



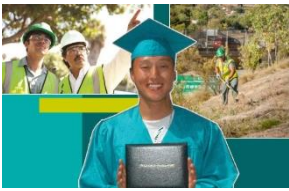
# THE CORPSMEMBER'S GUIDE TO SUCCESS

## URBAN CORPS OF SAN DIEGO COUNTY 2019 CORPSMEMBER HANDBOOK

### **PURPOSE OF THE CORPSMEMBER HANDBOOK**

*The purpose of this Corpsmember Handbook is to familiarize you with the guidelines and policies of Urban Corps of San Diego County and to provide you with a reference. This is not a contract of employment and may change at any time. If you have any questions, please ask your Crew Supervisor, Manager, Coordinator or the Human Resources Manager. This handbook will be sent via email to all corpsmembers. If you would like a hard copy, please request one from Human Resources Staff.*

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# Welcome to Urban Corps!!

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## **OUR MISSION**

*"The Urban Corps of San Diego County is a certified local conservation corps and charter school whose mission is to provide young adults with a high school education combined with job training and community service in the fields of conservation and recycling, which will assist youth in becoming more employable while protecting San Diego's natural resources and instilling the importance of community service."*

## **EQUAL OPPORTUNITY EMPLOYMENT TRAINING PROGRAM**

*Urban Corps of San Diego County (Urban Corps) provides equal opportunity in all areas of its training program and does not discriminate against individuals based on race, color, religion, marital status, sex, gender, sexual orientation, or disability. All such discrimination is unlawful and not tolerated at Urban Corps of San Diego County.*

## **CORPSMEMBER JOB DESCRIPTION & PROGRAM OVERVIEW**

A corpsmember attends Urban Corps Charter School two days per week and earns a paycheck on job training projects three days per week on various conservation and community service projects such as recycling, tree planting, landscaping, construction, graffiti removal, and community beautification projects. A two-week mandatory unpaid "PreCorps" training is required to gain tool knowledge. Under the direction of Urban Corps supervisors, a corpsmember learns the skills necessary to complete projects while gaining valuable work experience. Corpsmembers (CMs) also receive support services such as counseling, life skills, and job placement assistance. The job-training program is approximately one year, based on satisfactory performance, attendance, and how many credits are needed to earn a high school diploma. CMs are given the opportunity to extend their one-year contract with a written request.

## Urban Corps job training + education



- Corpsmembers attend School 2 days per week and have paid job training in the field 3 days (24/hours) per week
- Participants earn a High School Diploma (not GED); graduation 2 times per year (Dec. & June)
- Start with "PreCorps" – minimum 2 weeks
- Corps-to-Career Students Support Services
- Free Breakfast, Lunch and Snack

## C2C Support Services

- Case management & counseling
- Life skills workshops
- Job placement counseling
- Certified training courses
- Resumes & Interview Practice
- Driver's Training
- Referrals to Outside Services
- Transportation Assistance
- Health & Wellness – Nurse Visits, Free Flue Shots
- Corpsmember Closet: Free Suits at Graduation

### QUALIFICATIONS:

To enroll in Urban Corps of San Diego County, you must:

- **Be between 18-26 years old.**
- **Live in San Diego County**
- **Be a U.S. citizen or legal resident.**

### PERSONAL QUALITIES:

A corpsmember must:

- Have the desire to develop and maintain physical fitness, stamina, and the ability to do strenuous labor; including lifting and working under harsh weather conditions.
- Be willing to accept responsibility, develop good work habits, demonstrate punctuality and dependability, and meet our school's educational requirements.
- Work well with people of diverse gender, ethnic and cultural backgrounds.

### JOB TRAINING EXPERIENCE:

- **General:** Learn work ethic and proper tool safety and handling such as how to operate a chainsaw, weed whacker, bobcat, forklift, construction tools, and participate in other various trainings made available such as First Aid, OSHA 10, and CPR.
- **Environmental Services:** Tree planting, erosion control, watershed and habitat restoration, trail building and maintenance, native plant identification, non-native vegetation removal, brush clearing and fuel reduction, landscaping and irrigation installation.
- **Community Improvement Services (CIS):** Maintenance of various business improvement

#### Environmental Services

- Habitat & Watershed Restoration
- Trail Building
- Debris & Brush Removal
- Tree Planting & Removal
- Landscaping
- Fire Fuel Reduction
- Irrigation
- Chainsaw



#### Community Improvement Services

- Litter Abatement
- Power Washing
- Tree Trimming
- Graffiti Removal
- Bulky Item Removal
- Blighted Lot Clearing



districts. Work includes graffiti removal, tree trimming, power washing, sidewalk and gutter sweeping, collection of large debris and minor landscaping.

- **Recycling Services:** Separating recyclables from the waste stream, servicing large special events such as Petco Park, Qualcomm Stadium and Earth Day Fair, recycling and E-waste collection services to San Diego County businesses and schools, collecting waste tires from public spaces, beautifying the community through litter abatement, Buyback Center operations, marketing, and outreach.
- **Construction:** Learn carpentry, plumbing, demo, masonry, framing, fence and wall construction, concrete, painting, and basic repair through residential rehab and weatherization and other building projects such as park building and solar panel installation.
- **Prop 39**  
The Urban Corps Construction Pre-Apprenticeship Program is funded by a grant through Proposition 39. Corpsmembers participating in the program will receive instruction in the Multi-Craft Core Curriculum, preparing them to enter jobs and apprenticeships in the construction and energy efficiency industries. The program includes field trips and construction training projects, and graduates will receive assistance in applying for registered union apprenticeship opportunities.



The infographic is divided into two main sections. The top section, titled 'Recycling Services' with the subtitle 'Helping Cities meet the State's 75% Diversion Mandate', lists services such as Stadium Services, Collection Services, Event Services/Rentals, Buyback Center at Qualcomm, Recycling Presentations & Tours, and Marketing and Outreach to Schools, Clubs & Community. It includes a photo of workers at a recycling station. The bottom section, titled 'Construction', lists opportunities like Licensed General Contractor, Learning Construction Skills, Earning Certifications, Home Rehabilitation, Energy Efficiency Upgrades, and Park Construction. It includes a photo of a construction site and a small image of a park area.



#### ALL CORPSMEMBERS:

- **MAY PARTICIPATE IN PAID JOB TRAINING UP TO 24 HOURS A WEEK.**
- **WILL PARTICIPATE IN THE EDUCATION PROGRAM.**
- **WILL PARTICIPATE IN COMMUNITY SERVICE AS REQUIRED.**
- **WILL PARTICIPATE IN VOCATIONAL/ACADEMIC TRAINING.**

#### URBAN CORPS CHARTER SCHOOL EDUCATION

Urban Corps is committed to providing advanced educational opportunities that meet student's individual needs. While working towards a high school diploma, students will improve knowledge and problem-solving skills, learn basic life skills, work in a technologically rich learning environment, and attain personal growth and development.

