

Adult Life Training, Inc.

Orientation



9:00 Get Coffee
and sit down

What This Is

This is a general description of the policies and procedures which will generally be used in conducting business at Adult Life Training, Inc. (ALTi).

This is only a description of how things will work in general to help everyone work together to fulfill the mission of Adult Life Training, Inc.

What This Is Not

This is not any form of contract, agreement, or other legal employment commitment. Matters of law and employment are covered in separate documents individually tailored and issued to each individual contributor as needed.

Priors that Preclude

- Our staff is not trained to handle some cases
- No Priors for Domestic Violence
- No Priors for Sex Crimes Against Children
- If you have such priors see me

Do Your Part!

- Read and understand the General Procedures Guide
- Understand in advance what you should do as a part of the Adult Life Training, Inc. team.
- Help avoid those embarrassing mistakes and "but no one told me" conversations in the future.

Our Goals and Philosophy

- Mission Statement
- To **holistically** improve the lives of our community through training, mentor ship, and example.
- Impact Statement
- We succeed when our clients are no longer denied employment due to lack of computer job skills

Articles of Incorporation

We exist to relieve the burden of government by providing job skills and other training, mentor ship, research, and otherwise advancing the state of the art in job skills training to holistically improve the lives of the citizens in our community.

No Profiteering

“No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons...”

Harassment is Forbidden

Adult Life Training, Inc. will not, under any circumstances, condone or tolerate conduct which may create a hostile work environment. It is our policy that everyone has the right to work in an environment free from any type of illegal discrimination, including harassment of any kind.

Non Discrimination

We do not discriminate against any one based upon their demographics: race, color, national or ethnic origin, religion, gender, or any other trait that is beyond their control. We accept and help everyone so long as they want help, and conduct themselves in a manner which is respectful and teachable, and allows us to maintain a good learning environment for all of our students and participants.

”The Adult Life Training, Inc. school admits students of any race, color, and national origin and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.”

For more information please refer to IRS Form 1023 Instructions, Schedule B, Section II, Page 18, Column 1, Paragraph 1.

Substance Abuse

- We take seriously the problem of drug and alcohol abuse
- We are committed to providing a substance free work place for contributors and clients
- Some clients may be hypersensitive to SA problems
- Alcohol, Smoking, Controlled Substances, and legal substances which simulate illegal substances are forbidden

No Politics

“No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.”

Do as you wish on your own time

Authority and Liability

- Circumstantial Authority
- Actual Authority

Please do not suggest to others that you somehow can commit ALTi in any way: you cannot legally do so

Your only authority on ALTi's behalf is that specifically granted to you in writing, which for most persons is none

How We Work

- Dress Code
- Community Room Resources
- Badges
- Working Hours
- Weather & Emergency Closings and Procedures
- Time Clock
- Time Sheets

Dress Code

- Conductive for Business
- Respectful of other contributors
- See the posted list
- Basically:
 - Modest, not distracting
 - No odors, perfumes
 - Safe for work environment

Community Room

- Nice Room – Thank-you ALC!
- Refrigerator
- Microwave
- Coffee Maker
- Sink

Community Room

- Keep it clean
- Pick up trash
- Clean tables, chairs, desks
- Respect

Refrigerator

- Top Shelf is MINE – hands off!
- Bottom Shelf is Milk for coffee, not snacks
- Middle shelves may be used
- No Stealing Other People's Lunches!
- If you mess it up Clean it up
- Respect

Microwave

- COVER what you heat
 - so it does not splatter onto the Microwave
- When you Mess it up ***Clean it up***
- Take turns
 - no monopolizing the waves
- Respect

Coffee maker

- John makes coffee – get trained
- If the caraf is empty turn off the burner
- If you use the last you make the next
- If you Mess it up ***Clean it up***
- Don't mess with people's coffee needs
- Respect

General Rules

- Respect others first – Karma is an angry dog
- If it is not yours then don't touch it
- Clean up after yourself
- Leave the room in better condition than you found it
- Part of this training is cultural – if you don't already do these things as a part of your daily work life then start changing now – this is a working class environment, like those you will encounter in real unsubsidized employment

Break

- $\frac{1}{4}$ done

Badge

- Required inside the building
- Pick up at Door #4 when entering the building
- Leave at Door #4 when leaving the building
- Not to be outside of the building
- Photo will be taken to make the badge
- If you loose it – \$5 for first replacement
- Cannot work without it –
 - pick up badge from Door #4 desk when entering
 - leave badge at Door #4 desk when leaving

