

*Employ Milwaukee Paid  
Work Experience Program*



# PARTICIPANT HANDBOOK



## PARTICIPANT RESPONSIBILITIES

As a participant of the Employ Milwaukee Work Experience Opportunity, you are responsible to know and understand the following:

- Know your assigned work schedule and report to work on time.
- Know the worksite rules and rules on tardiness and absences.
- Record daily hours worked on your timesheet (keep a record for yourself in order to clarify any discrepancies later)
- Always review and sign your timesheet yourself.
- Never sign a blank timesheet.
- Know the name (first and last) and telephone number of your worksite supervisor.
- Notify your worksite supervisor whenever you will be absent or late.
- Dress appropriately for the job.
- Know and follow safety rules and regulations.
- Secure your personal property/valuables. Employ Milwaukee employees and employment worksites are not responsible for lost, stolen, damaged or unattended personal belongings.
- DO NOT engage in any inappropriate behavior with your peers, children at the work sites, anyone working for or being serviced by your work site, or your worksite supervisor.
- Report any behavior that you deem as inappropriate as it relates to your working environment to your worksite supervisor or the Employ Milwaukee's Work Experience Program staff.
- Follow scheduled breaks and lunch hours.
- Know your rights, benefits, and the enclosed grievance procedure.
- Attend all work activities, including meetings and information sessions.
- Read your job description and training plan and refer to it when necessary.
- You are not entitled to unemployment compensation if you are terminated or end the work experience.

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Carrie Hersh, Equal Opportunity Officer, at 414-270-1726 or [Carrie.Hersh@EmployMilwaukee.org](mailto:Carrie.Hersh@EmployMilwaukee.org). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

**IMPORTANT!** This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (414) 270-1726** for assistance in the translation and understanding of the information in this document.

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**TSEEM CEEB!** Daim ntawv no muaj ib **cov lus tseem ceeb** qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. **Hu rau (414) 270-1726** yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.

# Working for Employ Milwaukee, Inc.

## I. CONDITIONS OF EMPLOYMENT

- a. Pay Rate
  - i. Pay rate will vary according to the skill level of the position but will never be less than federal minimum wage – see **Work Assignment Hire Letter for your pay rate.**
- b. Working Hours
  - i. Participants should never work more than your scheduled hours. Overtime pay will not be honored by Employ Milwaukee’s accounting department, and therefore should not be allowed by the worksite.
- c. Break
  - i. If you work more than 4 hours in one day, you are entitled to a 15-minute break. If you work more than 6 hours in one day, you are entitled to an unpaid 30-minute lunch break. Talk with your worksite supervisor to find out specific lunch rules that apply to that worksite.
- d. Attendance
  - i. Due to the nature of this subsidized employment opportunity, you will only be allowed two absences per month during the length of your employment. The third day of absence may result in termination.
  - ii. If you are off work due to an illness beyond two workdays, you will need to submit a doctor’s excuse to your worksite supervisor upon your return.
  - iii. Participants who plan vacations during their employment should discuss with their supervisor and the Employ Milwaukee’s staff person assigned to that site in advance.
- e. Tardiness
  - i. You will be considered tardy if you arrive at your worksite after the scheduled starting time. You will receive a verbal warning from your supervisor the first times this happens. It will be reflected on your timesheet.
  - ii. The second occurrence you will get a letter of reprimand. This letter is to warn you that if you continue to be late, you may be suspended or terminated from your job.
  - iii. The third occurrence you will be suspended and or terminated, you will not be paid nor, will you be allowed to make up that time at work. If you are terminated (fired), you will not be able to work in any other Employ Milwaukee’s Paid Work Experience Opportunity until further review and approval.
- f. Absenteeism
  - i. Know the name, phone number, and extension of the person to whom you should report your absence. Make every attempt to talk directly to your worksite supervisor.
  - ii. If you must be absent from work, you must contact your worksite supervisor. You should report your absence prior to the start of your scheduled shift. If you do not have a good reason for being absent or you do not contact your supervisor, you may receive a verbal warning or letter of reprimand.
- g. Conduct
  - i. You are expected and encouraged to behave in a manner that is courteous and respectable to your co-workers, worksite staff, and most importantly, to yourself.
  - ii. You must know that inappropriate behavior (i.e. profanity, fighting, not observing policy and procedures) should not and will not be tolerated of any participant.
  - iii. CELL PHONE USAGE, COMPUTER USAGE, AND DRESS CODE WILL BE DETERMINED BY THE WORKSITE.