#### **Corpsmembers WHO DO NOT HAVE a high school diploma:**

- Must attend two days of education every week at our onsite charter high school.
- Must complete an individualized development plan IDP, to be developed for you to expedite your senior status and ultimately graduate with a High School Diploma.



- **Corpsmembers WHO ALREADY HAVE a high school diploma:**
- Will attend post-secondary classes or trade school at least one day per week and provide proof of attendance to Corps-to-Career case managers.
- High school graduates are required to report to their Corps-to-Career case manager as scheduled to review college/post-secondary educational goals and track their transition progress from the Urban Corps.

## **CORPSMEMBER DEVELOPMENT**

In addition to providing job training and education opportunities to corpsmembers, Urban Corps offers a variety of other development programs.

### **COMET**

All corpsmembers participate in the Corpsmember Orientation, Motivation, Education, and Training (COMET) program. This orientation provides new corpsmembers with policies, procedures, and insight into the opportunities available at Urban Corps. New recruits also participate in a variety of team building exercises



### **Pre-Corps**

The PreCorps Program is a mandatory corpsmember candidate program designed to prepare you to become full corpsmembers enrolled in our paid job-training program.

PreCorps candidates participate in tool and vocational training, perform community service, and receive classroom instruction, earning credits towards their high school diploma. PreCorps participation is a minimum of 2-weeks, of unpaid training with cash stipends for perfect attendance. (PreCorps may be waived pending open positions in the paid job-training program.)



### **Corps-To-Career (C2C)**

The C2C Program helps corpsmembers develop a career plan based on abilities and interests. Goals and objectives are developed during COMET and PreCorps. Corpsmembers attend life skills classes and workshops daily and meet with C2C staff to monitor overall progress in the program. Leading up to graduation, work intensifies on career planning, resumes, cover letters, job retention skills, and job and college applications. C2C staff and case managers arrange job fairs, mock



interviews, field trips, college tours, free flu shots, nurse visits, counseling, driver's training, driver's license appointments and much more.

### **Student Services & Counseling**

Assistance is available to all corpsmembers; those who have additional challenges such as transportation, childcare, medical/dental needs, mental health, legal, or other issues besides a lack of job skills and a high school diploma should meet with their assigned case manager and/or the Director of Student Services as soon as possible. We want to help you overcome these problems and succeed in our program.



### **Life Skills Workshops**

In order to provide well-balanced education and training, Urban Corps also offers Life Skills Workshops to all corpsmembers, facilitated by Urban Corps staff and/or community partners. Topics include Career Development, Health & Wellness, Public Speaking, Healthy Relationships, College Prep, Winning Attitudes, Financial Planning and others as need arise.

### **Corpsmember Advisory Board (CAB)**

The Corpsmember Advisory Board is the representative body of our corpsmember community. The purpose of the CAB is to provide corpsmembers with self-government and to facilitate reconciliation techniques, communication skills, problem-solving and appropriate self-expression. The CAB provides an avenue of communication between corpsmembers, staff, and administration. Goals include active participation in UCO and community events, policy development, recreational trips, fundraising, and recruitment services. CAB participants build leadership skills and their resumes while serving as role models to other Corpsmembers.

### **Corpsmember Physical Training (PT) Program**

Corpsmembers participate in daily physical training (PT) consisting of stretching, strength building exercises, and cardiovascular endurance exercises. Physical training can reduce physical injuries, increase crew morale and energy.



### **4:00-5:00 Educational Make-ups**

Corpsmembers who fall behind academically due to excessive absences or unfinished assignments are given the opportunity to catch up and enhance their literacy and mathematic skills by attending school after their regularly scheduled work days from 4:00 to 5:00 p.m. A 4-5 make-up list is issued by teachers.

### **VESL**

4pm – 6pm Vocational English as a Second Language (VESL) Classes: All Corpsmembers designated in Levels 1-4 of the English Language Development (ELD) program are required to attend VESL classes from 4pm – 6pm on their assigned work days. Corpsmembers can also voluntarily attend these classes on their assigned

education days. The VESL program is designed to support English language acquisition for English Learners by providing daily practice in English. VESL classes are focused on the development of vocational English related to the workplace and are a supplemental course to the ELD classes taken during a corpsmember's education days. Failure to attend VESL classes on assigned work days results in an incident report. Excessive absences from VESL can result in suspension from work.

## Community Service

Urban Corps is committed to providing community service. In doing so, all corpsmembers and staff are encouraged to give back to the community that it serves. Corpsmembers are required to complete 24 hours of community service prior to graduation. Corpsmembers who exceed the education requirement may be eligible for a pay increase as explained later in this handbook.

## Drivers' Training

Corpsmembers who need a California Driver's License may attend a basic driver's training class led by Corps-to-Career staff and when ready set a behind-the-wheel driver's test with the Department of Motor Vehicles (DMV) to obtain their Class "C" license. Urban Corps vehicles are available for practice and test taking. In addition, corpsmembers with a Class "C" license may receive additional training to earn a Class "B" license. Urban Corps will pay fees required for obtaining both the Class "C" and/or "B" license. Corpsmembers with a suspended or revoked license may participate in alternative training.



## Injury & Illness Prevention Program

The Urban Corps Injury & Illness Prevention Program was prepared to ensure that all corpsmembers receive proper training necessary to complete a job safely and to act responsibly while using any of Urban Corps' tools and equipment. **If you do not understand a job or how to use a tool, it is YOUR responsibility to ask questions and get clear instructions before performing an assigned task. Safety is everyone's responsibility.**

## CORPSMEMBER BILL OF RIGHTS

Corpsmembers have a right to:

- Be treated as responsible adults.
- Have their complaints heard and answered.

## Corpsmember Bill of Rights

*You have the right to:*

**Sus derechos:**

- Ser tratados como adultos responsables
- Ser escuchados y reconocidos sus quejas
- Tener las razones de su terminación explicadas
- Apelar la terminación o si siente que se han violado sus derechos

**Tes droits:**

- Être traités comme des adultes responsables
- Demandez à vos plaintes entendu et reconnu
- Ont des raisons de résiliation expliqué
- Pourvoi résiliation ou si vous pensez que vos droits ont été violés

**حقوقك**

أن تعامل على أنها من المسؤولين الكبار  
وشكواك سمع واعترفت  
وقد بينا أسباب الإنهاء  
نداء إنهاء أو إذا كنت تشعر انتهكت حقوقك

- Have their reasons for separation clearly stated.
- Appeal, through the Corpsmember Grievance Procedure, when they believe their rights have been violated, and after having exhausted all other channels.

### **Responsibility to the Corpsmember Bill of Rights**

Corpsmembers are responsible for conducting themselves in accordance with Urban Corps policies and the laws of the State. Staff and corpsmembers have a responsibility to uphold the reputation and maintain the positive environment Urban Corps has established in the San Diego Community and for a young person to work, learn, and grow. The staff is responsible for seeing that corpsmembers' rights are protected.

