



**CAREER
BEGINNINGS
PROGRAM**

2012-2013



**Funded by:
County of Kern
Employers' Training Resource**

**Administered by:
California State University, Bakersfield**

"Strategies for Career and Lifelong Learning"



2012 - Summer Overview

Administration:	Dr. Jacqueline Mimms, Associate Vice President of Enrollment Management Vikash Lakhani, Executive Director of Enrollment Management
Staff:	Peter Rivera, Program Director / Academic Advisor Jorge Maldonado, Summer Worksite Coordinator
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Funding Source:	Employers' Training Resource Workforce Investment Act 1600 E. Belle Terrace Bakersfield, CA 93307 (661) 336-6959
Operation:	
Dates	June 18 to August 8, 2012
Wages	\$8.00 per hour (no overtime/no sick pay)
Hours per day	4-8 hours (Monday - Friday)



SUMMER CALENDAR DATES

JUNE

13	Parent Orientation
14	Student Orientation
18	Summer Classes and Work Begins

JULY

12	Worksite Evaluation #1 1st Semester Ends
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AUGUST

08	2nd Semester Ends
08	Worksite Evaluation #2
09	Summer Academy Banquet

ACADEMIC AND WORKSITE EVALUATIONS DUE

JULY	12
AUGUST	08



RULES AND RESPONSIBILITIES AT THE WORKSITE

Students have the right to:

1. Be treated fairly and equally.
2. Receive adequate training and safety instructions to satisfactorily perform assignments.
3. Adequate adult supervision and guidance.
4. An evaluation of job performance in which the worksite supervisor and student discuss successful progress and areas for improvement. The student should have the opportunity to respond to the evaluation orally and in writing. The evaluation should be conducted in private.

Students have the responsibility to:

1. Dress in a manner consistent with the Career Beginnings dress code guidelines.
2. Be on time for work and not leave early.
3. Avoid excessive absenteeism and call the Career Beginnings Office and worksite supervisor when ill.
4. Keep track of time sheets. Time worked must be recorded as the student leaves the worksite on a daily basis and confirmed by the worksite supervisor. Filling out the time sheet is the student's responsibility. Do not sign time sheets until the day they are due; at the end of the student's shift on this day, the student must tally the hours worked, sign the time sheet, and have the worksite supervisor verify the hours worked and sign the sheet. Both the participant and worksite supervisor must initial any changes made to the time sheet. **WHITE OUT IS NOT ALLOWED!**
5. Notify worksite supervisor(s) immediately if involved in an accident on the job.
6. Communicate with worksite supervisor(s) and co-workers in a polite manner. Do not use obscene or vulgar language or gestures.
7. Follow safety procedures and safe work practices.
8. Discuss job related problems with supervisor(s) in order to resolve issues.
9. Notify the Program Director of unresolved work situations.



EXPECTATIONS OF THE STUDENT

1. Attendance

- Both school AND work experience attendance is mandatory to remain in the summer program.
- After THREE absences, students will be dismissed from the summer program - unless prior arrangements are made with the Program Director.
- An Unexcused tardy or an absence = **NO PAY.**
- Maintain a “C” average in class, or the student may be subject to dismissal.
- Respect CSUB property, instructors, worksite supervisors and fellow classmates.
- Adhere to the Career Beginnings and CSUB Policies and Procedures – the student is responsible for their own actions. Report to the Program Director if a student is caught tagging, stealing, breaking, or otherwise vandalizing any worksite, Career Beginnings, CSUB, and Kern High School District property.

2. Workshops

- Attend all summer workshops and actively participate in discussions.
- Actively participate in the monthly workshops offered at the school sites or at CSU, Bakersfield campus.

3. On-The-Job

- Complete assigned tasks in a quick and thorough manner.
- Do the best job they can at the worksite.
- Arrive to work on time each day.
- Keep busy.
- Maintain a positive attitude.
- Be honest, reliable, and dependable.
- Respect supervisors, fellow co-workers, and worksite property.

4. Training Agreement

- Read the forms, sign, and adhere to (follow) the policy statement in the training agreement.

5. Injury Reporting

If a student is injured ON THE JOB, complete the following steps:

- Report the injury to the immediate supervisor at the worksite.
- Report the injury to Career Beginnings Program Director.
- Complete the form titled "Employee's Claim For Workers' Compensations Benefits." This form is very important to ensure that the student's medical bills are paid.

6. Dress Code

- Adhere to the dress code guidelines as set forth by Career Beginnings.

7. Electronic devices

- They are not allowed during any program activity, especially the summer program. If the student brings any device, it will be confiscated and not returned until the end of the summer program.
- Cell phones **MUST** be off during classes and while working. They can be used during breaks and at lunch time.

