



connecting point
community services central

Employer Handbook

Your Guide to Partnering with Connecting Point



Thank you for partnering with Connecting Point Employment Services Program. Our program prepares employees for new and advanced careers. We understand that expanding your workforce can be costly and time consuming. Our program is designed to lessen the stress by providing work-ready employees at no cost to you.

We offer to pay the employees hourly wages for 3 months while you train them on the skills needed to be a success at your organization.

Our participants have already taken part in our professional skills training, covering topics like Introduction to the Professional Workplace, Communication, Enthusiasm and Attitude, Teamwork, Problem Solving and Critical Thinking and Networking.

The benefits to local employers like you include reducing your wage cost and being able to invest that saving into your growing business or organization; ensuring the new employee is a good fit before committing to hiring them in a permanent role; built in support from our staff to ensure employee success; and hiring people who are work ready reducing the risk of employee turnover.

This Employer Handbook is written so that you understand both the policies and procedures of hiring a Connecting Point participant and have access to the information they are provided upon accepting an offer of employment.

The participant is your employee and will need to adhere to your workplace policies, practices and procedures. However, Connecting Point is the employer of record. This means there are a couple of differences of which you will need to be aware and agree to before accepting a participant into a subsidized role.

Wages and Payroll

The hourly wage is set by you and should match what you regularly pay an employee in the position at a minimum of \$15/hour.

Connecting Point participants are paid through the Connecting Point payroll. We cover the hourly wages, as well as all State and Federal withholdings. The participant is also covered under the Connecting Point's workers compensation insurance coverage.

Hours, Overtime and Paid Time Off

The participant will work the hours agreed upon at the time of hiring. The hours cannot exceed 8 hours in a day, 40 hours in a work week or 6 consecutive days.

Meals and Breaks

Connecting Point adheres to a strict policy of meals and breaks. We have employees in many different workplace environments, so we need to provide consistent policies across all jobs. We ask that you stay with our policies during the subsidized employment period.

Meal Breaks

If participants work longer than five (5) hours in a row, state law requires that they are entitled to an unpaid meal break of at least 30 minutes. The participant can waive the meal break if they only work 6 hours in a day. Connecting Point requires a written waiver of the meal break signed by the participant. *We strongly discourage participants from waiving their meal break or taking a "working meal" break if they work longer than 6 hours in a day.*

Rest Breaks

Appropriate breaks must be given throughout the day in accordance with the amount of time worked. State law requires that the breaks be at least 10 minutes for every 4 hours of work (or “major fraction thereof”). Connecting Point strongly recommends that participants do not skip their rest breaks.

Sick Leave

All Connecting Point participants will be eligible for sick pay in accordance with the State of California’s Employment Law. This is currently 1 hour of sick leave accrued for every 30 hours worked. The participant must adhere to your workplace policies for requesting sick leave.

Established Connecting Point Paid Holidays

When a participant is receiving subsidized employment, they will need to adhere to the Connecting Point Paid Holiday Schedule. This means if they are regularly scheduled to work on one of the following holidays they will receive a paid day off. If your organization or office does not observe the holiday, you will need to plan to avoid scheduling conflicts.

New Year	January 1 or the weekday closest to January 1
Martin Luther King’s	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 or the weekday closest to July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Holiday Season	December 25 or closest weekday to December 25 and the day before or the day after Christmas

Timesheets

Participants are paid weekly during their subsidized contract period and are responsible for submitting a weekly time sheet signed by their supervisor to the Career Counselor at Connecting Point. Time sheets are due Friday at 12pm unless otherwise agreed upon with the Career Counselor. Time sheets can be dropped off in-person, emailed, or faxed.

If a participant works on Saturday or Sunday, they can estimate their time over the weekend. If that time is not worked, it is expected that the participant contacts the Career Counselor for any corrections and adjustments.

If a supervisor is not able to sign the time sheet by Friday, it must be received by the Career Counselor no later than Monday at 9am.

If a signed time card is not received by Monday at 9am, the participant is at risk for not getting paid that week and hours will be forwarded to the next time period.

Consistent violations of the timesheet policy may adversely affect the participants eligibility for subsidized employment.

Dress Code

All Connecting Point participants are expected to dress appropriately and adhere to the dress code provided at your workplace. If you have questions or concerns about a participant's dress, you are encouraged to discuss them directly with the participant/employee and you can also ask the Career Counselor for assistance. If the participant does not have the clothing necessary or appropriate for the workplace, Connecting Point can help them with a stipend. Please refer the participant back to the program for assistance.

Monthly Evaluations

The Career Counselor will conduct monthly evaluations with the participant and his/her direct supervisor. The evaluations usually take no more than 30 minutes. The Supervisor will fill out his/her feedback on specific issues and have time to discuss them with the Career Counselor, if needed, prior to speaking with the participant. After the evaluation, the Career Counselor is available to meet individually with the participant to discuss other needs or communication issues.

The goal of the evaluations is to highlight the strengths and accomplishments of the participant and to catch any concerns to sustainable or permanent employment early to ensure long-term success. You are encouraged to discuss any concerns or needs directly with the participant and do not need to wait for the evaluation period.

Workplace Safety Sign Off

When a participant begins employment, they must be given any pertinent safety guidelines and procedures appropriate to your workplace. You and the participant will need to sign an agreement and return it to Connecting Point stating that the participant understands and will follow the safety guidelines provided to him/her for the workplace. A sample safety sign-off form is provided at the end of this handbook.



Safety Sign-off

208 Sutton Way
Grass Valley, CA 95945
Phone 530-274-5601 Fax 274-5606

I have reviewed and understand the safety guidelines provided to me while working for or at any time that I am on the premises of the worksite listed below. I will follow these guidelines for my protection and for the protection of others working around me.

Participant Name: _____ Date: _____

Participant Signature: _____

Supervisor Name: _____ Date: _____

Supervisor Signature: _____



208 Sutton Way
 Grass Valley, CA 95945
 Phone 530-274-5601 Fax 530-274-5606

Subsidized Time Sheet

Participant Name: _____
 Worksite: _____

Title: _____
 Site Supervisor: _____

Day	Date	Start Time	Out	In	End Time	Total Hrs.
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Weekly Totals						

By signing this timesheet, participant is confirming they have taken their breaks as required by law.

Participant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Time sheets are due every Friday by 12:00 PM and can be emailed, faxed or hand delivered to Stig Jantz at Connecting Point. Fax is 274-5606 and email is stij@connectingpoint.org.