### **URBAN CORPS GROOMING STANDARDS FOR CORPSMEMBERS**

State Law requires Urban Corps to provide and maintain a safe and healthy work environment. Therefore, the following standards are strictly enforced:

***Hygiene - Every employee is expected to practice daily hygiene and good grooming habits as outlined in further detail below.***

- ***Hair (Men & Women)*** - Hair should be clean and combed when reporting to work and school each day. For safety purposes men and women with medium to long hair must wear their hair in a bun in order for the hard hat to fit correctly and provide protection to the head. Unkempt hair (messy), non-traditional hair colors (pink, red, blue, purple, green, orange, etc.), and thick braids are not permitted.
- ***Facial Hair*** - Sideburns, mustaches, beards, and goatees must be neatly trimmed and not exceed ½ inch (long, bushy and ungroomed beards and goatees are not permitted). Beards and goatees are not to be grown beyond the jawline, and non-traditional hair colors (pink, red, blue, purple, green, orange, etc.) are not permitted.
- ***Make-Up*** - Make-up is not recommended to be worn in the field, however, if worn must be professional and conservative.

Good Examples:





- **Deodorant/Cleanliness** –Urban Corps job training activities often involve heavy physical labor. It is **STRONGLY recommended that every corpsmember wear deodorant and shower on a daily basis.** Furthermore, it is required that you keep your uniform clean and come to work and school each day in unsoiled clothes. If you need help washing your uniform, please speak with staff and we will arrange uniform washing for you.

- **Fragrance** - Recognizing that employees and visitors to the work site may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, Urban Corps of San Diego County request such item be used in moderation out of concern for others in the workplace.

- **Nails (Men & Women)** - Hands and nails should be clean and conservatively manicured and nails must be short for safety factors. Acrylic nails are not allowed to be worn while working in the field.

- **Jewelry (Men & Women)** – All jewelry is prohibited in the field for safety factors. Facial piercings and tongue piercings are not permitted while working or in school.


- **Tattoos (Men & Women)** - Tattoos (non-offensive) are permitted in the workplace however other body art (such as surgically implanted ball bearings, spikes, and the like) are not permitted in the workplace.

**Violations** - Violations of this policy will result in discipline, up to and including termination.

**Exceptions** –There are no exceptions.




## Good Hygiene is Important!



- Cleanliness:** It is **STRONGLY recommended that every student wear deodorant and shower on a daily basis.** You must keep your uniform clean. If you need help washing your uniform, speak with staff for assistance.
- Limpieza:** Se recomienda que cada estudiante use desodorante diario. Usted debe mantener su uniforme limpio. Si necesita ayuda para lavar su uniforme, hablar con el personal para recibir ayuda.
- Propreté:** Il est fortement recommandé que chaque déodorant usure des étudiants et douche sur une base quotidienne. Vous devez garder votre uniforme propre. Si vous avez besoin d'aide laver votre uniforme, parler avec le personnel pour aider.
- الظافة:** فمن المستحسن أن كل مزيل العرق ارتداء الطلاب والاستحمام بشكل يومي. يجب أن نضع الزي الخاص بك نظيفة. إذا كنت بحاجة إلى مساعدة غسل الزي الخاص بك، والتحدث مع الموظفين، ونحن سوف يغسل لك.

## Urban Corps Grooming Standards

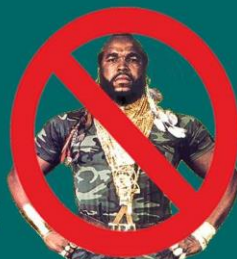


**Men and Women:** For safety reasons, NO long or fake fingernails and NO Jewelry.

**Los hombres y las mujeres:** Por razones de seguridad, no se permite usar uñas largas o de acrílico. Igualmente no se permite usar joyas.

**Les hommes et les femmes:** Pour des raisons de sécurité, NO longues ou faux ongles et pas de bijoux.

الرجال والنساء: لأسباب تتعلق بالسلامة، الأظافر ليس طويلا أو وهمية وليس مجوهرات.



## **CORPSMEMBER UNIFORM POLICY**

While in uniform, the behavior and appearance of corpsmembers establishes the reputation of the Urban Corps in the public's view. To serve our best interest, we must always appear to be well dressed, well groomed, professional, and business-like. Strict adherence to the uniform policy is an absolute requirement. **ONLY URBAN CORPS ISSUED UNIFORM ITEMS ARE TO BE WORN DURING SCHOOL AND WORK - NO CIVILIAN CLOTHING ALLOWED.**

### **Urban Corps issued uniform must be worn to BOTH SCHOOL AND WORK**

Urban Corps issued uniform must be clean at the start of each school day. **Uniform shirt must be tucked in at all times**, a white short-sleeved undershirt may be worn (no colored undershirts allowed), a long-sleeved grey Urban Corps issued shirt, uniform pants are to be worn at the appropriate waist level with your uniform belt (i.e., no sagging) and only Urban Corps issued steel-toed boots are to be worn in school.. **For safety reasons, both boots must be laced up appropriately at all times.** Boots are to be clean when reporting to work each day. **Corpsmembers must report to work in FULL uniform and must**

Full uniform with boots is required at all times on campus and in the field.

Se requiere uniforme completo con botas en todo momento en el campus y en el campo.

• Uniforme complet avec des bottes est nécessaire en tout temps sur le campus et dans le domaine.

• مطلوب زي كامل مع الأحذية في جميع الأوقات في الحرم الجامعي.



**leave in FULL uniform.**

### **Jackets**

Corpsmembers are issued an Urban Corps jacket during the fall and picked up at the beginning of the summer season; personal jackets with and without hoods and or hats of any kind are **not** to be worn at PT and or indoors. Urban Corps issued Jackets are to be clean and in a presentable and useable condition at all times.

### **Safety Equipment –BRING EVERYDAY SCHOOL AND WORK**

When reporting for work and school each day and lining up for PT, corpsmembers must have in their possession the following Urban Corps issued safety equipment: steel-toe boots, hardhat, neck shield, gloves, safety vest and safety glasses. This is because you may be pulled to work on a scheduled education day.

## Lockers

Lockers are available for corpsmembers to store PPE safety equipment while attending education. The locks may be purchased by corpsmembers at \$4.00 each; sharing lockers is prohibited. The Urban Corps reserves the right to perform random searches of lockers at any time for random reasons, on suspicion of theft, drugs, or alcohol, for cleaning purposes, or during a suspension and/or termination of the program.

## Uniform Care

Corpsmembers are responsible for the care and appearance of the uniform. All uniforms are the property of the Urban Corps of San Diego County, therefore no alterations allowed.