- iv. The worksite staff is required to implement the following disciplinary procedures:
  - 1. Verbal warning (first occurrence)
  - 2. Written warning (second occurrence)
  - 3. Suspension and or termination (third occurrence)
- v. Participants who engage in alcohol or drug use, fighting, theft, illegal computer usage, sexual activities, and vandalism will be terminated immediately!

## **II. POLITICAL AND RELIGIOUS ACTIVITIES**

One of the goals of the Employ Milwaukee Paid Work Experience Opportunity is to promote good decision-making skills and positive work behaviors.

- a. You may not be involved in the following activities as a participant of the Employ Milwaukee Work Experience Opportunity:
  - i. Political Restrictions –
    - 1. You must not take part in any political activity during working hours.
    - 2. You may not take part in any political activity in which you present yourself as an Employ Milwaukee Work Experience Participant.
    - 3. You may not be discriminated against because of your political beliefs.
  - ii. Restrictions on Religious Activities --
    - 1. You may not be involved in any religious or anti-religious activity during working hours.
    - 2. You may not be employed in the construction, operation, or maintenance of any facility that is used, or will be used in religious worship or instruction.

## **III. TIME SHEETS IN ADP**

- a. The time sheet reflects the total number of hours you've worked during a given pay period. You are responsible for completing and signing your timesheet. Your worksite supervisor will verify the hours and sign your timesheet as well.
- b. Always check your time sheet to ensure that the hours shown are accurate. The Employ Milwaukee Work Experience Opportunity WILL NOT honor any unsigned timesheets; therefore, it is your responsibility to make sure you have signed your timesheet.
- c. Timesheets will be submitted to Employ Milwaukee on a bi-weekly basis for processing. Incomplete time sheets may result in a delayed paycheck.

## **IV. WORKER'S COMPENSATION**

- a. You will be covered by a Worker's Compensation policy. If you are injured on the job and have medical bills, this policy will provide payment of those bills.
- b. You must report any and all incidents and injuries to your worksite supervisor IMMEDIATELY!

## **V. GENERAL WORKING CONDITIONS**

- a. You have the right to safe, sanitary and non-hazardous working conditions. If at any time you feel that your working conditions do not meet these standards, immediately contact your worksite supervisor or the assigned Employ Milwaukee staff person.

## **VI. TEMPORARY EMPLOYMENT**

- a. Since the Employ Milwaukee Paid Work Experience Opportunity is considered temporary employment, YOU WILL NOT RECEIVE unemployment, health care, retirement benefits, sick, or holiday pay.

## **VII. EVALUATION**

- a. Your worksite supervisor will evaluate you on how well you have worked. This evaluation can help you understand your strengths and weaknesses as a worker. Employ Milwaukee staff will be visiting worksites to conduct random participant interviews, which will allow you an opportunity to evaluate the program, as well as the overall work experience.

## **VIII. QUITTING AND TERMINATION**

- a. Part of being a good employee is leaving a job properly. If you want to change jobs or must quit your job for any reason, you must talk to your supervisor directly.
- b. You must provide your worksite supervisor and the assigned Employ Milwaukee staff person with proper notice of your intent to leave.
- c. If for any reason you are terminated, you must notify the assigned Employ Milwaukee Paid Work Experience staff person immediately to inform him/her of the incident and the reason that you were terminated.

## **WORKPLACE SAFETY & VIOLENCE PREVENTION**

Employ Milwaukee complies and supports the language and spirit of laws as they relate to the safety and health of employees, customers, visitors, and guests of employees. Employ Milwaukee recognizes that a place of employment safe from the fear of violence is fundamental to the health and well-being of both employees and customers alike. Employ Milwaukee hereby affirms its policy that all its employees, and work experience program participants, should work in an environment free from physical attack, threats, and menacing and harassing behaviors. To this policy, violence is commonly defined as the following:

### **Harassment**

Behavior or communication designed or intended to intimidate, menace, or frighten another person (unwelcome words, actions or physical contact not resulting in physical harm), creating a hostile environment.

