

## Work Program Rules

### ATTENDANCE/ABSENTEEISM

1. The hours of every workday are 7:30 a.m. to 3:30 p.m.
2. You must report to 650 Ferrari-McLeod at the designated time—**RAIN OR SHINE**. If you are late, your grade will be reduced, or you may be sent home and given an unexcused absence.
3. The only acceptable excuse for not reporting to work will be due to a death in the family. All absences due to illness must be verified by a doctor's excuse—no exceptions.
4. Transportation to 650 Ferrari-McLeod is a **PARENTAL RESPONSIBILITY**. No excuse concerning lack of transportation or auto failure will normally be accepted.
5. Any unexcused absence or unsatisfactory day will result in a penalty day, and may mean your suspension from the Work Program, and return to Juvenile Court.
6. In case of absence or emergency, it is YOUR responsibility to contact this office at **325-7919 PRIOR to 7:30 a.m.** on each and every scheduled work day.

### BEHAVIOR/DRESS

1. You must remain with, and follow the instructions of your assigned supervisor and the rules of the program throughout the workday. You must not leave the work site or the field of vision of your supervisor without permission.
2. Keep busy. It should not be necessary to be reminded to do your job. Break-time will be provided by your supervisor. Make sure you understand what your supervisor wants and how they want it done.
3. Any disruptive behavior, failure to comply with program rules, abuse of tools or equipment, including vehicles or other non-compliances will result in suspension and return to Juvenile Court or penalty days. Conversely, if you receive an excellent score on two (2) consecutive days without an unexcused absence, one day will be removed from the last day of your assignment.
4. While on the Work Program there will be **NO SMOKING**. Items such as tobacco, matches, lighters, drugs, knives, etc., are not to be possessed. If illegal contraband or weapons are suspected, you will be subject to search and arrest. Unnecessary money, valuable, backpacks, and purses should be left at home.
5. You must wear shoes and clothes which provide comfort and **SAFETY**. Boots are preferred—sandals, shorts, and tank tops are not acceptable. Work gloves are strongly recommended and **LONG PANTS** are mandatory.
6. Clothes that could be considered gang related such as colored bandanas, belts, shoelaces; initialed belt buckles, or shirt and pants with calligraphy or graffiti are prohibited and may result in being sent home and a penalty day.
7. Hard hat and colored vest will be provided, and without exception, will be worn at all times. These are the only clothing items that will be furnished.
8. Some worksites may be located along local highways with work zones provided by the State of Nevada Department of Transportation. These sites can experience heavy traffic at times. Participants are instructed to maintain a safe distance from the roadways at all times.
9. Work will mainly consist of litter removal and landscaping, using standard tools such as rakes or shovels. Work will not consist of any heavy lifting or use of power tools. All persons are covered under Workman's Compensation.
10. While on the worksite, participants are instructed to inform their supervisor if they encounter any hazardous materials such as animal carcasses, sharp objects, hypodermic needles, glass, razor blades or weapons. These items will be removed by staff only and must not be touched by participants.
11. As parents, it is your responsibility to see that your child arrives promptly **WITH A BAG LUNCH** at the assigned meeting location.
12. The program rules will be explained in detail prior to each workday.