**We encourage corpsmembers to turn in their uniforms for cleaning at no cost to them. Bins are available for soiled uniforms in the Business Services Manager's area. Uniforms are picked-up and dropped-off every Thursday.**

## Uniform Deposit

Corpsmembers are issued a full set of uniforms that includes three (3) pairs of pants three (3) shirts (1) long sleeved grey shirt (1) pair of steel-toed boots, (1) hardhat, (1) neck shield (1) safety vest, (1) safety goggles, (1) pair of safety gloves. A deposit of \$125.00 will be deducted from each corpsmembers payroll check; starting with the first full paycheck at \$25.00 per paycheck until the full (deposit) amount of \$125.00 is deducted. Upon exiting the program, a corpsmember has 15 working days to return all uniforms and safety equipment issued. Failure to return uniforms and safety equipment within 15 days will result in forfeiture of uniform deposit. Upon returning Urban Corps issued uniforms and safety equipment, corpsmembers receive their total uniform deposit on their money network card or Mission Federal account on the following payday.

*Please Note: If the corpsmember negligently damages, loses, or destroys any uniform or safety equipment issued to him/her, the replacement cost will be taken out of his/her final deposit paycheck. The condition of all items will be evaluated and verified in the corpsmembers presence (if available).*

## Uniform Deposit

- A deposit of \$125 will be deducted from your payroll check for the uniform and returned when you leave the program.
- Un depósito de \$ 125 será deducido de su cheque para el uniforme y regresó cuando salga del programa.
- Un dépôt de 125 \$ sera déduit de votre chèque de paie pour le dépôt uniforme et sera retourné lorsque vous quittez le programme.
- سيتم خصم إيداع \$ 125 من الاختيار الرواتب للحصول على الزي وعاد البرنامج عند مغادرة.

## **CORPSMEMBER PAY & OPPORTUNITIES**

### Corpsmember Pay

The starting training wage rate for Corpsmembers is the standard state minimum wage. Corpsmembers are eligible to enroll in the 403b (Retirement Program) which the Human Resources staff will review during COMET.

### Benefits

Corpsmembers working fulltime are eligible for medical benefits after 60 days at a cost shared with the employer.

## Performance Evaluations

After 90 days, corpsmembers are evaluated on a quarterly basis in the areas of attendance, punctuality, cooperation, ability to follow directions, behavior, leadership abilities, educational activities, and other program requirements. Evaluations give corpsmembers feedback on their performance and help identify areas they need to work on, or in which they are particularly strong.

Supervisors and or Managers will evaluate their Corpsmembers on a scale of 1-5:  
1= Poor    2 = Fair    3= Average    4 = Good    5=Excellent

## Pay Raises & Promotions

Urban Corps provides many opportunities for pay raises. Pay raises will be granted for completion of community service hours and promotions to positions with increased responsibility. Pay raises may also be granted for superior work performance/skills, school performance, and perfect attendance on a case-by-case basis. Promotions are granted to corpsmembers who: show leadership abilities, demonstrate a mature attitude and strong work ethic, complete trainings, and obtain their driver's license. Pay raises and promotion opportunities include:

1. Community Service Raises
2. Performance-Based (case-by-case basis)
3. Crew Leader (Red Hat)
4. Driver (must be 25 years old with adequate driving experience)
5. Internship (must have a Class C License)
6. Urban Corps Staff, following graduation

### 1. COMMUNITY SERVICE RAISES - \$.25/HR RAISE EVERY 24 SERVICE HOURS

Corpsmembers are eligible for pay raises for community service. These raises are applicable to all positions. Community Service is defined as any project organized by Urban Corps staff as a community service event. Non-program related volunteer service hours are not eligible. For every 24 hours of community service over and above your first 24-hour educational requirement, you will earn \$.25, up to \$1.00. Therefore, raises are available after completing 48, 72, 96 and 120 hours of service. **It is your responsibility to keep track of your service hours. Upon completing each hours goal, please notify your manager to verify your hours and request a raise increase.**

### 2. PERFORMANCE-BASED RAISES - \$.25/HR RAISE (CASE-BY-CASE)

Corpsmembers may be eligible for pay raises for displaying superior work performance and skills, work ethic, school performance, and/or for perfect attendance, as determined by staff on a case-by-case basis. Your manager must recommend you for a performance-based raise or you may request a raise by writing a formal letter to the CEO including your reasons, qualifications, or any other relevant information to consider.

### 3. CREW LEADER (RED HAT) - \$.25/HR RAISE

Crew Leaders assist the Supervisor in day-to-day activities of leading a crew. Crew Leaders serve as role models for their peers. Crew Leaders are to enforce the Corps



policies, values of honesty, integrity, respect, hard work, quality effort, teamwork, and tolerance.

**Requirements:**

- ✓ Demonstrate a strong work ethic and outstanding attendance.
- ✓ Abide by all UCO policies and procedures.
- ✓ Must be recommended by your manager and the Director of Academics.

**4. DRIVER- \$0.25/HR RAISE**

Drivers assist the Supervisor in the day-to-day transportation of tools and corpsmembers to project sites as well as leading a crew. Drivers serve as role models for their peers. Drivers are to enforce the Corps policies, values of honesty, integrity, respect, hard work, quality effort, teamwork, and tolerance.

**Requirements:**

- ✓ Have a valid "C" California Driver's License and clean driving record
- ✓ 25 years old (Insurance carrier requirement)
- ✓ Adequate driving experience, per the discretion of staff
- ✓ Demonstrate a strong work ethic and outstanding attendance.\
- ✓ Complete Urban Corps driver's training including behind-the-wheel training with an approved UCO driver or BSO staff member
- ✓ Ability to be insured by Urban Corps insurance carrier

**PLEASE NOTE: Not all drivers are crew leaders and not all crew leaders are drivers. However, you may be eligible for both promotions simultaneously. Drivers also serving as Crew Leaders are eligible for a \$0.50 increase.**

**5. INTERNSHIPS - \$0.25/HR RAISE**

An internship offers corpsmembers an opportunity to work with outside partner organizations to develop independent working skills.

**Requirements:**

- ✓ Have a valid "C" California Driver's License and clean driving record
- ✓ Demonstrate a strong work ethic and **OUTSTANDING ATTENDANCE.**
- ✓ Abide by all UCO policies and procedures.
- ✓ Must be recommended by Corps-to-Career, your manager, and the Director of Academics.

## 6. URBAN CORPS STAFF POSITIONS

Previous corpsmembers who have successfully completed the program have often been hired on as staff. Corpsmembers interested in joining Urban Corps staff should discuss with their manager and submit a resume. Corpsmembers considered for a staff position must meet all requirements of the staff position. (Raise depends on position.)



### CORPSMEMBER ATTENDANCE

Corpsmembers must show up for work on time in proper uniform with all safety gear and ready to work. Corpsmembers must call their Supervisor and/or the Receptionist one (1) hour before the work shift begins to report absences to work and/or school. **No call, no show means the staff does not know why you are absent.** Excessive absences regardless of justification will lead to a program exit. **Tardiness is reporting to work or school after PT starts at 7:30 and/or reporting late to the early work shift.** As a job training program, attendance and tardiness are taken very seriously.