### **Sexual Harassment**

Employ Milwaukee will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of its employees or work experience participant employees or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel. It is our policy that all employees and work experience participant employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee or work experience participant employee found to have engaged in such conduct would be subject to immediate discipline up to and including termination.

Sexual harassment is defined as:

1. Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment or youth participant employment;
2. Basing an employment decision on submission or rejection by an employee or youth participant employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;
3. Creating an intimidating, hostile or offensive working environment or atmosphere either by
  - a) Verbal actions, including calling employees or youth participant employees by terms of endearment; using vulgar, kidding or demeaning language; or
  - b) Physical conduct that interferes with an employee's or youth participant employee's work performance.

We, at Employ Milwaukee, do encourage professional and healthy relationships among its employees and work experience participant employees; however, employees and work experience participant employees or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel, must be sensitive to acts of conduct which may be considered offensive by fellow employees or customers and must refrain from engaging in such conduct. It is, also, expressly prohibited for any employee or work experience participant employee or designated worksite agencies or any of their staff whether they be personnel, management, supervisors or non-management personnel to retaliate against employees or work experience participant employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in legal action by Employ Milwaukee. No youth employee or youth participant employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

### **Threat**

Expression of a present or future intent to cause physical or mental harm. An expression constitutes a threat without regards to whether the party communicating has the present ability to do harm and without regard to whether the expression is contingent, conditional or future.

### **Physical Attack**

Aggression resulting in physical assault with or without the use of a weapon. It is an unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or the throwing of objects.

### **Property Damage**

Behavior or acts that contribute to the damage or destruction of personal, private or company property. All verbal or non-

verbal expressions or acts of harassment, threats and violence are always prohibited, especially whenever:

- The communication, behavior or act is so abusive and could cause another person psychological or physical harm.
- The communication, behavior or act damages company, employee, or work experience participant employee, or assigned worksite property or disrupts the work tasks of an individual or group of people within the workforce.

### Procedures

1. Any employee or work experience participant employee who experiences or witness's communication, behavior, conduct or acts in violation of this policy must immediately contact his/her worksite supervisor and the assigned Employ Milwaukee staff person. If safety, violence, or threat of violence is involved; law enforcement authorities should be called immediately.
2. Any worksite supervisor or manager who receives a complaint of harassment, threats, or violent behavior or acts, or who has reason to suspect that these behaviors or acts are occurring must notify their assigned Employ Milwaukee staff person. A written report must follow the initial verbal communication.
3. Upon being informed of an allegation of harassment, threat or violence, Employ Milwaukee will investigate the matter. Until the investigation is completed, Employ Milwaukee may remove the person who has allegedly perpetrated or was the recipient of the violent acts or the direct threats.
4. Upon the conclusion of the investigation, Employ Milwaukee will determine how to respond. In the interim, Employ Milwaukee will make responses as appropriate.
5. Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct, as judged by Employ Milwaukee.
6. Employees or work experience participant employees who knew of information about the harassment, threats and violence, but did not notify an appropriate person consistent with these procedures will be subjected to appropriate discipline, up to and including termination.
7. An employee or work experience participant employee will not be retaliated against by Employ Milwaukee for bona fide and good faith reporting of harassment, threats, or violence. An intentional false reporting of such acts will, however, be subject to disciplinary action, up to and including termination.

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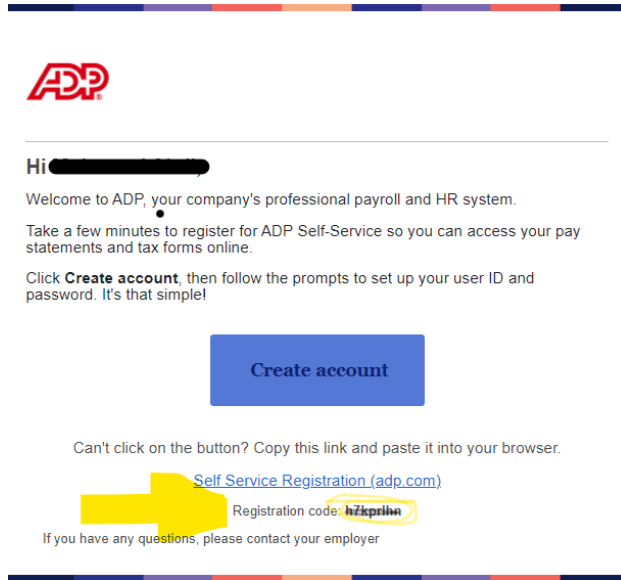
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**TSEEM CEEB!** Daim ntawv no muaj ib cov lus tseem ceeb qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. Hu rau (414)-270-1726 yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub

