

ARNOLD CENTER, INC
EMPLOYEE MONTHLY MEETING

Date: April 30, 2018

I. FOLLOW UP ON ACTION ITEMS:

Nothing at this time, reminded all employees to speak with Jennifer if they have agenda items to add or topics to discuss.

II. NEW BUSINESS:

In-Service Topic for the month of April: EEOC and Harassment

EEOC stands for the Equal Employment Opportunity Commission which enforces civil rights laws against workplace discrimination. All employees, regardless of gender, age or disability are guaranteed equal rights in the workplace. This means an individual can't be discriminated against if they have a disability, or due to their sex or age.

Harassment is considering belittling or threatening behavior and is considered unacceptable. Conduct which creates an intimidating or threatening environment for others will not be tolerated. This includes, but is not limited to: making physical threats, jokes and/or comments of a sexual nature or verbal threats. Such behavior will not be tolerated and may lead to immediate termination.

III. ACCESSIBILITY:

There have been no problems or concerns noted in this area. Employees were reminded to seek supervisory assistance if they had difficulties maneuvering throughout the Arnold Center or need help understanding written material.

IV. POLICY & PROCEDURE: Attendance

Your attendance and participation in programming is important in reaching your service goals and in obtaining competitive and supported community employment. A discharge from services at the Arnold Center, Inc. may occur when an individual is absent from their scheduled activities/training/employment for three weeks without an approved leave of absence and/or medical documentation starting when the individual will return. The Arnold Center plans and provides appropriate staffing levels based on the number of individuals active in a program area. Our activities/training/employment programs have limits based on safety and staffing to the number of individuals that can participate in specific groups; excessive absenteeism not only creates a hardship for the group/employer it also prevents other individuals from opportunities to participate in the activity/training/employment.

Please remember that these are employment training programs that prepare individuals for competitive and supported employment in the community. Attendance is very important in obtaining and maintaining employment.

A warning letter will be sent to you and your support team informing you that your services have been placed on hold until there is a special staffing or medical documentation for the absences has been received. The Arnold Center will only place individuals into a hold status for two weeks without the proper documentation. If an individual or their support team does not provide documentation during those two weeks they will be discharged from services due to non-compliance with attendance policy.

V. SAFETY:

Discussed the utilization of Personal Protective Equipment such as gloves, goggles or hard hats. Employees are required to wear such equipment if the job calls for it. Failure to do so will lead to the removal from you job.

VI. REVIEW OF NEWSLETTERS (HAPPENINGS, LINK)

None to review at this time.

VII. SELF ADVOCACY:

Sari mentioned that people are sometimes bossy and she began to mention a particular colleague. I reminded the group that monthly meetings were for general conversation and not the time to complain about others. If employees

are having difficulties with colleagues, they are encouraged to speak privately with their Coordinator.

VIII. COMMUNITY EMPLOMENT:

Openings on the Arnold Center and CMH janitorial crews; see Jennifer or Teresa if you are interested.

IX. WAGE AND PIECE RATE:

To earn a dollar cutting four corners from metal, you must complete 12 pieces.

Action Items:

Objective	Responsible Party	Deadline
Present suggestions for meeting agenda and/or format	All employees	Ongoing

Meeting Minutes By: Jennifer Bell

Jennifer Bell

\\Documents and Settings\Administrator\My Documents\Group Discussion Mtg.
Mins