### **Corpsmembers consequences for poor attendance (3 times per semester):**

Day 1- no call, no show = Incident report

Day 2- no call, no show = Incident report and 30-day probation

Day 3- no call, no show = (3) incident reports = Program Exit



Las consecuencias de no llamar en su ausencia al trabajo o escuela tres veces, es una terminación del programa.



Les conséquences pour ne pas appeler en votre absence au travail ou à l'école trois fois est une terminaison du programme.



عواقب لعدم دعوته في غيابك إلى العمل أو المدرسة ثلاث مرات لإنهاء البرنامج.

### **Showing up late for work or school:**

Late Day 1 = Incident report, sent home

Late Day 2 = Incident report, sent home

Late Day 3 = Incident report and 30-day probation with 3-day suspension from work with mandatory education days, sent home

Late Day 4 = Incident report and Program Exit



Las consecuencias por llegar tarde: Si llega después de las 7:30 am, se le enviará a casa para el día. Si llega tarde 4 veces va a ser despedido del programa.

Si vous arrivez tard après 07h30, vous serez renvoyé à la maison. Si vous êtes en retard quatre fois, vous serez résilié.

إذا وصلت في وقت متأخر بعد 7:30، وسوف ترسل لك المنزل. إذا كنت في وقت متأخر أربع مرات سيتم إنهاؤها.

### Inclement Weather

In the event of inclement weather conditions that prevent crews from going out to work on projects, Urban Corps will pay corpsmembers for 2 hours and conduct unpaid vocational and safety training education for corpsmembers until conditions improve and work resumes."

### Sick Leave

The Company offers paid sick leave to all Employees. Accrual of paid sick leave is at the rate of 2 minutes per hour (or 1 hour of sick time for every 30 hours worked) the max per year a Corpsmember can earn is 24 hours per calendar year



- You must call in. You must request sick pay.
- Debe llamar en cuando está enfermo y si usted es elegible para el subsidio de enfermedad puede solicitar que se le paga.

- Payez quand vous êtes malade: Vous devez appeler Vous devez demander l'indemnité de maladie.

- دفع ثمن عندما كنت مريضاً: يجب استدعاء يجب أن تطلب إجازة مرضية مدفوعة الأجر.

for part-time (part-time is a person who works less than 30 hours per week).

### Holidays

Urban Corps observes the following holidays which are unpaid days for all Corpsmembers. The actual day off may vary:

September 3	Labor Day	January 15	Martin Luther King Jr. Day
November 12	Veterans Day	February 19	President's Day
November 22	Thanksgiving Day	March 30	Cesar Chavez Day
December 25	Christmas Day ( <i>Celebrated</i> )	May 28	Memorial Day
January 1	New Year's Day ( <i>Celebrated</i> )	July 4	Independence Day

### Staff Development (Equalization Day) School is Out/ Work is On: Dec. 23

#### Semester Dates

Semester 1: August 7–December 15, 2017

#### Education Intersession Breaks

Semester 1: December 18–January 26, 2018

### Graduation Dates

December 22, 2017

June 22, 2018

### Jury Duty

Corpsmembers summoned for jury duty shall have that time off without pay. You must notify your Manager or Supervisor immediately after receiving a jury duty summons and provide proof from court of attendance to receive an excused absence.

### Holidays & Jury duty = not paid

- Vacaciones y servicio de jurado = no son pagados
- Vacances et le devoir du jury = pas payé
- = العطل واجب لجنة التحكيم لم تدفع





## Urban Corps Charter School Calendar for 2018 - 2019

**July 2018**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**August 2018**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**September 2018**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Legend for Background Shading**

	S1: August 6 - December 14
	S2: January 28 - June 14
	Holidays
	Intercession/Staff Duty Days
	Equalization Day
	Certificated Staff Non-Contractual Days

**October 2018**

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**November 2018**

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**December 2018**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Significant Dates**

4	July 4: Independence Day
3	September 3: Labor Day
12	November 12: Veterans Day
22 & 23	November 23 & 24: Thanksgiving Holiday
21	December 21: S1 Graduation
25	December 25: Christmas
26	December 26: Equalization Day
1	January 1: New Year's Day Holiday
21	January 21: Martin Luther King, Jr. Day
18	February 18: President's Day
1	April 1: Cesar Chavez Day
27	May 27: Memorial Day
21	June 21: S2 Graduation

**January 2019**

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**February 2019**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**March 2019**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**April 2019**

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**May 2019**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**June 2019**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Classified & Administrative Staff Calendar**

	Instructional Days	188
	Holidays	11
	Non-ADA Days, Intercession	61
	Total Days	260
S1	91	
S2	97	
Total	188	

**Certificated Staff Calendar**

	Instructional Days	188
	Holidays	8
	Non-ADA Days, Intercession	44
	Total Days	240

## Leave of Absence (LOA)

If a corpsmember knows he/she will be absent from work, a written Leave of Absence request is required 5 days in advance. All requests for LOA must be submitted to the Manager for approval. Excessive requests may be denied.

## Leave of Absence

- Must request 5 days in advance in writing
- Solicitud de permiso para estar fuera necesita ser presentado 5 días de antelación
- Congé - Doit demander cinq jours à l'avance par écrit
- ترك الغياب - يجب أن تطلب خمسة أيام مقدماً في الكتابة

## Maternity/Family Leave

Urban Corps follows all maternity and family leave laws. Corpsmembers must request a leave of absence at the earliest date possible. You may be assigned to a different department of the job training program if reasonable accommodations are available. Please speak with your manager or case manager.

## Medical Separation

Corpsmembers may exit the program for medical reasons if a physician determines that they cannot perform essential job functions and if reasonable accommodations are unavailable. Corpsmembers who apply for job training and education with the Urban Corps are required to complete a pre-employment health questionnaire. Any corpsmember who discloses a medical illness, injury or physical condition that precludes him/her from performing essential job functions in the application must obtain a medical release from a physician before being hired.

## Unemployment & Disability Benefits

Corpsmembers are not eligible to apply for or receive unemployment or disability benefits. As a "trainee/student" in an employment training program, these benefits are excluded pursuant to sections 634.5 (e) of the California Unemployment Insurance Code.

## URBAN CORPS POLICIES

Urban Corps has written policies and procedures that govern operations. The appropriate policies have been included throughout this handbook. Any questions or concerns about policies may be directed to your Supervisor or Manager.

## Injury & Illness Policy

Urban Corps is firmly committed to maintaining a safe and healthy working environment. To achieve this goal, Urban Corps has implemented a comprehensive Injury and Illness Prevention Program. This program is designed to prevent workplace injuries, accidents, and illnesses. Any injury that occurs on the job, even a slight cut or strain, must be reported to your Supervisor immediately so that First Aid can be administered. Worker's Compensation Insurance is provided to all corpsmembers and staff for occupational injuries pursuant to California Law. The cost is borne entirely by Urban Corps of San Diego County. Corpsmembers must conduct themselves responsibly, whether on or off duty, to ensure their safety and the safety of others. **(Horseplay and unacceptable conduct can cause accidents that will not be covered by Worker's Compensation.)** A compensable

injury is an injury which is determined to be work-related, entitling staff and corpsmembers to worker's compensation benefits. A non-compensable injury is an injury that is not work-related and no benefits will be provided. According to state law, you must be able to prove that the injury occurred while at work, and you must see a doctor pre-assigned by Urban Corps.

