

# **SOUTH BAY VOCATIONAL CENTER**



## **WTC Information**

**Work  
Training  
Center  
(W.T.C.)  
Information**

## **WORK TRAINING CENTER**

The Work Training Center provides vocational training and work experience on site in our packaging and assembly plant. You will have the opportunity to perform the same type of work found in a non-disabled manufacturing and assembly environment while learning and developing your work skills. A staff of non-disabled workers provides on-going training support and supervision on a variety of tasks such as:

- Assembly
- Shrink and Skin Wrapping
- Packaging
- Heat Sealing
- Labeling
- Sorting
- Stuffing
- Collating
- Other related jobs

## **ENTRANCE CRITERIA**

South Bay Vocational Center's Work Training Program accepts individuals within the severe to mild range of mental retardation. Applicants considered for admission must meet the following criteria.

1. You are eighteen years of age or older.
2. You are a U.S. citizen or have authorization to work in the U.S.
3. You are medically cleared to participate in a work activity program.
4. You are able to attend to personal needs independently (e.g., dressing, toileting and feeding)
5. You are ambulatory and/or independently mobile.
6. You are able to communicate your wants and needs.
7. You are able to follow simple directions.
8. You are oriented to self, time and place.
9. You are able to maintain a level of self-control, which does not pose a threat to yourself, to others or to property.

**South Bay Vocational Center does not discriminate on the basis of race, color, religious creed, sex, age, national origin or ancestry, pregnancy, marital status, medical condition, handicap or veteran status.**

## **TRIAL ADJUSTMENT PERIOD**

The first ninety (90) days of participation in your individualized program in the Work Training Center is considered a trial adjustment period. During this time, your performance will be evaluated to determine how you might best benefit from our program options and how we might be able to help you become a more independent adult. You will be involved in many activities and are encouraged to ask questions. At the end of 90 days, your Habilitation Counselor will arrange a meeting with you, your parents/care provider and Regional Center Counselor to establish goals and objectives for the year. After that, you will be invited to participate in meetings, semi-annually and annually to review your goals, determine your progress and discuss your expectations.

## **DISCHARGE FROM PROGRAM**

At some time it may be determined that South Bay Vocational Center is not the most beneficial program for you and the staff will have to make the decision to terminate you. This decision will be made together with your Regional Center Counselor, and other persons involved in your life. The basis for this type of decision may be based on the following criteria.

## **TERMINATION CRITERIA**

### **Excessive Absenteeism:**

Excessive absenteeism is defined as a non-excused absence from the program for more than one third of possible working days. An excused absence is defined as an illness (communicable or severe) with written confirmation. (See absence policy)

### **Disruptive and/or Severe Behavior Problems: (See Standards of conduct)**

1. If you have behavior problems inappropriate to a vocational training workplace, including assaultive behavior, horseplay, inappropriate physical contact with self or others, acting out or drug abuse/use in the workplace which preclude you from relating adequately to others, this may be cause for your removal from the program.
2. You continuously exhibit dangerous behavior that has not been alleviated through the use of behavior modification program and/or behavior specialist.
3. You continuously exhibit inappropriate behavior that endangers or disrupts activities of others near you. Behavior, which endangers the health and safety of yourself and/or others, may result in immediate termination.

### **Stealing or Destruction of Materials: (See standards of conduct)**

Stealing of South Bay Vocational Center's property, other client's property, and/or staff property will be addressed, with possible termination.

**Not Benefiting from S.B.V.C.'s Services:**

If, in the judgment of SBVC staff, your needs are not being adequately addressed and/or served, you will be referred to other facilities/programs that can meet your needs.

**TERMINATION PROCEDURE**

When the possibility exists that you may be terminated, the following steps will be taken. These steps are taken in order. However, if the problem is severe, one or more of these steps may be omitted and the process may be accelerated. South Bay Vocational Center's staff recognizes that communication between your home environment and the facility is a key to your success in our program. When a problem occurs, SBVC will initiate communication.

**Suspension:**

If, after consultation between you and South Bay Vocational Center's staff you do not correct the problem, suspension may be utilized. Your parent/guardian or care provider, along with the responsible Regional Center Counselor will be informed of the reason for suspension. An attempt to correct the problem and the length of suspension will be discussed at the time of suspension.