Working Hours

- Tuesday - Friday 9:00 to 2:00
 - CLOSED Monday
- Other times by special ***advance*** arrangement
- NEVER because you just decided you'd rather work a different schedule
- SCHEDULE PERSONAL APPOINTMENTS OUTSIDE OF WORKING HOURS

On Time

- It is necessary to have EVERYONE in their place on time every class
- Schedule personal appointments outside of working hours
- Be on time or be gone – we are not having the whole class stop and repeat lessons because one person was inconsiderate of others

Absence

- Attendance is an important part of Work Skills
- Get Written Permission in advance
- In emergencies, phone in as soon as you know
- No Call / No Show can result in discipline or removal from the training

Changes to the Norm

- There may be changes sent to you in E-Mail
- Remember to check your email every day
- The real business world communicates with electronics and it must also become OUR habit until we are confident

Holidays

**New Years Day
Martin Luther King Day
Memorial Day**

**Independence Day
Labor Day
Thanksgiving
Christmas Day**

**Other time off may be arranged by communicating with
your supervisor in advance**

Unpaid – ask me about how we handle this

Typical Daily Schedule

- 09:00 Clock In
- 09:00 – 09:29 Meet Carl in Community Room
- 09:30 – 11:29 ALC Cleaning under Carl Johnson
- 11:30 – 11:59 Lunch
- 12:00 – 13:45 Training
- 13:46 – 13:59 Clean up Bridge & Community Rooms
- 14:00 Clock Out

Please notice there are no "breaks" 9:30-11:30: during this time all participants should stay busy working, not eating, smoking, or on the computers.

Weather and Emergency Closings

- Bad weather or other emergencies can require ALTi to delay opening or be closed for the day
- We follow Fort Wayne Community Schools - <https://www.fwcs.k12.in.us/>
- Check WOWO or WBCL for school delays and closings – they will even text you
- You will NOT be paid if you ignore the warning and come in anyway

What if I come Anyway

- If you ignore a weather closing you might:
 - Get hurt or die on the way in
 - Find the building locked when you arrive
 - Get sent home
- Supervisor cannot sign for time you wanted to work against the rules during weather closings
- You won't get paid so stay safe at home
- Mistakes happen, but deliberate violation is classified as "insubordination"

Fire

If the fire alarm sounds

- Stop work
- Walk out of the computer lab turn left and exit the building through door #3. The area outside at the Smokin' Tree is our **MEETING PLACE**.
- If you are elsewhere when the alarm sounds, exit through the nearest door and walk around the building until you are outside the building at the Smokin' Tree.
- Wait for further instructions: **do not re-enter the building** until told to re-enter by supervision

Earthquake



- IF** you can get outside the building, follow FIRE instructions
- If you **CAN'T** get outside as soon as you feel the shaking,
 - **DROP** down onto your hands and knees so the earthquake doesn't knock you down.
 - **COVER** your head and neck with your arms to protect yourself from falling debris. If you are in danger from falling objects, and you can move safely, crawl to a safer place or seek cover (e.g., under a desk or table).
 - **HOLD ON** to any sturdy covering so you can move with it until the shaking stops

Tornado

- If available, go to a FEMA safe room or ICC 500 storm shelter
- OR
- Go to a small, interior, windowless room in a sturdy building on the lowest level (underground is best) or to a Best Available Refuge Area. Hallway outside Computer Lab.
 - Avoid large, open spaces such as gyms – tornados can lift the roof right off and then drop it on you! Death traps!
 - Stay away from walls with glass – it can break in the storm and hurt you
 - Take additional personal cover. Cover your head and neck with your arms and cover your body as best you can, e.g., with a coat or a blanket.

Flooding

The National Weather Service (NWS), part of the National Oceanic and Atmospheric Administration (NOAA), issues flood alerts when weather conditions make flooding more likely.

Watches, warnings, and evacuation notices are science-based predictions that are intended to provide adequate time for evacuation. Those who wait for actual confirmation of catastrophic levels may be trapped by flooding or traffic. Download the *Be Smart. Know Your Alerts and Warnings* document at www.ready.gov/ prepare for a summary of available notifications.

Flood Notifications

FLOOD WATCH

Flooding in your area is possible. You should leave or be prepared to move to higher ground immediately upon short notice. Tune in to NOAA Weather Radio All Hazards, local radio, and/or television stations for information and monitor alert notifications.

FLOOD WARNING

Flooding is occurring or is about to occur soon. If advised to evacuate, do so immediately.

