

ATTACHMENT 5

Participant Orientation

An initial orientation to the program and work readiness component expectations must be explained along with other available services at the time of enrollment before the youth's summer work experience begins. The items to be included in orientation are:

- 1. purpose of the program**
- 2. information on all available services, including supportive services;**
- 3. expectations of workplace behavior (maintaining punctuality and regular attendance);**
- 4. understanding confidentiality, appropriate behavior and sensitivity to other worksite staff (diversity, sexual harassment), drug and alcohol abuse policies, health and safety issues, worksite completion of forms, and contact person and phone number for their individual case worker;**
- 5. the WIOA Complaint and Grievance Guide (sign a copy, and be given a copy for their own records);**
- 6. Release of Information form;**
- 7. Training plan: job title, job duties and responsibilities; length of training; work/class schedule; direct and/or indirect supervisor and their responsibilities;**
- 8. Rate of pay and frequency**
- 9. Timesheet completion and distribution of checks**
- 10. Contact person _____**
- 11. Participant responsibilities;**
- 12. Child labor laws (if applicable);**
- 13. Safety and worker's compensation;**
- 14. Counseling/monitoring visits.**

By signing this I am attesting that program staff has reviewed the above information with me and I understand my roles and responsibilities as a program participant.

Participant Signature _____ Date _____