



Arnold Center, Inc

Exceptional People Delivering Quality Service

October 2015

Employee Monthly Meeting

FOLLOW UP ON ACTION ITEMS:

None at this time.

NEW BUSINESS:

Reminders

- There will be no use of cell phones, I pods, mp3 players or other music devices used on the shop floor unless you and your Service Coordinator have discussed this and it is in your plan to do so. If you have questions regarding this please see your Service Coordinator
- There will be no drinks or food brought onto the shop floor. If a drink is needed there are water fountains in every location.
- With the change of weather make sure you are wearing the appropriate clothing.
- There will be rotations happening with jobs.
- The staff on the shop floor may not have time to total your parts before you leave.
- Take only your coat home at the end of the day
 - Place it with your other belongings
 - Put your name on the inside

In-Service

- Effective Employee

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 beam of light onto a circular spot on a grey surface. The text 'WORKER OF THE MONTH SPOTLIGHT !!' is centered within the illuminated area.

**WORKER OF THE
MONTH SPOTLIGHT !!**



NOMINATED INDIVIDUALS

- Gary R.
- John P.
- Kelly D.
- Karen F.
- Christina G.
- Carl H.
- Melissa W.
- Hope M.
- Bill R.
- Kelli K.
- JJ G.
- Eric D.
- Heather B.
- Francine R.
- Jeremy M.
- Matt Schm.

WORKER OF THE MONTH



Karen F.

Nominated For:

“Doing an awesome job at CCC.”

And

“Demonstrating great work ethic at CCC. She shows leadership qualities and takes immense pride in her work.”

REVIEW OF NEWSLETTERS

❖ None at this time.

SELF ADVOCACY



TIPS

- Clearly express what your needs are
- Set realistic goals for what you want to achieve
- Get enough information to make informed choices
- Get information about other resources
- If necessary, have an advocate, family member, or friend at meetings
- If you have difficulty contacting your counselor, ask to speak to their coordinator
- If your call is not responded to in a timely manner, or if it is an emergency, ask to speak to the supervisor

Community Employment/ Social Recreation/ Volunteer opportunities

Community Employment

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

Social Recreation

- Bowling, Picnic/ Walking group, swimming, fitness group, and senior dining

Volunteering

- Midland Center for the Arts, Recycling, and Shelter house resale

WAGE & PIECE RATE

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

Customer Counsel Input

- Do not take items that belong to someone else. This includes: food/drinks, clothes, purses, or other items.
- Clean your area after lunch- do not leave trash or food on tables.

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 this time		