FLASH FLOOD WATCH

Flash flooding is possible. You should leave or be prepared to move to higher ground upon short notice. Listen to a NOAA Weather Radio All Hazards, local radio, and/or television stations for information and monitor alert notifications.

FLASH FLOOD WARNING

A flash flood is occurring or about to occur. Seek higher ground immediately.

EVACUATION NOTICE

If the danger is significant, local authorities may issue an evacuation notice to alert residents that flooding will be or is occurring and it is important to leave the area. Evacuation orders vary by state and community, and may range from voluntary to mandatory. When authorities issue a mandatory evacuation notice, leave the area immediately.

Break

- Half done



Adult Life Training Computer Class Attendance

Date: _____ Time: _____

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

	Name	Phone
1		
2		
3		
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20		

MFWBHO

75-50	M	F	W	B	H	O
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Time Clock

- On corporate web site
- Login – click IN, OUT, or LIST
- If you forget to clock in or out you must turn in a Time Clock Help form
- Irregularities must be approved IN ADVANCE
- Supervisor **cannot sign timesheets that do not agree with the time clock data**

Time Reporting

This is the Adult Life Training, Inc. timekeeping system. This is a private financial system for use by the participants at Adult Life Training, Inc. Use by any other person is punishable under 18 U.S.C. § § 2701 to 2712 and 18 U.S.C. § 1030.

For the SCSEP Time Sheet Form [click here](#). It only works in Windows.

Login Name:

Secret Code:

IN

OUT

List for Time Sheet

Time Clock Help Form

Name: _____

Date to be changed: _____

What was wrong?

☐ I did not clock in. I arrived at (time) _____

☐ I did not clock out. I left at (time) _____

☐ Something else (please describe) _____

Under penalty of perjury, I affirm that my statement(s) above are complete, true and correct.

Signed _____ Date _____

Time Sheets

- Fill them in every other Thursday
- Electronic Form
- Use your time clock data
- Turn in at 12:00
- All sit together at table until done
- Missed Deadline = possible pay delayed 2 weeks

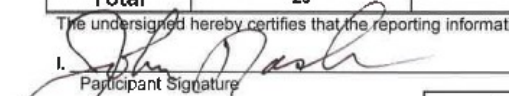
SCSEP Time Sheet

Catholic Charities

Participant: John Nash Payroll #: 007
 Assignment Title: Awesome Guy Hourly Rate: 7.25
 Name of Host Agency: ADULT LIFE TRAINING, INC.
 Payroll Period Beginning Date: Dec 22, 2013 Ending Date: Jan 4, 2014

Date	Regular Worked Hours	Meeting Hours	Training Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Dec 23, 2013	4			4	
Dec 24, 2013			4	4	
Dec 25, 2013	2		2	4	
Dec 26, 2013	4			4	
Dec 27, 2013			4	4	4
Dec 30, 2013	4			4	
Dec 31, 2013			4	4	
Jan 1, 2014	2		2	4	
Jan 2, 2014	4			4	
Jan 3, 2014			4	4	4
Total	20		20	40	8

The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.

I. 
 Participant Signature

Jan 2, 2014
 Date

Supervision hours 8 x wage \$ 0 = Total in-kind cost of \$ 0 (Where applicable) I hereby certify that: (i) this report is true in all aspects; (ii) the in-kind contributions are from non-federal sources; and (iii) these contributions have not been claimed on any other federal program.

II. 
 Host Agency Supervisor Signature

Jan 2, 2014
 Date

*Participants can not exceed 40 hours per pay period, unless there is advance and written authorization by Project Director.

For Sponsor Use Only

Total hours for pay this period 40

Payment approved by _____
 Signature of Project Director or Sponsor's Designee

Please fax and mail original timesheets to: Catholic Charities

Email to: mseitz@ccfwsb.org

Attn: Senior AIDES Program
 315 E. Washington Blvd., Fort Wayne, IN 46802
 Fax: (260) 420-7382 Phone: (260) 422-5625

Typical Work Day

- Clock in at 9:00AM
- Get your coffee
- Check your E-Mail
 - For new job postings
 - In case I left you instructions
- Work ***starts*** at 9:00
 - Coordination ***is*** WORK
- Clock out at 2:00PM

Typical Training Schedule

- Monday – closed
- Tuesday
 - Financial Literacy then
 - Life Goal Literacy / Calendaring
- Wednesday – DWD WINS Day
- Thursday – Business Literacy
- Friday – Instructor Lead Computer Skills