### Alcohol & Drug Policy

Urban Corps has a vital interest in providing staff and corpsmembers with a healthy and safe work environment. The use of illegal drugs, alcohol, or abuse of other controlled substances (such as spice, bath salts or hallucinogens), on or off duty, is inconsistent with law-abiding behavior expected of all corpsmembers and staff. Drug paraphernalia such as bongs, pipes, vaporizers, etc. are prohibited. Everyone has the right to work in a safe environment.

### Zero-Tolerance Alcohol and Drug Policy



**ZERO TOLERANCE**

- The use of drugs, alcohol or other substances is strictly forbidden. Word of Advice: Don't drink on Sundays!
- El uso de drogas, alcohol u otras sustancias está estrictamente prohibido. Un consejo: No beba en los domingos!
- L'utilisation de drogues, d'alcool ou d'autres substances est strictement interdite. Parole de conseils: Ne bois pas le dimanche!
- يمنع منعاً باتاً استخدام المخدرات أو الكحول أو المواد الأخرى. كلمة نصيحة: لا تشرب يوم الأحد!

Urban Corps reserves the right to ask all corpsmembers to submit to a drug test when requested. Refusal to comply will result in immediate separation. This policy applies to all corpsmembers and staff when on Urban Corps property, in uniform, in Urban Corps vehicles, on a job site, and or any activity sponsored by Urban Corps of San Diego County. Violation of this policy will result in immediate separation from Urban Corps of San Diego County. All staff is accountable for the application and enforcement of this policy. Knowingly disregarding the requirements of this policy or being negligent in enforcing this policy will result in disciplinary action and possible separation from Urban Corps of San Diego County.

### Smoking

Smoking and or second-hand smoke is unhealthy to the smoker and to non-smokers. All staff and corpsmembers at Urban Corps are encouraged to participate in programs designed to help them stop smoking for their own health and welfare. Smoking is only allowed in the designated area and only during the lunch break. Smoking is prohibited in all Urban Corps buildings, job sites, vehicles and undesignated areas. E-cigarettes and vaporizers are not permitted to be used during working hours or school hours.

### Smoking



- Smoking is only allowed in designated areas and only during lunch.
- Sólo se permite fumar en las áreas designadas y sólo durante la hora de comer.
- Fumer est uniquement autorisé dans des zones désignées et seulement pendant le déjeuner.
- يسمح بالتدخين إلا في الأماكن المخصصة فقط خلال تناول طعام الغداء.

## Lunch Program

Urban Corps has a closed campus policy. Corpsmembers are prohibited from leaving the worksite or the center for lunch. Corpsmembers are required to eat at the worksite or a designated area, breakfast, lunch, and snacks will be provided through the lunch program daily.

## Driving Company Vehicles

Corpsmembers must be an approved driver before driving any Urban Corps vehicle. Corpsmember drivers must inform Urban Corps immediately if their driver's license has been suspended or terminated for any reason.

## Vehicle Accidents

Corpsmembers involved in vehicle accidents will immediately report the accident to their Supervisor and then follow the Accident Instructions Policy. Accident notification is as follows:

- Driver informs their Supervisor that he/she was involved in an accident
- Supervisor informs his/her Manager immediately
- Manager informs the Safety Officer
- Safety Officer reports to the scene of the accident immediately
- Safety Officer informs the COO, COO informs the CEO. For all injury-related accidents, the COO and/or the Director of Operations will assess the situation, and inform CEO immediately.

The Safety Officer will automatically suspend the driving privileges of the Urban Corps driver, pending an investigation. In addition, the driver will be required to be drug tested.

## Vehicle Maintenance

Corpsmembers drive and ride in Urban Corps vehicles on a daily basis. Corpsmembers are responsible for checking vehicles prior to leaving the site. Corpsmembers will keep all vehicles clean from trash.

**Unless authorized by a Supervisor, corpsmembers are not allowed to eat or drink in Urban Corps vehicles.** All vehicles are to be inspected and cleaned at the end of the workday by the crew using that vehicle.

## Lunch Program – Closed Campus

- Closed campus policy: You may not leave the worksite or school for lunch. Breakfast, lunch and snacks will be provided free of charge.
- No pueden salir de el campus o en el campo a la hora de comer. Incumplimiento, almuerzo, comida y antojitos se proporcionan de forma gratuita.
- Vous ne pouvez pas quitter le lieu de travail ou à l'école pour le déjeuner. Le petit déjeuner, le déjeuner et des collations seront fournis gratuitement.
- لا تستطيع ترك مكان العمل أو المدرسة لتناول طعام الغداء. وسيتم توفير وجبة الإفطار والغداء والوجبات الخفيفة مجاناً.



## Facility Maintenance

It is the responsibility of all corpsmembers and staff to keep the Urban Corps facility neat, clean, and presentable at all times. All debris, trash, food, and remnants must be placed in the trashcans provided. Recyclable materials must be placed in the recycling containers provided. **Chewing gum and sunflower seeds are not permissible on Urban Corps facility, school, vehicles and/or job sites.**

## Cell Phones and Electronics

Cell Phones and electronics must be turned off during work and school. Corpsmembers, whether at a work site, on break, on lunch or attending school, are prohibited from using cell phones and electronic devices such as, but not limited to iPod/music players, radio's, camera's, etc.

### Cell Phones & Electronics



- Cell phones and electronics must be turned off during work and school.
- Los teléfonos celulares y aparatos electrónicos deben estar apagados durante el trabajo y la escuela.
- Les téléphones cellulaires et les appareils électroniques doivent être éteints pendant le travail et l'école.
- يجب تشغيل الهواتف المحمولة والإلكترونيات من خلال العمل والمدرسة.

## Classrooms

There is no eating and/or drinking allowed in the classrooms.

## Facility Parking

There is no on-site parking for Corpsmembers. Urban Corps is not responsible for any loss or damage to personal vehicles.

# NO



- No eating or drinking is allowed in the classrooms.
- No se permite comer o beber en las aulas.
- Pas de manger ou de boire est autorisé dans les salles de classe.
- لا يسمح الأكل أو الشرب في الفصول الدراسية.

## Visitors

Corpsmembers are not permitted to have visitors at the center (except for special occasions such as graduations) or at any project work site.

## Emergency Calls

Family members are to contact the main office in case of an emergency (619) 235-6884; the receptionist will relay the emergency to you immediately.

