



Department of Correctional Services

Gerald R. Hinzman Center

Lary A. Nelson Center

Job Seeking, Employment & Behavioral Expectations

Resident's Name: _____ ICON #: _____ RPPO: _____

Initials:

_____ **Filling out daily job seeking forms:** Because planning is important, I agree that I will fill out my job seeking sheet in KIOSK for the next day to staff each night by 2100 hours until I have a job verified. Staff will give me a copy of my Job seeking sheet in the morning and in the afternoon to take with me job seeking.

_____ **Hours of job seeking:** I agree to job seek Monday through Friday between 0735-1235 & 1240-1735 (bus) or 0800-1200 & 1230-1730 (ride). I will be up and ready to job seek at 0700 hours, even if my mode of transportation is walking, bike, bus, or private ride. I agree to check to make sure that my Job Seeking sheet(s) have been approved by 0700 hours daily by checking their status in KIOSK. I understand that jobs seeking in the Hiawatha and Marion area, as well as Iowa Works may leave at 0735 hours via bus, all other areas I will need to leave at 0840 hours via bus.

_____ **House Jobs:** I agree while I'm job seeking that I make sure my house jobs and kitchen jobs are done prior or after jobs seeking. I also agree that if there is a conflict in times between my job seeking and house jobs and kitchen jobs that I notify staff immediately to resolve and issues.

_____ **Job Seeking Locations:** I agree that I will list at least 4 locations in the A.M. and at least 4 locations in the P.M. when taking the bus. If I ride a bike, I will list at least 6 locations in the A.M. and at least 6 in the P.M. If I receive a ride, I will list at least 8 locations in the A.M. and at least 8 in the P.M. If I am going job seeking in the 33rd Ave area I must list at least 8 locations in A.M. and at least 8 in the P.M. Follow-up employment phone calls are not part of the job seeking contact numbers per day.

_____ **Iowa Workforce:** I agree to follow the following guidelines when going to Iowa Workforce (as approved by staff):

- Upon arrival to Iowa Works residents must first sign in at the front and have the front of this form time stamped or written in by IWD staff.
- Residents are only to go to Iowa Workforce for workshops, reduced bus fare vouchers, and scheduled appointments (that have already been scheduled), and to file for unemployment.
- Residents are not to leave the office for any reason until they are ready to return to the center(s).
- Residents are not to meet with friends or family members at Iowa Works.
- Residents are not to be on Facebook, Twitter, or any other social networking site.
- Telephone and computer maybe used for follow up phone calls and emails at Iowa Workforce.

Transportations Times To and From Iowa Workforce

- If you are going to Iowa Work Force in the morning, your job seeking pass should reflect the following:
 - **Travel by Bus:**
 - **Leaving:** sign out of the facilities at 0735 hours and take the 11 (arrive at GTC – 0810 hours, catch the 5N bus at 0820 hours and arrive at IWD at 0840 hours.
 - **Returning:** catch the 5N bus at 1050 hours; arrive at the GTC by 1110 hours, catch the 12 bus at 1120 hours and arrive at the facilities at 1135 hours.
 - **Travel by Ride:**
 - Leaving at 0810 hours
 - Returning at 1100 hours

- If you are going to Iowa Work Force in the **afternoon**, your job seeking pass should reflect the following:
- **Travel by Bus:**
 - **Leaving:** sign out of the facilities at 1240 hours and take the 11 (arrive at GTC – 1310 hours, catch the 5B bus at 1320 hours and arrive at IWD at 1340 hours.
 - **Returning:** catch the 5B bus at 1550 hours; arrive at the GTC by 1610 hours, catch the 12 bus at 1620 hours and arrive at the facilities at 1635 hours.
- **Travel by Ride:**
 - Leaving at 1240 hours
 - Returning at 1600 hours

_____ **Weekend job seeking:** I agree if I have an interview on Saturday or Sunday I must receive prior permission from Employment Personnel or my RPPD no later than 1200 hours on Friday. No other weekend job seeking is allowed.

_____ **Contacts per day:** I agree that while out job seeking, I will fill out the job search sheet completely, which includes times of arrival and departure of each place I apply at, the person I speak with, and the action I took while at the business.

_____ **Telephone/computer contacts:** I agree once I have applied for a position, I will follow up with the employer via phone 3-4 days after applying. I agree that telephone contacts will not be made when I am in the community looking for a job.

_____ **Computer Lab:** I agree that I will properly use the Computer Lab for the following reasons: Work-related activities or anything with RPPD prior approval that allows me to have Email access (or to create an Email), Connecting to Iowa Workforce, Accessing employment websites to apply for jobs or obtain pay stubs, obtaining work-related information such as addresses, phone numbers, and map locations, creating resumes, GED related activities, On-line education such as KCC online courses and Federal monthly reporting activities/requirements. Violation of Computer Lab rules or expectations will result in a disciplinary report being written. Utilizing the computer lab to apply for jobs is permitted in the evening or on weekends. I understand the computer lab is used for job seeking and educational purposes only. Misuse of the computer lab will result in a disciplinary report being written.