Purpose of the Skills

- Build confidence in each skill area
- Understand working class culture
- Take and keep control of your life
- Get and keep unsubsidized employment
- Meet people and organizations who might positively impact your employability or get you a job

Computer Class Curriculum

- Beginners: BOTH Linux and Windows
- Web Browser and Internet Job Search
- Core Classes
- Office Apps

Computer Skills

- Beginners
- Core
 - Web Browsers
 - Internet Job Search
 - Email / webmail
 - Formatting Text
 - Multiple Windows
 - File Systems
- Office Apps
 - Spreadsheets
 - Word Processing
 - Presentations
- More Advanced Topics such as on-line banking and web site programming

Company E-Mail, Chat, Internet

- All activity may be logged
- Web Use, E-Mail, Chat
- **Never** Imagine that the use of these tools is in any way "private" because it is NOT
- E-Mail account assigned to you can and occasionally will be read
- Get a private account for your personal use

Our Web Site

[Home](#) | [About Us](#) | [Minutes](#) | [Computer Classes](#) | [Partners](#) | [Articulations](#) | [Resources](#) | [501\(C\)\(3\) Info](#) | [Staff](#) | [Privacy Policy](#) | [Contact](#) |



Adult Life Training, Inc.

A recognized 501(c)(3) Public Charity providing computer job skills training since 2004

[WELCOME](#)

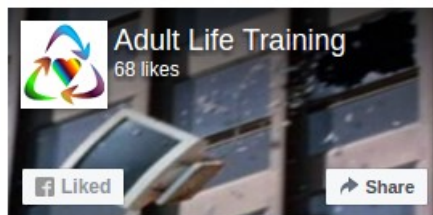
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[FUNDING OPPORTUNITIES](#)

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[TIME CLOCK](#)



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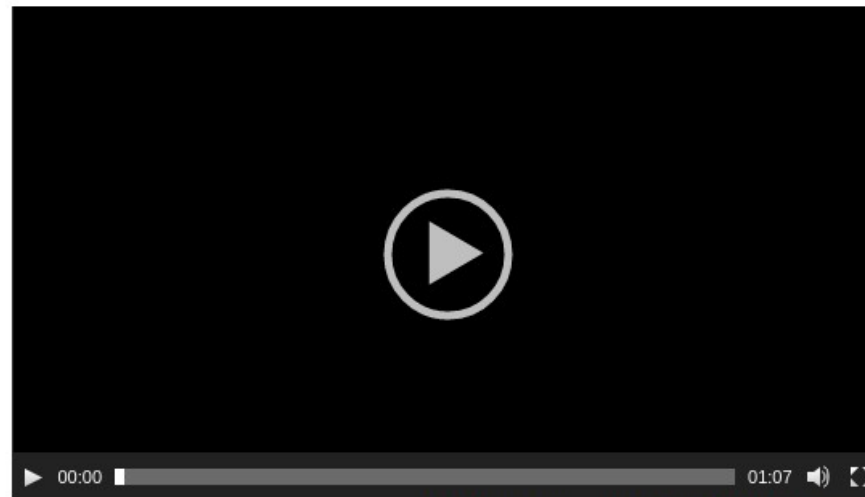


**ADULT LIFE
TRAINING INC** is a
GuideStar Platinum
Participant



Roll Debt Free!

🕒 November 30, 2016, by John Nash 🔗 announcement



Debt is as common in America today as expensive gourmet coffee and rush hour traffic. But here's the good news. Anyone with debt can get rid of it. Ditching debt is 80% behavior change and 20% hard knowledge.

Search

[Company E-Mail](#)

[Office 365](#)

[WIN System](#)

NEW with **College Readiness**
& **Career Readiness** Modules
starting April 2016!

[Indiana Career Connect](#)

[Indiana Uplink CS3 System](#)



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24 people are following John D Nash. Be the first of your friends.

Office 365 Login



Work or school account



jdnash@scsep.us

Password

☐ Keep me signed in

Sign in

Back

[Can't access your account?](#)

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WIN System Web Site

The image shows the homepage of the WIN Career Readiness System. At the top, there is a header with the WIN logo (a green circle with 'win' in blue) and the text 'careerreadinesssystem' in blue and green. To the right of the logo, the tagline 'readiness redefined' is written in a small, italicized font. Below the header is a large banner image showing a group of diverse students in a classroom, with a young woman in the foreground smiling and writing in a notebook. On the right side of the banner, there is a login form with fields for 'Username' and 'Password', a green 'Log In' button, and links for 'Forgot your password?' and 'Forgot your username?'. Below the banner, there are two columns of text. The left column has a heading 'Welcome to the WIN Career Readiness System!' followed by a paragraph describing the system's features. The right column has a heading 'More Information' followed by a paragraph providing contact information and the website URL 'winlearning.com'.

careerreadinesssystem

readiness redefined

Username

Password

Log In

[Forgot your password?](#)

[Forgot your username?](#)

Welcome to the WIN Career Readiness System!

