everyone their privacy.
- Work appropriate clothing
  - No alcohol, drug, tobacco , profanity.
- If you are on a crew such as HSC, DC3, MTC, etc. and are here early in the morning or come back mid day , stay in the cafeteria. With no staff present in the morning it is a safety issue and mid day you are interrupting those on the production floor.
- If you need assistance while on the shop floor go to staff on the shop floor first. The office area is private and contains sensitive material.
- At the end of the day if you are being picked up by staff, they should be coming up to the building to get you and signing you out.
- NO BULLYING! – this is not tolerated.
  - **Types of bullying.** Physical **bullying** involves hitting, shoving, pushing, tripping, and other **kinds** of force. Verbal **bullying** involves hurtful comments, name-calling, teasing. Social **bullying** involves using relationships to hurt someone.

# Effective Employee

**What is an effective employee?**

# Effective Employee

- Punctuality/good attendance.
- Keep work areas clean.
- Takes directions well.
- Works well with a team.
- Admits mistakes.
- Positive attitude.
- Conduct yourself professionally while at work.
- Learn to take criticism gracefully.
- Learn new skills.
- Maintain a good job performance record.
- Ask your supervisor what the expectations for your job are.
- Be part of the solution.
- Always be productive.
- Dress appropriately for your job.
- Hold you head high and be confident.



## Policies & Procedures

### **CALL IN/NOTIFICATION OF ABSENCE: page 18 in Participant Handbook**

- If you have a scheduled appointment that would prevent you from participating in services, or you want to take a personal day, you are required to notify your Service Coordinator as soon as possible.
- If you are unable to participate in services due to illness, you are expected to call Arnold Center at least one-half hour before your scheduled start time.



## Policies & Procedures

- If you are eligible for paid personal time, and fail to call Arnold Center at least one-half hour before the start of your work shift, you will not receive compensation and you forfeit paid personal time equal to the hours you were scheduled to work.
- If you fail to call in for more than eight absences a year, you will lose your paid benefits for the following year. Your Service Coordinator will keep track of the number of times you fail to call in, and a balance of your personal leave hours

# SAFETY



Report any safety concerns to your supervisor or Service Coordinator.

Report any concerns in the complaint box- located in the cafeteria.

If you have improvement ideas/ tips let your supervisor or Service Coordinator know.



A 3D-rendered spotlight is shown from a high angle, casting a bright yellow cone of light onto a grey surface. The light cone is wider at the bottom where it hits the surface. The text is centered within this illuminated area.

**WORKER OF THE  
MONTH SPOTLIGHT !!**



NOMINATED INDIVIDUALS

- Josh J.
- James C.
- Brenda B.
- Kenny D.
- Mike R.
- Kelli K.
- Craig H.
- Richard P.
- Josh B.
- Linda S.
- Kevin A.

# WORKER OF THE MONTH



**Richard P.**

Richard won because he continues to be a hard worker and always ready to lend a hand on auctions and always willing to help out.