_____ **Job applications:** I agree that I will use the residential facilities address and phone number in which I reside when applying for jobs on applications and resumes.

Lary A. Nelson Center 1001 29th Ave SW, Cedar Rapids, IA 52404, (319) 398-3600 x7 and the
Gerald R. Hinzman Center, 1051 29th Ave SW, Cedar Rapids, IA 52404, (319) 398-3668 x7.

All applications must be filled out completely at each job location. Applications may not be taken from a job site location to be filled out later without prior approval.

_____ **Proper dress and groom:** Because first impressions are important in obtaining a job offer or an interview, I agree to dress appropriately for job seeking. I will be neat and clean in appearance. I should expect staff will inquire about my hygiene (hair brushed, teeth brushed, and my clothing is appropriate). If staff do not approve of my appearance for job seeking, I will make necessary changes. I am aware that failing to comply with staff directives will result in disciplinary reports.

No shorts, t-shirts, pajamas, flip flops, or sandals may be worn during job seeking. Revealing, ill-fitting clothing that does not properly cover the body will not be allowed. Residents **MAY NOT** have Walkmans, portable CD players, gym bags, backpacks, or cell phone during job seeking activities. While at work residents are expected to follow their employer's dress code.

- _____ **Being Prepared:** Because planning is important, I agree that I will obtain a bus pass from my RPPO or Employment Personnel if I plan to ride the bus. If I do not have a valid ID, I will go to the Iowa Department of Transportation to obtain one. I will go to the Social Security office to get a social security card if I do not have one. If residents do not have their ID or Social Security Card they will apply on the first day they can job seek.
- _____ **Conduct During Job Search Activities:** Resident may not shop, eat, hang out, visit with friends/relatives, go into private residences, or conduct any personal business while job seeking. Residents must job seek alone and not go to the same locations together. Residents must abide by rules set by NTS, public transit, and Iowa Workforce Development.
- _____ **Failure to comply with job seeking expectations:** If I fail to properly fill out job seeking sheets or do not actively job seek I will receive informal and formal disciplinary reports. **First offense** – Written warning - informal report, **Second offense** – 2 hours in-house – informal report, and **Third offense**– major report. Being found guilty of out of place of assignment (rule #12) in a formal disciplinary report while job seeking will result in a minimum of the following disciplinary sanctions: 2 days room restriction and 5 hours in house work.
- _____ **Sick/ill Status:** If I am ill, it is my responsibility to inform RO staff and my employer (if applicable), and abide by sick status guidelines or as directed by staff.
- _____ **Employment Contact Sheets:** I agree to turn in all of my Employment Contact Sheets and any other job seeking contacts to be copied by Employment Personnel upon obtaining employment.
- _____ **Obtaining Employment:** I am aware that fulltime employment is 37 hours a week. Residents still unemployed after 3 weeks will be reviewed and placed on Early Carefew until full-employment is obtained. After 5 weeks of unemployment resident's placement will be reviewed by their assigned RPPO and a supervisor.
- _____ **Client Responsibility in Job Seeking and Available Resources:** I understand the employment program is designed to assist me in making changes in my life and being a stable community member. I recognize this will require extra effort on my part, planning on my part, and becoming responsible for the choices I make. Employment staff are NOT responsible for finding residents jobs. I understand I am the one who has to put in the effort and the time to be successful. All staff are willing to assist me in being successful, point me in the right direction and give feedback as issues arise. It is my responsibility to ask for assistance when needed. OES and RPPO staff can provide additional individual assistance.
- _____ **Job Search During Inclement Weather:** Staff will determine if residents are excused from job seeking activities outside of the center during inclement weather.
- _____ **Verification of Employment:** To get a job verified and approved, residents need to send a KIOSK message to the Employment Personnel with the following information (**Employer's name, employer's address, employer's phone number, position seeking**) and leave a voicemail to the OES about the employment verification. Residents must continue to job seek until employment is verified unless otherwise instructed by the OES. **RPPO or Employment Personnel have the discretion to approve or deny any job.** Once the job verification sheet has been submitted it can take up to 48 hours (up to two business days) before the job is approved and the resident may start their employment. Once a job is approved and verified, you will be placed on Level One. Signing up with a temporary agency does not put you on Level 1 until you actually start working for a minimum of one week.
- _____ **While at work:** I may not leave my assigned worksite for any reason without staff approval. Residents must go directly to and from work and cannot make any unapproved stops when clocked out of the Nelson/Hinzman Center to work. Residents are NOT allowed to leave the worksite for food or any other personal reason without prior staff approval.