From this single sign-on portal, you can now connect to our Career Readiness Courseware, College Readiness Courseware, Soft Skills and myStrategic Compass. The system provides learners the opportunity to explore the world of work, discover the education and training pathways to get there, and develop the foundational career readiness skills for lifelong success.

More Information

For more information about the WIN Career Readiness System, call 1.888.717.9461 prompt 1 or visit winlearning.com today.

WIN System Skills

- Assessment Test
- Applied (basic) Math
- Reading for Information
- Locating Information
- Get all skills above level 5

Indiana Career Connect

The screenshot shows the Indiana Career Connect website. At the top, there is a blue banner with the site's logo and a link to Governor Mike Pence's home page. Below the banner, the main content area is divided into a left sidebar and a right main section. The sidebar contains links for individuals, employers, and other resources. The main section features a large heading, buttons for individuals and employers, and a job search form.

IndianaCAREERconnect.com

GOVERNOR MIKE PENCE
Visit his Home Page >>

En Español

Username
Password

SIGN IN ►

Not Registered? Forgot Username/Password?

Individuals

- ☐ Find a Career
- ☐ Create a Resumé
- ☐ Explore a Career
- ☐ Research the Job Market

Employers

- ☐ Find a Candidate
- ☐ Post a Job
- ☐ Research Candidate Trends
- ☐ General Labor Market Information

Other Resources

- ☐ Education and Training Services
- ☐ Indiana Career Explorer
- ☐ Veteran Services
- ☐ Youth Services
- ☐ Online Learning and Skill Development
- ☐ WorkOne
- ☐ Indiana Labor Statistics

a better career
Starts Here

INDIVIDUALS
FIND A CAREER

EMPLOYERS
FIND A CANDIDATE

Search for a Job
Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Enter Keyword Enter City

ZIP Code Radius 10 miles **SEARCH**

Powered by **WorkOne**

Indiana Career Connect

- Resume written, updated easily
- Resume published
- Awareness of Job Market Opportunities
- Weekly Applications for Unsubsidized Employment

Abundant Life Cleaning

- Helps Abundant Life
- Increases experiences for skills
- Satisfies SCSEP requirement for ten hours working
- Report to Carl

Use of Company Property

We provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the premises

Break

- $\frac{3}{4}$ done

Safety and Accident Rules

- Everyone's responsibility
- Know where the equipment is
- Turn in your Work Restrictions form
- Report safety concerns
- Will not be punished for advising of safety issues

Hazard Communication Standard

- In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. OSHA's Hazard Communication Standard (HCS) requires the development and dissemination of such information:
- Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their downstream customers;
- All employers with hazardous chemicals in their workplaces must have labels and safety data sheets for their exposed workers, and train them to handle the chemicals appropriately.

Hazard Communication Standard Requirements

Hazard classification: Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.

- Labels: Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
- Safety Data Sheets: Have a specified 16-section format.
- Information and training: Employers are required to train workers by December 1, 2013 on the new labels elements and safety data sheets format to facilitate recognition and understanding.

Our thanks to <https://www.osha.gov/dsg/hazcom/> for this information

OSHA PictoGrams

- The United States Department of Labor, Occupational Safety and Health Administration
- Cleaning chemicals **MUST** be marked with government designated warning labels
- People using the chemicals **MUST** know what the warning labels mean
- 3-ring binder in 1st drawer, Room 100

Hazard Communication Pictograms

The following pictogram files can be downloaded. The size of each pictogram can be adjusted and will remain proportional.

EPS is a standard format (vector image) for printing materials professionally or for producing materials for large projects (e.g., labels for signs, tanks, vessels).