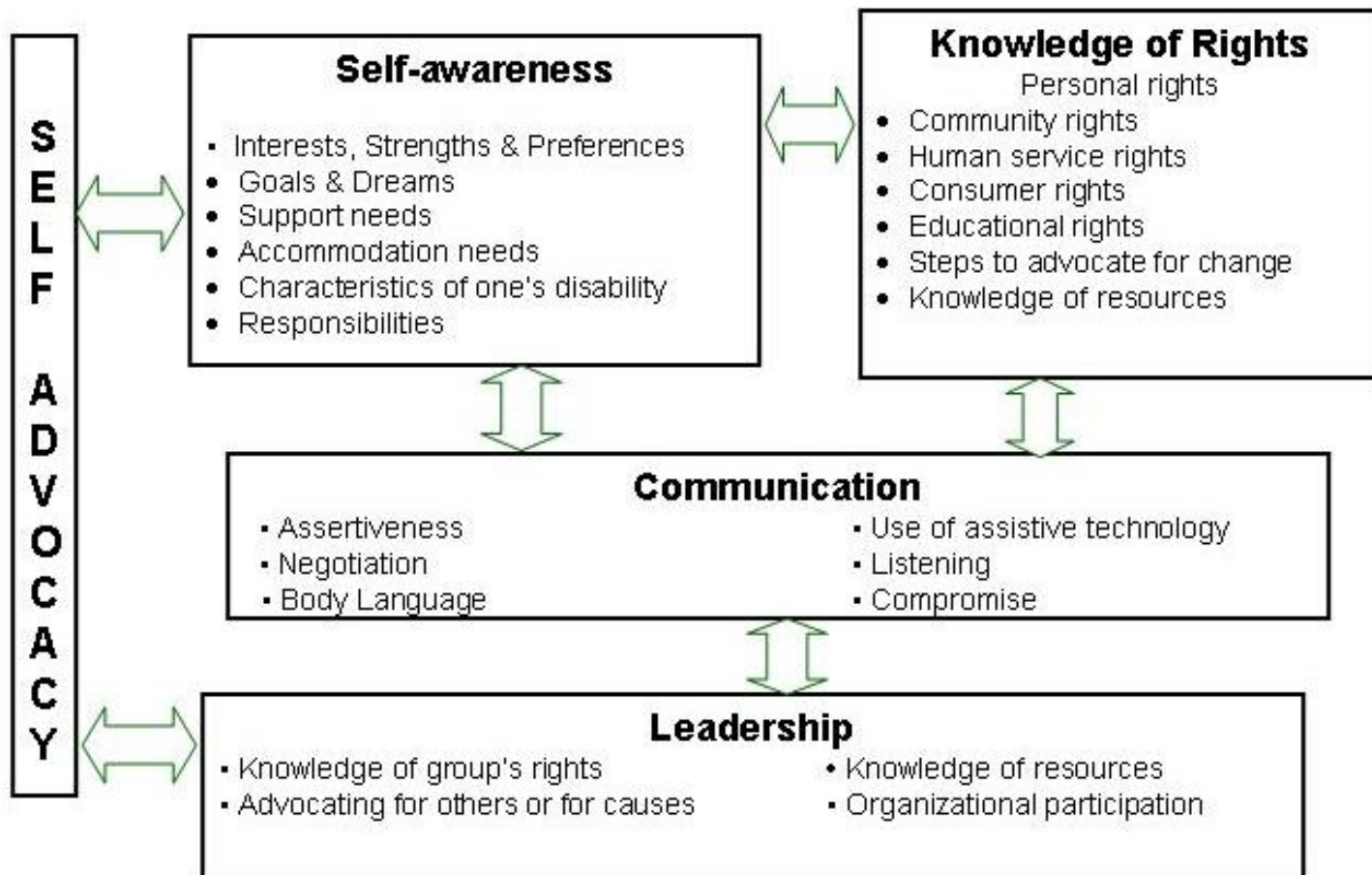


# REVIEW OF NEWSLETTERS

❖ None at this time.

# SELF ADVOCACY

## Self-Advocacy Characteristics



# Community Employment/ Social Recreation/ Volunteer opportunities

## **Community Employment**

- Several subbing opportunities at job sites. Please see your Service Coordinator if interested

## **Social Recreation**

- Please see your Service Coordinator if interested

## **Volunteering**

- Please see your Service Coordinator if interested

# WAGE & PIECE RATE

- Look for postings of, Rate per piece/CWS  
hourly base pay/Pieces per hour.

# Recipient Rights

Karen Elledge

Arnold Center, Recipient Rights officer





# CUSTOMER COMPLAINTS

**You can fill customer complaints out yourself or ask a staff for assistance.**



**The Customer Complaint box is located in the Arnold Center lunch room.**



# ACTION ITEMS:

OBJECTIVE	RESPONSIBLE PARTY	DEADLINE
None at this time.		