- _____ **Sick/Medical Excuse:** I agree that if I am ill and unable to work, I will contact my employer in advance and inform RO staff. Residents may be asked to provide a note from medical professionals with the reason and dates they are excused from working. I will abide by sick policy at the Nelson/Hinzman Center or as RO staff directs me.
- _____ **Work Schedule/Hours:** I agree that after obtaining my verified work schedule, I will post my varied work hours as soon as possible and have RO staff initial them. This must be done a minimum of 24 hours in advance unless I am called in, at which time, I will immediately post my work schedule. Residents must work a minimum of 37 hours per week/74 hours every two weeks and need permission to work over 60 hours per week. Residents cannot be out of the building more than 16 hours in one day. At the end of each shift I will fill out my employment sheet correctly (including Time IN and Number of Hours paid for). I will also post my hours paid on the Weekly Work Hours Talley Sheet located by the front door (LANC).
- _____ **Worksite Changes per shift:** Residents must have prior approval to change worksites. Staff reserves the option to limit the number of worksite changes you can make and put restrictions in place regarding your employment. Residents are not allowed to go into private residences without prior approval. Residents are required to call and inform staff when leaving a work site and again call upon arrival at next site, providing the new address.
- _____ **Travel Outside of County:** I agree to obtain prior approval from my RPPO if I travel outside of the Linn County for work purposes.
- _____ **Cell Phones:** I agree to obtain permission from the Employment Personnel or my RPPO if my employer needs me to have a cell phone for work purposes. Cell Phone approval forms may be obtained from Residential Staff at the front desk and once completed needs to be turned into Employment Personnel. I understand that the cell phone is for work purposes only and staff has the right to check my phone. Cell phones must be turned into the control center immediately when returning from work/entering the Nelson/Hinzman Center. Cell phones are not allowed to be password locked!
- _____ **Job Loss:** I understand if I lose my job my situation will be reviewed and I may receive a disciplinary report. If I secure new employment within two weeks, Levels and Furloughs will review my level situation. I further understand that if I lose my job for any reason I need to immediately notified Employment Personnel/staff as soon as possible.
- _____ **Failing to Secure Fulltime Employment:** I agree if I display a poor attitude at work or receive any kind of a disciplinary at work I may receive a major report for jeopardizing my employment. I am expected to be at work on time. If I am late to work for any reason I may receive a major report.
- _____ **Wages:** I understand that I cannot work for family or friends. I understand that I cannot perform duties for my employers that are personal in nature. For example, I cannot clean out the garage of employer's home. I understand that I cannot be supervised by someone that is under correctional supervision. I understand that I cannot work for myself or as an independent subcontractor on 1099 status. If I receive tips, I will inform staff at the end of each shift the amount of any tips, I will need to buy a money order and turn my tips in to staff or as directed by RPPO or OES. Food, meals, drinks, tools, etc. cannot be deducted or charged from wages/payroll without prior approval from RPPO. I cannot have any deductions from my paycheck other than mandatory taxes and health benefits, garnishments, child support or required uniforms.
- _____ **Deposit of Wages/Paychecks:** I understand that I must have my paycheck/wages deposited into the Department's banking system. I agree that if I have a direct deposit account, I will turn in a copy of my paycheck stub for my bank account at the Nelson/Hinzman Center to be credited to my department account. For any form of payment paystubs must show hours worked, pay period, gross/net wages and deductions. Bank cards for direct deposit and checks issued by the employer must be turned in to staff immediately upon my return from work. When residents receive a paycard from their employer residents must immediately turn the paycard into staff; staff will activate the paycard for residents.

_____ **Online Account Information:** I will provide staff with my username and password to access my online payroll information.

_____ **Part-Time Job Seeking while Employed:** I understand that I must part-time job seek if I am not getting the required number of work hours of 37 hours weekly/74 hours every two weeks. Part-time job seeking will only be approved by employment personnel. I will further job seek if my employer is on shutdown for longer than two weeks. Job seeking times will be adjusted accordingly to the number of locations.

_____ **Lay Off Status:** If you are being laid off for two weeks and are returning back to the same job, you will not be required to job seek. You may further continue to receive your current level furlough, but will not be able to advance in levels due to the lack of hours. During the lay off period you may file for unemployment through IowaWorks, which you must go there to sign up. Once you are collecting unemployment you may begin to advance in levels. If you are laid off for more than two weeks you will be required to full-time job seek.

I have read this form and understand the expectations. I agree to follow the expectations set forth on this form. Failure to comply with any of the above expectations may result in disciplinary actions.

Resident (Signature)

RO Staff/PPPO Staff

Date: _____

Last Updated: 03-01-17

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