NOTE: Appendix C, Section C.2.3.1 of 29 CFR 1910.1200 states the following: Pictograms shall be in the shape of a square set at a point and shall include a black hazard symbol on a white background with a red frame sufficiently wide to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

Flame Over Circle



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Flame



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Exploding Bomb



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Skull and Crossbones



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Corrosion



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Gas Cylinder



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Health Hazard



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Environment



[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi

Exclamation Mark



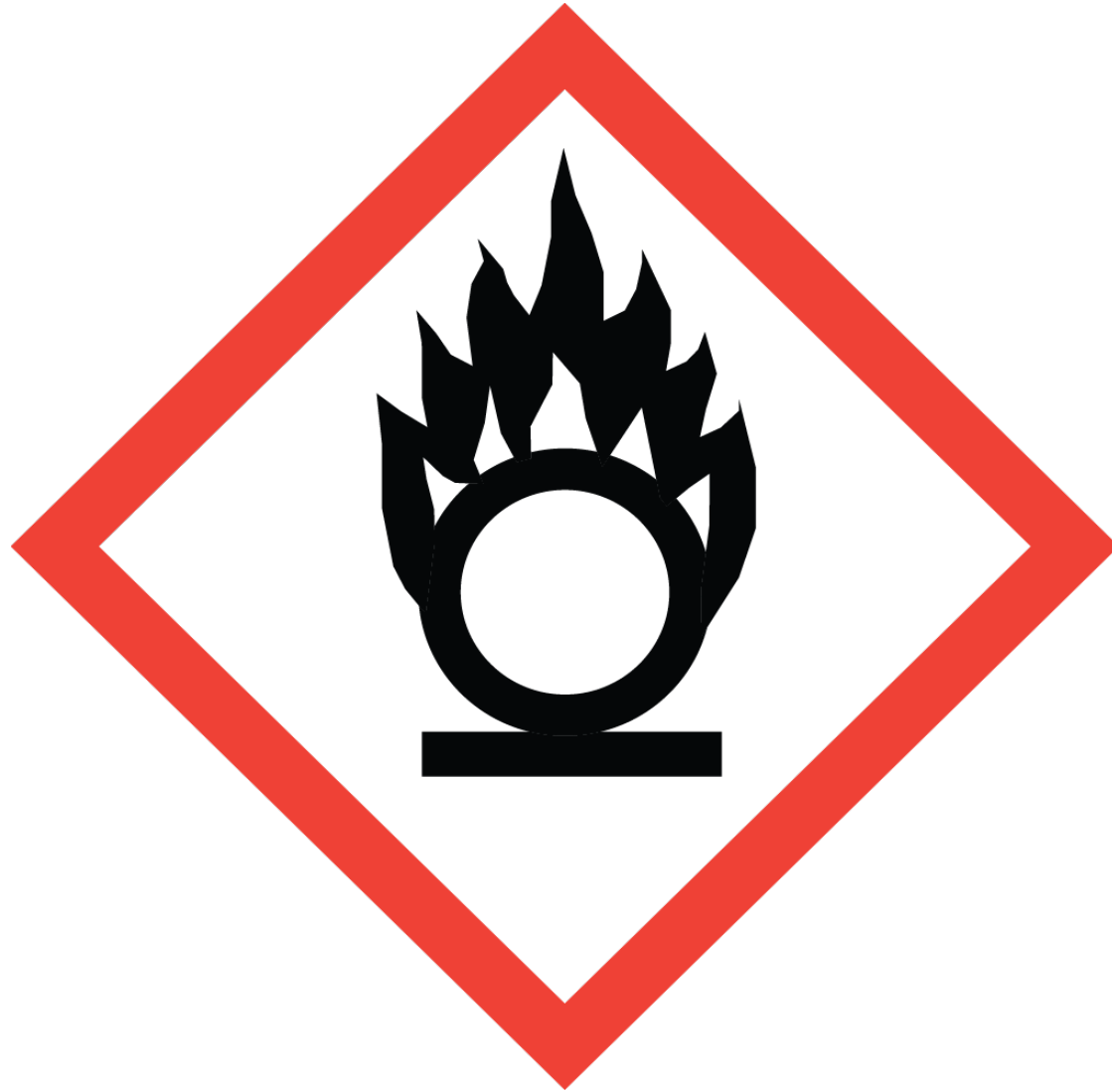
[EPS](#) [JPG](#) [PNG](#)

Dimensions: 1017(w) x 1017(h)
Resolution: 300 dpi



UNITED STATES
DEPARTMENT OF LABOR

Oxidizer



Flamable



Explosive



Toxic



Corrosive



Compressed Gas



Health Hazard



Environmental Hazard



Harmful



Appendices

- Complete the needed forms now
- Copies of many of the needed forms are included in the appendix to your General Guide
- Turn all signed forms in