## Pets

Pets/animals are not allowed at the Urban Corps center or at the work site

## CORPSMEMBER CONDUCT & DISCIPLINE

We expect corpsmembers to display self-respect, respect for others, respect for authority, and respect for the law. The following are rules of behavior that are expected of all corpsmembers. Failure to follow these rules will result in disciplinary action and possible program exit from the program:

**Corpsmembers consequences for failure to follow policy within a six (6) month period are as follows:**

First Offense = Incident report.

Second Offense = Incident report

Third Offense = Incident report and 30 Day Probation

Fourth Offense = Program Exit if the offense is within the 30-day probationary period.

#### **After Probationary Period and within current semester:**

First Offense = Incident report.

Second Offense = Incident report

Third Offense = Program Exit

#### **No second probation during a six (6) month period (July - December/January - June)**

**Academic Dishonesty:** Cheating, plagiarism, and all forms of "Academic Dishonesty" are strictly prohibited.

**Consequence = Separation.**

Cualquier forma de engañando, plagio o "deshonestidad académica" resulta en la terminación.

Toute forme de tricherie, plagiat ou résultats «malhonnêteté académique» dans la résiliation.

أي شكل من أشكال الغش، الانتحال أو نتائج "خيانة الأمانة الأكاديمية" في الإنهاء.

**Insubordination:** Refusal to work or to comply with an order. This includes, but is not limited to, disrespecting, insulting, or using profanity towards a staff member.

**Consequence = Incident Report (in more serious cases, probation, suspension or program exit).**

Insubordinación significa que se niega a trabajar o seguir instrucciones, la falta de respeto al supervisor, o utiliza malas palabras. Consecuencia es informe de incidente o terminación. Insubordination signifie refus de travailler ou suivre des directives, des superviseurs manquer de respect, ou l'utilisation de jurons. Consequence est rapport d'incident ou de résiliation.

العصيان يعني رفض العمل أو متابعة الاتجاهات والمشرفين عدم احترام، أو استخدام الألفاظ النابية. النتيجة هي تقرير الحادث أو إنهاء الخدمة.

**Fighting/violence:** Fighting, violence, threats of violence, instigating a fight, disorderly conduct.

**Consequence = Program Exit without the possibility of reinstatement.**

Absolutamente ninguna lucha, violencia, amenaza, instigar una pelea, o alteración del orden público. Consecuencia es la resolución, sin posibilidad de reincorporación.

Absolument pas de combats, la violence, les menaces, incité à commettre un combat, ou la conduite désordonnée.

Consequence est licenciement sans possibilité de réintégration.

على الإطلاق أي القتال والعنف والتهديد والتحريض على القتال، أو السلوك غير المنضبط. النتيجة هي إنهاء دون إمكانية إعادة.

**Unlawful Acts:** Theft, extortion, gambling, graffiti, destruction of property and the like.

**Consequence = Program Exit without the possibility of reinstatement.**

Absolutamente ningún robo, la extorsión, el juego, el graffiti, o cualquier otra destrucción de property. Consequence es la resolución, sin posibilidad de reincorporación.

Absolument pas de vol, l'extorsion, le jeu, les graffitis, ou autre destruction de property. Consequence est licenciement sans possibilité de réintégration

- على الإطلاق أي السرقة والابتزاز، والقمار، الكتابة على الجدران، أو تدمير الممتلكات. النتيجة هي إنهاء دون إمكانية إعادة.

**Absent Without Leave (AWOL):** Corpsmembers must have permission and must sign out on the crew roster and or be dismissed from the Urban Corps before leaving a project, or their appointed place of work. Corpsmembers must return at the appointed time. Leaving without permission or failure to return on time is considered AWOL. If a corpsmember does not call in or report to work for three consecutive days, he/she will be considered AWOL and will be separated.

**Consequence = Incident report (in more serious cases, probation, suspension or program exit).**

**Emergency Work:** Refusal to participate in emergencies or disaster relief operations, or any work activity designated by the CEO. Emergencies require a strict code of conduct and discipline.

**Consequence = Program Exit without the possibility of reinstatement.**

**Weapons:** Corpsmembers are prohibited from carrying or bringing weapons of any type to Urban Corps facilities or project sites. Use of or possession of weapons is a UCO policy offense and will result in separation and the proper law enforcement authorities will be notified.

**Consequence = Program Exit without the possibility of reinstatement.**

**Behavior/Conduct:** Corpsmembers have a responsibility to work cooperatively for the betterment of the Urban Corps as a whole, while in uniform. Poor conduct shows lack of good judgment, cooperation, disrespect for racial or individual differences, or an unwillingness to assume corpsmember responsibilities.

**Consequence = Incident report (in serious cases, program exit).**

**Social Media:** The Urban Corps recognizes that employees may have personal accounts on Facebook, Instagram, Snapchat, Twitter, Web-based email accounts such as Gmail, Hotmail, Yahoo! mail and the like, however access to these personal accounts are not permitted during work hours and/or education hours. Urban Corps electronic assets may not be used to access these accounts.

- Urban Corps' electronic assets may not be used to access Social Media accounts.
- electrónicos activos del Urban Corps "no se pueden utilizar para acceder a cuentas de redes sociales.
- actifs électroniques de l'École ne peuvent pas être utilisés pour accéder à des comptes de médias sociaux.
- لا يجوز استخدام الأصول الإلكترونية في المدرسة للوصول إلى حسابات وسائل الإعلام الاجتماعية.

Corpsmembers in violation of this policy are subject to discipline, up to and including separation of employment. Corpsmembers are not to make any statements that would give the impression that the views they have expressed are the opinions of the Urban Corps. Never represent yourself as a spokesperson for the Urban Corps. Corpsmembers should refrain from posting derogatory information about the Urban Corps on any such sites and proceed with any grievances or complaints through the normal channels. Corpsmembers should not post any statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, harassing or intimidating, disparaging to customers, employees, corpsmembers, vendors, clients or suppliers, or that might constitute harassment, discrimination, intimidation or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, mental or physical disability, age, religion or any other protected classification in accordance with state, federal or local laws or Urban Corps policy. Corpsmembers are to comply at all times with all Urban Corps policies and practices, including but not limited to: Social Media, Anti-Harassment; Confidentiality and Trade Secrets related to Urban Corps, client/student, and

customer information; Ethics; Electronic Assets, Workplace Violence and Conduct and Behavior.

**Consequence = Separation.**

**Sexual Harassment:** The Urban Corps does not tolerate sexual harassment by any staff or corpsmember. Sexual harassment is defined as unsolicited and unwelcome sexual overtures, whether they are written, verbal, physical, and/or visual. Some examples of prohibited behavior are: suggestive or obscene letters, notes or invitations; derogatory comments, slurs or jokes; assault, touching, impeding or blocking movement; leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters; continuing to express sexual interest after being informed that the interest is unwelcome. If you believe that you are being, or have been harassed, in any way, please report the facts of the incident or incidents to your Supervisor or a Manager.

