

## Turning Leaf Agreement

Turning Leaf is a job placement agency consisting of direct employment and training classes. You will be employed with us for a minimum of 4 months while you go through training and other services to get you ready for a career.

**Expectations** (Not meeting any of these expectations will result in an immediate consequence)

- Attend training, case management, and work.
- Remain drug and crime free.
- Engage in respectful and healthy interactions with peers and staff.
- Respect the physical property of the building.
- Do not have any person stop by the center to visit without an advanced scheduled appointment.
- Do not possess weapons, drugs, alcohol, drug/alcohol paraphernalia, and/or illegal items.
- Remain positive, open, and willing to participate and engage.
- Never miss more than 15 minutes any training, case management or shift. Missing more than 15 minutes results in a loss of points for that session.
- Do not miss a full day in the first two weeks. Missing a full day within the first two weeks results in losing all points earned.
- Always call your case manager and leave a voicemail if running late or not attending class or work.
- Meet or exceed the expectations of Turning Leaf staff.

### The Three Phases

Phase 1 (Classroom)	Phase 2 (Full Time Employment)	Graduation
Phase 1 Requirements to be eligible for Phase 2 -Minimum of 10 weeks -Attend training Monday-Friday -Work in the Screen Printing shop after 10 days -Be on Level 3 for at least 3 weeks	Phase 2 Requirements to be eligible for Phase 3 -Minimum of 2 weeks but not usually more than 6 -Attend In-House employment full time Monday-Friday 9am-5pm -Attend two scheduled trainings a week during the work day -Be on Level 3 for one week	Requirements to be eligible for Graduation -Successfully complete classroom requirements -Job placement with a Turning Leaf job partner -Satisfactory reports from in house supervisor and case manager -Continue to get support services like referrals, help with training, and other job placements as necessary

### Earning Points and Levels

Classroom points are earned from completing four tasks. There are five points available per class. You earn points for:

- Being on time (1 Point)
- Completing homework (1 point)
- Being in uniform (1 point)
- Cell Phone (1 point)
- Staying Awake (1 point)

Level up by earning 45 points or more in back to back weeks. If you earn 44 points in back to back weeks, you level down. You must be at level 3 for three weeks to be eligible for Phase 2.

Screen Printing operates with X's only. You earn 1 X for being late for your shift or coming back from your break late or not being in uniform. You earn 2 X's if you miss a shift for any reason unless it is approved in advance from a case manager, or if you are asked to leave early. If you are 15 minutes late for a shift with out calling, you will be sent home for the day. Earning 4 X's in one week results in moving back one level

**Classroom expectations:**

- Be on time -Wear your Turning Leaf t-shirt -Don't cross talk during class
- Keep electronics off and away -Stay awake and alert -Come prepared and with your homework
- Keep the confidentiality of the group -Participate in the conversation and activities

**Drug Test Policy**

Drug testing will be performed randomly at least twice a week while in Phase 1. Tests are performed on site. Leaving before your test is completed results in a positive drug screen being recorded. If a test is positive, all unpaid points are forfeited and points may not be earned until a negative drug screen is obtained from Turning Leaf. Points earned in between a positive drug screen and a negative screen will be reinstated.

**Falsifying or attempting to falsify a test will result in immediate termination.**

**No Calls No Shows**

A No Call/No Show (NCNS) is failing to call Turning Leaf and/or your supervisor before a class or shift begins. You must leave a voicemail if no one answers. If this happens during the Phase 1, you are immediately removed from the program and must meet with a case manager before restarting. This could result in losing any unpaid points you have earned. A NCNS during any other phase could result in termination.

**Day Off Requests**

Requests to leave early or miss class or work on the same day are not approved absences. We understand that emergencies can and will likely happen and we leave it to each participant to decide whether they need to leave or not. Leaving the day of results in losing your points for the day. You may attempt to work out only missing part of the day to keep your points on a case by case basis. This should be discussed with a supervisor (Colin or Justin).

**Earning Your Points:** You earn points for:

- Being on time. This means you are in your seat at the start of class or clocked in at your scheduled shift time.
- Being prepared. This means you are wearing your t-shirt and have the supplies you need for class or work.
- Having your homework completed. This means that your homework is 100% completed before the start of class and you have it with you.
- Participating. This means you engage in the discussion by answering questions, offering opinions and examples, listen when others talk and do the role plays and other activities, staying awake, and staying off electronic devices
- Completing assigned tasks from your screen printing supervisor

**Stipend for Classroom Training**

You are paid per point that you earn in the classroom. Pay is based on what classroom level you are on. You earn about \$2.70 per point on level one and \$3.30 per point on level three, for totals of \$135 and \$165 respectively. There are also three bonus points available per week and you lose one point for every emergency pass you use. Emergency passes are used to leave class to use the bathroom or phone during class. Bonus points and emergency passes affect your pay but do not affect leveling up or down.