# Getting an account set up with ADP

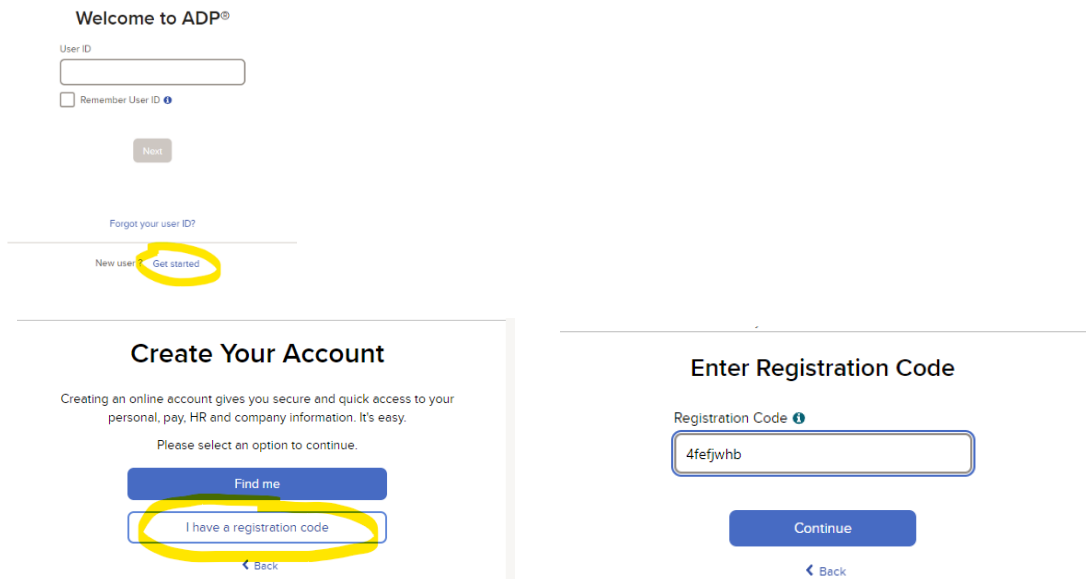
1. You will receive an email from ADP with your unique registration code.  
(The code in this picture will not work for you – please use the one from your email!)



Click on the blue box that says Create Account. (If the blue box doesn't work, click on the Self-Service Registration link right below)

Then you will be able to setup a login and password.

2. The first time you log in you will be a New User. Click "Get started".  
Then select "I have a registration code" and enter the one from your email.





3. After clicking “continue” verify your identity with your full name and either the last four of your social security number or your date of birth.

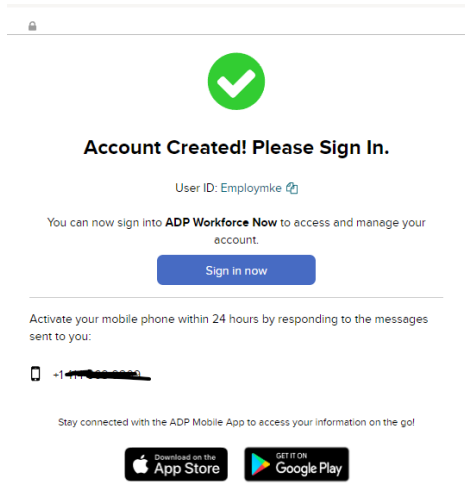
The screenshot shows a progress bar at the top with four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Identity Info' step is currently active. Below the progress bar, the heading 'Let's Get Started' is followed by the text 'First, we'll need some information to create your account with Employ Milwaukee'. The form includes two text input fields for 'First Name' and 'Last Name', both containing redacted text. Below these is a section titled 'And one of these\*' with three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN' (selected), 'Associate ID', and 'Birth Month and Day'. A small input field is next to the selected option, and a link 'Why is this required?' is visible. A 'Continue' button is at the bottom of the form.