**Consequence = Program Exit.**

### **Corpsmember/Staff**

**Fraternization:** Staff members at Urban Corps are individuals who teach, lead, mentor, and motivate corpsmembers to act responsibly, and to respect themselves and others. Staff must maintain a professional relationship with corpsmembers at all times and

maintain a “teacher-student” relationship. Likewise, corpsmembers must show respect to staff members and maintain a professional “student-teacher” relationship. Staff members are prohibited from using their position, personal influence, or authority to aid or hinder a corpsmember in the employment setting because of a personal relationship. Staff members are prohibited from borrowing or lending money or items of value to corpsmembers. Using a corpsmembers time for personal reasons or gain is prohibited. Staff members are prohibited from providing alcohol or illegal drugs to corpsmembers. Consuming alcohol with corpsmembers on or off duty is not allowed. Staff members are prohibited from engaging in sexual activity with corpsmembers. Staff members are held to a higher standard and strictly held accountable for the adherence and enforcement of this policy.

**Consequence = Program Exit for the corpsmember & termination for the staff member.**

### **At-Will Terminations**

Your employment at Urban Corps is at-will which means that either you or the Organization may terminate the employment relationship with or without cause and with or without notice. In connection with this policy, the Organization reserves the right to alter and employee’s position in its sole discretion, with or without cause or notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. In addition, the Organization reserves the right to exercise its managerial discretion in the imposition of corrective action short of termination when, in its sole discretion, it deems it appropriate. No one other than the Chief Executive Officer (CEO)

Absolutamente ninguna confraternización estudiante / miembro del personal. Tanto usted como el miembro del personal se dará por terminado.

Absolument aucun étudiant / membre du personnel fraternisation. Vous et le membre du personnel sera résilié.

- على الاطلاق اي طالب / الموظفين التآخي الأعضاء. لك وللموظف سيتم إنهاء.



has the authority to alter the at-will employment relationship. To be valid, any modification to the at-will employment relationship must be specific in writing and signed by the CEO.

### **SEPARATION FROM URBAN CORPS OF SAN DIEGO COUNTY**

Corpsmembers complete the program and successfully exit upon obtaining their high school diploma.

#### **Program Exit**

There are times when a corpsmember must be separated from the program. Usually, the reasons are excessive absences or insubordination. As a job training program, Urban Corps enforces each policy to teach corpsmembers how to survive in the "real world." Actions resulting in separation have been explained throughout this handbook. If you have any questions or concerns, please discuss with your Supervisor or Manager.

#### **Corpsmember Grievance Procedure**

The corpsmember Grievance Procedure is a process that is used to resolve issues relating to the terms and conditions of employment and is applicable to all corpsmembers. A grievance is a formal written complaint by any corpsmembers involving the interpretation, application, or enforcement of the terms of the corpsmember Agreement or any other written or unwritten rule, procedure, or policy of the Urban Corps of San Diego County. Corpsmembers should always strive to resolve grievances informally, at the lowest possible level. If a dispute cannot be resolved informally, then a formal grievance may be necessary. Grievances should be used when other types of problem-solving techniques have been exhausted, and the dispute involves the interpretation, application, or enforcement of Urban Corps policies or procedures.

#### **Steps for the Grievance Procedure:**

1. Begin the corpsmember grievance process by filling out the Corpsmember Grievance Form with the Human Resources Manager. The Human Resources manager will begin the process by facilitating the meeting as follows.
2. Discuss with your direct Supervisor.
3. If unsettled, discuss with the Department Manager.
4. If unsettled, discuss with the COO.
5. Final authority is the CEO.

#### **Corpsmember Program Exit Appeal**

The corpsmember Program Exit Appeal procedure allows corpsmembers immediate review of their program exit if they feel the separation was unwarranted. If present, prior to leaving the Center, a notice of program exit will be given to the corpsmember indicating the reason for program exit. If the welfare and health of other persons or property are threatened, the notice of program exit will be mailed and an appeal may be requested by mail. The program exit appeal allows corpsmembers an opportunity to write a response to the program exit and request a higher level of review. Steps are the same for the program exit appeal as they are for the grievance procedure.

## **Discrimination and Discrimination Complaint**

Discrimination is an unfair employment practice, policy, action, or behavior that treats individuals differently because of their race, color, creed, religion, sex, national origin, ancestry, age, disability, sexual orientation, marital status, veteran status, political affiliation, or other factors which cannot lawfully be supported as the basis for the employment actions. Discrimination complaints give staff and corpsmembers, and those seeking employment with the Urban Corps of San Diego County, the opportunity to seek relief without fear of reprisal for what they believe to be discriminatory practices. Upon receiving a complaint, the Urban Corps will attempt to resolve it at its lowest level.

## **Corpsmember Reinstatement**

Urban Corps believes in second chances. If you choose to leave Urban Corps of San Diego County or receive a program exit, you may have an opportunity to return. Most corpsmembers are eligible for a second chance, however; there is a three-month waiting period to apply for reinstatement. No third chances are offered.

### **Eligibility:**

- Not older than 26 years old.
- Program Exit was for a reason other than:
  - Violence or threat of violence.
  - Use of a weapon, or threat to use a weapon.
  - Theft, extortion, or other criminal acts.
  - Selling prescription or non-prescription (illegal) drugs at Urban Corps facility and/or project sites.
  - Crew leader, who separated for negative reasons and served in the Urban Corps for more than one year,

### **To request reinstatement**

1. You are required to write a legible letter to the Human Resources Manager requesting reinstatement back into the program and complete a reinstatement request with the receptionist.
2. Your request will be reviewed by Human Resources Manager, Director of Student Services, Director of Academics and Dean of Education.
3. Approved reinstatements will be placed on a waiting list for future openings and the Human Resources Manager will notify you of your reinstatement decision in a timely manner.

4. In the event your reinstatement is declined, you will receive notification via U.S. Mail.

**Restablecimiento:** Creemos en las segundas oportunidades. Si reúne los requisitos, debe esperar 90 días, escribe carta a Recursos Humanos, y enviar una solicitud.

**Réintégration:** Nous croyons en une seconde chance. Si vous êtes admissible, vous devez attendre 90 jours, écrire une lettre aux ressources humaines, et de soumettre une demande.

- إعادة: ونحن نعتقد في فرصة ثانية. إذا كنت مؤهلاً، يجب عليك الانتظار تسعين يوماً، إرسال بريد إلكتروني إلى الموارد البشرية، وتقديم الطلب.

Approved reinstatement will pick up where the previous education term ended and at the minimum wage in place at the time of reinstatement.

#### **HOW TO SUCCEED AS A CORPSMEMBER:**

- Be on time to work and participate in school every day.
- Be ready to work – clean uniform, safety gear, and fully prepared and groomed appropriately.
- Follow staff directions.
- Fulfill your education requirements.
- Take advantage of the opportunities provided by Urban Corps of San Diego County.
- Understand everything is a learning experience.
- Respect others and you will gain respect.
- Work hard so you can move on to your career!