**Screen Printing Position**

Participants will be hired to work in the in-house screen printing shop, earning \$11 an hour and working Monday-Friday 1pm-5pm or Monday-Friday 9am-1pm. Screen Printing operates with X's only. You earn 1 X for being late for your shift or coming back from your break late or not being in uniform. You earn 2 X's if you miss a shift for any reason unless it is approved in advance from a case manager, or if you are asked to leave early. If you are 15 minutes late for a shift with out calling, you will be sent home for the day. Earning 4 X's in one week results in moving back one level

**Other Part Time Positions**

Participants may secure their own employment but must ensure that it does not interfere with Turning Leaf requirements, including the print shop employment, unless getting permission from your case manager.

**Write Ups**

In certain situations that require disciplinary action, you may be written up and that write up placed in your file. This is an effort to model actual workplace procedure while allowing you to work through any thoughts or feelings related to being written up. Multiple write ups could result in termination from Turning Leaf.

**Incentives**

You can earn other incentives while in the program. Level 1 = earn a star for positive behavior. Trade stars for things in our store. Level 2 and 3 = earn a star for positive behavior. Trade stars for things in our store. You may also earn tickets where your name is entered into a weekly drawing for a \$5 gift card. The drawing occurs on Friday at noon. You must be in class during the drawing to win.

**Online Classes and Meeting**

There are times when classes and meetings will be performed online using a video service (Zoom, google hangouts, etc). The same expectations are enforced as if the class or meeting was happening in person. If the center closes for any reason and/or on site work is not available, there will be an additional class every day from 1pm to 2pm, increasing the available stipend points available to 75.

## Consequence Grid

HIGH LEVEL CONSEQUENCE	HIGH LEVEL VIOLATION
<ul style="list-style-type: none"> <li>- Dismissal</li> <li>- Move down 2 levels</li> <li>- Stipend garnished for the day</li> <li>- Referral to additional community resources</li> <li>- Family or Probation Officer conference</li> <li>- Move back a Phase</li> </ul>	<ul style="list-style-type: none"> <li>- Physically touching staff or another student</li> <li>- Possessing contraband</li> <li>- Threatening language or behavior</li> <li>- Physically touching staff or another student</li> <li>- Possessing contraband</li> <li>- Threatening language or behavior</li> <li>- Being arrested</li> <li>- Missing more than 2 days of classes in a row or a no call/no show</li> <li>- Illegal behavior</li> <li>- Stealing</li> <li>- Making sexual, racist or homophobic comments</li> <li>- Getting fired from a job placement</li> <li>- Multiple write ups in a short period of time</li> </ul>
MODERATE LEVEL CONSEQUENCE	MODERATE LEVEL VIOLATION
<ul style="list-style-type: none"> <li>- Move down 1 level</li> <li>- Asked to leave class for the day</li> <li>- Withholding / garnishing stipend</li> <li>- Verbal redirection</li> <li>- Warning</li> <li>- Write Up</li> </ul>	<ul style="list-style-type: none"> <li>- No call no show to class, case management, or work</li> <li>- Coming to group under the influence of drugs or alcohol (smelling like drugs or alcohol)</li> <li>- Not attending case management appointments</li> <li>- Not respecting group confidentiality</li> <li>- Lying</li> <li>- Complaining about the program, staff or other students in an open session (hall, classroom, break room, etc.).</li> <li>- Any minor violation that is repetitive (3 or more consequences for it)</li> </ul>
LOW LEVEL CONSEQUENCE	LOW LEVEL VIOLATION
<ul style="list-style-type: none"> <li>- Ask to sit out of class/work</li> <li>- Lose points</li> <li>- Ask to move seats in the classroom</li> <li>- Verbal redirection</li> <li>- Warning</li> </ul>	<ul style="list-style-type: none"> <li>- Sleeping in class / head down in class</li> <li>- Headphones on in group</li> <li>- Homework not completed</li> <li>- Refusing to follow reasonable staff request</li> <li>- Phone violations – using phone while in class or work</li> <li>- Cross talk during group</li> <li>- Not wearing uniform at all or wearing it inappropriately</li> <li>- Not participating in class or work (not offering feedback when asked, extended bathroom breaks, etc)</li> <li>- Missing class or work repeatedly</li> </ul>