**Staffing:**

A meeting between you, your S.B.V.C. Habilitation Counselor, parent/guardian and/or care provider, and the responsible Regional Center Counselor will be called when termination is a possibility. Alternatives to termination will be fully explored during the conference.

**Termination:**

Termination will be effected by a meeting between you, your SBVC Habilitation Counselor, your parent/guardian and/or care provider, and the responsible Regional Center Counselor, whenever possible. If a meeting is not possible, all parties will be informed in an appropriate expedient manner.

**WAGES/PAY SCHEDULE**

Your pay is based on the prevailing wage of each job you work on commensurate with your level of productivity (you must be a citizen of the United States to participate in paid work).

You will receive a paycheck from South Bay Vocational Center on the 10<sup>th</sup> and the 25<sup>th</sup> day of each month.

**PREVAILING RATE**

The prevailing rate is the rate paid to experienced non disabled workers in the community for performing essentially the same type, quality, and quantity of work performed by the worker with a disability.

Determining the prevailing rate differs, depending on whether the worker with a disability is working in a community job site (where most workers are not disabled) or whether it is at a facility where the majority of workers are disabled.

## CALCULATING HOURLY WAGE

If the prevailing wage is \$8.50 and the disabled worker is performing at 30% of a non-disabled worker doing the same job, we would calculate the disabled worker's pay for one hour as follows:

<u>Prevailing Rate</u>		<u>Productivity</u>	<u>Total</u>
\$8.50	X	30%	\$2.55

This worker would be paid = \$2.55 per hour.

### SSI:

When working and receiving monetary compensation, you or your parent/care provider must report your monthly income to the Social Security Department.

## ATTENDANCE/ABSENCE POLICY

### Vacation Leave:

After three (3) months attending the program, you are eligible for vacation pay. You are entitled to pay for five vacation days per year (Vacation time not used during the year will be lost). You will receive your average hourly wage, (based on your production rate) for paid time off. Vacation requests must be submitted to your Habilitation Counselor a minimum of two weeks in advance.

### Sick Leave:

You must call your Habilitation Counselor if you expect to miss work due to illness. A medical excused should be provided upon your return to program.

### Leave of Absence – Medical:

A Doctor's written statement as to the nature of your illness and its expected duration must accompany any extended medical absence. In the case of extended absences due to surgery or long-term illness, it may be necessary to terminate you from the program services, and re-enroll you when you are better.

### Leave of Absence – Personal:

Requests for absences beyond the allowed days are subject to approval by the Vice President. It may be necessary to terminate you from services, and re-enroll you upon your return.

**Bereavement:**

Up to three (3) days per year of bereavement absence may be permitted in the case of a death in the immediate family. Excused absence because of the death of another relative or friend will be reviewed and may be granted by the Vice President.

**GENERAL PROGRAM INFORMATION****Program Hours:**

Work Training Center hours for clients are 8:30 a.m. to 3:30 p.m.

You will be provided with two fifteen-minute breaks per day, and a thirty-minute lunch period (12:30 p.m. – 1:00 p.m.)

**Lunch:**

You can bring a sack lunch with your name written on it, or purchase a lunch from the catering truck. Refrigerators and microwave ovens are available and located in the lunchroom areas. No food or drinks are allowed on the work floor.

**Transportation:**

Your transportation to and from the program is funded by the Regional Center and provided by various transit companies if you are unable to travel independently or be transported by your care provider. Your Regional Center Counselor will make your transportation arrangements before you begin the program.

**SOUTH BAY  
Vocational Center**



**SOUTH BAY  
Packaging And Assembly**

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Corey Sylve  
President and Chief Executive Officer

Clare Grey  
Vice President and C.O.O.

## **WTC CLIENT HANDBOOK**

I, \_\_\_\_\_ the undersigned client of the South Bay Vocational Center, have received a copy of the South Bay Vocational Center WTC Client Handbook. The contents of this handbook have been read and explained to me by the undersigned South Bay Vocational Center staff person.

I understand and agree to abide by the rules and regulations described in this handbook.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Conservator (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
South Bay Vocational Center (representative)

\_\_\_\_\_  
Date



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**2008 South Bay Vocational Center**