STUDENTS NEED TO ALWAYS BE ON THEIR BEST BEHAVIOR... AS THEY ARE OUR GUESTS HERE AND REPRESENT THE CAREER BEGINNINGS PROGRAM.



DRESS CODE

The Career Beginnings Program subscribes to the philosophy that students will be provided with a quality educational experience in a safe, positive environment. The Career Beginnings Program feels that it is necessary to establish a dress and grooming policy. In recognition of the instructional and employment responsibilities and goals that the Career Beginnings Program has adopted, the following rules and restrictions relative to the dress and appearance of students will be strictly enforced.

Girls

No tank tops

No tube tops

No halter tops

No spaghetti strap tops

No halter dresses

No short skirts - skirts must be 6 inches up from the knee

Boys

No undershirts

No tank tops

1. Bare midriffs are not permitted. **Make sure that the blouse/shirt covers the belly button at all times.**
2. Sturdy footwear shall be worn at all times.
3. No shorts will be allowed, unless reported as necessary by the worksite supervisor. This may be waived on days of extreme heat.
4. No baggy clothing allowed. **Underwear should not be visible at anytime.**
5. **Classroom rule:** Hats and sunglasses will be removed when indoors.
 - *Director reserves the right to call the students in if inappropriate attire is reported.*
 - *The worksites will determine what is appropriate for the students if they have particular requirements.*

PLEASE NOTE THAT STUDENTS ARE HERE TO GAIN ACADEMIC AND WORK EXPERIENCE. CAREER BEGINNINGS AS WELL AS THE WORKSITES EXPECT THE STUDENT TO DRESS IN APPROPRIATE ATTIRE BECAUSE STUDENTS ARE HERE TO LEARN ABOUT THE WORLD OF WORK.

The following provides some of the most common reasons why students could be dismissed:

DISCIPLINARY INFORMATION AND CHECKLIST

1. Inappropriate behavior on the van.
2. Failure to adhere to dress code guidelines.
3. Being absent from school or work without notifying the worksite supervisor or Program Director. Three absences constitute termination unless prior arrangement is made with Program Director.
4. Failure to perform at a “C” or better average in summer classes.
5. Refusing to do work he/she is capable of doing.
6. Disrupting the work of others.



7. Damaging, vandalizing, or stealing private or public property.
8. Threatening harm to or verbally abusing other people.
9. Using obscene or threatening language and/or gestures.
10. Fighting or provoking physical conflict.
11. Forcing co-workers to do something against their will.
12. Having a weapon or dangerous object in his/her possession.
13. Possessing, using, or being under the influence of alcohol/drugs while attending the program.
14. Violating applicable safety standards.

ADVERSE ACTION PROCEEDINGS

#1 Warning, unless the student is:

- Determined to be a danger to self or others, OR
- Considered to have a negative effect at the worksite or in the classroom.

#2 Termination

#3 Right to a Hearing

Students may request a Grievance Hearing following any adverse action. Employers' Training Resource procedures for requesting such action are outlined in the packet posted at each worksite titled "Grievance Procedures."



EVALUATIONS

JOBSITE EVALUATION

The worksite supervisor will assess the participant's job performance and will need to provide written evaluations. The worksite supervisor will be responsible for writing two formal worksite evaluations during the summer program for each participant. Worksite evaluations are due on **July 15th and August 11th**. The Worksite Coordinator and drivers will pick them up. During the evaluation, the worksite supervisor will have the opportunity to discuss with the participant his/her strengths and weaknesses in his/her job performance. Participants will also be given an opportunity to comment in writing a response to each evaluation.

Worksite evaluations will cover the following areas:

- Maintaining consistent punctuality
- Maintaining regular attendance
- Ability to complete tasks in a timely manner
- Ability to follow directions
- Appearance of self and work area
- Following safety procedures while working
- Demonstrating dependability
- Using good judgment
- Demonstrating positive attitudes/behavior
- Exhibiting good interpersonal relations with co-workers and supervisors
- Completing tasks effectively



IMPORTANT FORMS

All documents are to be kept together and accessible to the participants.

- Training Agreement
- Worksite Agreement
- Time Sheets
- Participant Worksite Performance and Progress Report (Evaluation)
- Academic Evaluation
- Employee's Claim for Workers' Compensation Benefits Form
- Child Labor Laws
- Grievance Procedures
- Reporting Fraud and Abuse
- Nondiscrimination and Equal Opportunity

FORMS TO BE POSTED

The following documents are to be posted in an area accessible for students during the entire summer operation. Program monitors will check for posting during on-site visitations.

- **Grievance Procedure**
- **Reporting Fraud and Abuse**
- **Nondiscrimination and Equal Opportunity Directives**
- **Child Labor Laws**