4. The next step is contact info. You will need to enter an email address and phone number.

The screenshot shows a page titled 'Help Us Protect Your Account'. It contains a section for 'Primary Contact Information' with the instruction: 'Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.' Below this are two input sections. The 'Email\*' section has a dropdown menu set to 'Personal' and a text input field containing 'employmke2@gmail.com'. The 'Phone\*' section has a dropdown menu set to 'Personal, Mobile', a country dropdown set to 'US', and a redacted phone number input field. At the bottom, there is a consent statement: 'It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.\*' with 'Yes' selected and 'No' as an alternative option.

5. Then it will ask you to create a user id and password.

You will need this ID and password to complete your timecard.



Account Created! Please Sign In.

User ID: Employmike

You can now sign into **ADP Workforce Now** to access and manage your account.

Sign in now

Activate your mobile phone within 24 hours by responding to the messages sent to you:

+1-800-368-7722

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store | GET IT ON Google Play

You're in! Success!!

## Using ADP to enter your time

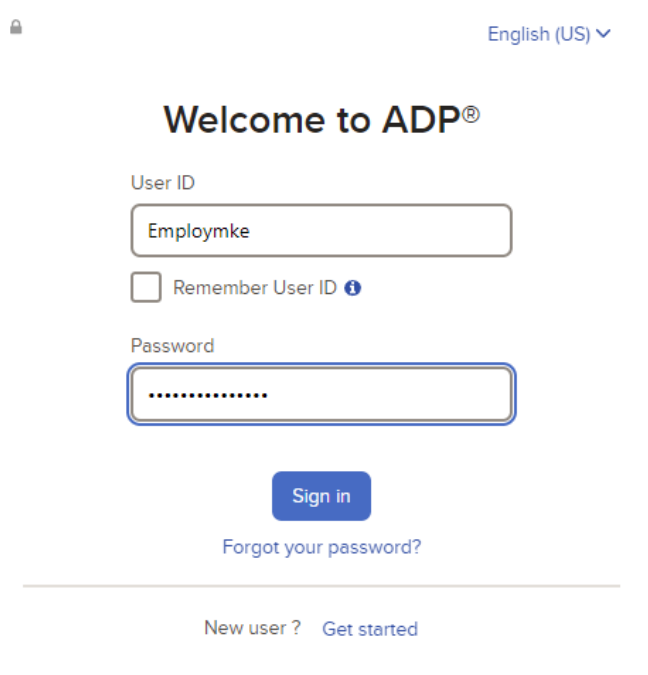
1. Log into ADP's Workforce Now website using this link:

[ADP](#)

<https://online.adp.com/signin/v1/?APPID=WFNPortal&productId=80e309c3-7085-bae1-e053-3505430b5495&returnURL=https://workforcenow.adp.com/&callingAppId=WFN>

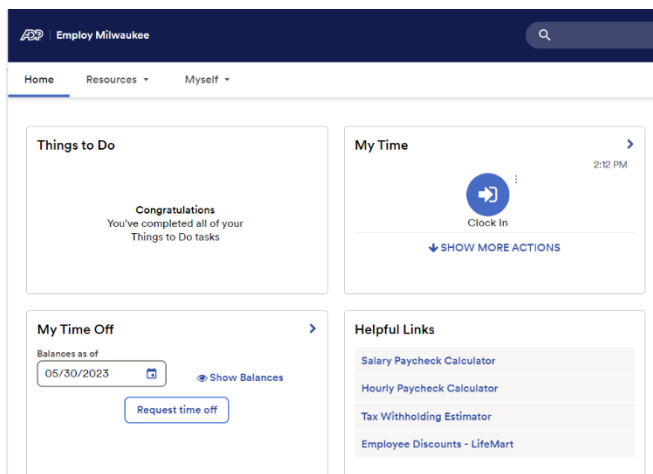
2. Enter your User ID and password

If you have forgotten your user ID or password, you can click "Forgot your password?" to reset it.



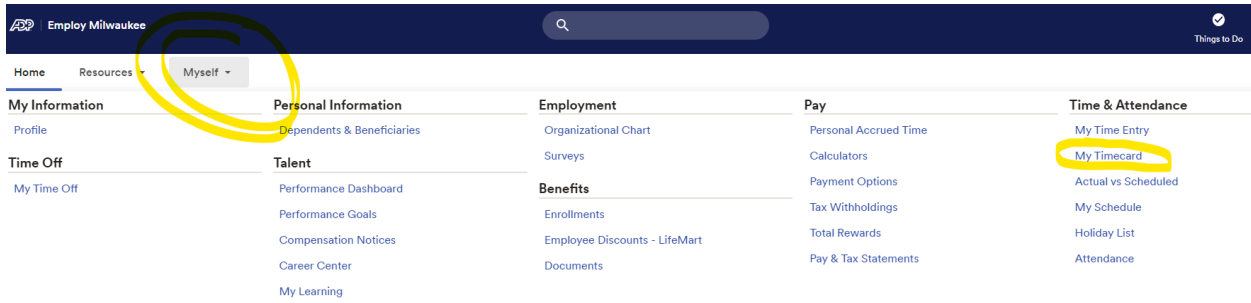
The screenshot shows the ADP login interface. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP®". Below this, there are two input fields: "User ID" with the text "Employmke" and "Password" with masked characters. A "Remember User ID" checkbox is present below the User ID field. A blue "Sign in" button is centered below the password field. Below the button are links for "Forgot your password?" and "New user? Get started".

3. Here's what you should see when you log into ADP:



The screenshot shows the ADP dashboard for "Employ Milwaukee". The dashboard is divided into several sections: "Things to Do" with a "Congratulations" message, "My Time" showing a "Clock In" button and "SHOW MORE ACTIONS" link, "My Time Off" with a "Request time off" button, and "Helpful Links" including "Salary Paycheck Calculator", "Hourly Paycheck Calculator", "Tax Withholding Estimator", and "Employee Discounts - LifeMart".



To enter your timecard, Click on “Myself” and then “My Timecard” under Time & Attendance



This is what will pull up. Using the correct days, enter your time under “In-Out”

- Do not include the time you spent on lunch break!
- If you worked 8-4:30, but took half an hour lunch, record that you worked 8-4
- Just type in 8AM and it will fill in correctly. Then 4PM (or whatever your hours were)

## My Timecard ?

AR  

Home Department : 23MOA2 - FY23 MOA Payroll Buck/OVP

Current Pay Period:

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances	
	Week 1	In - Out	Pay Code	Hours	Employee Type	Distribution Code
Mon	05/15	-		0.00	Subsized Employee	23MOA
Tue	05/16	-		0.00	Subsized Employee	23MOA
Wed	05/17	-		0.00	Subsized Employee	23MOA
Thu	05/18	-		0.00	Subsized Employee	23MOA
Fri	05/19	-		0.00	Subsized Employee	23MOA
Sat	05/20	-		0.00	Subsized Employee	23MOA
Sun	05/21	-		0.00	Subsized Employee	23MOA
Week 1 Totals						
	Week 2	In - Out	Pay Code	Hours	Employee Type	Distribution Code
Mon	05/22	-		0.00	Subsized Employee	23MOA
Tue	05/23	-		0.00	Subsized Employee	23MOA
Pay Period (0.00)		Week 1 (0.00)	Week 2 (0.00)			

Please make sure that you're in the “Current Pay Period” dates.

Do not enter anything into the “Next Pay Period” date ranges.

Timecard		Totals	Schedule
	Week 1	In - Out	
Mon	05/15	08:00 AM -	<input type="text"/>
Tue	05/16		

Timecard		Totals	Schedule	Supplemen
Week 1		In - Out	Pay Code	Hours
Mon	05/15	08:00 AM - 04:00 PM	<input type="text"/>	8.0
Tue	05/16	-		0.0

The hours will automatically calculate. **Leave "Pay Code" blank.**

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances			
Week 1		In - Out	Pay Code	Hours	Employee Type	Distribution Code	Daily Totals	▼ R
Mon	05/15	08:00 AM - 04:00 PM	<input type="text"/>	8.00	Subsidized Employee	23MOA	8.00	

Your distribution code will be set up by Employ MKE – don't worry if it's different from this example!

Distribution Code	C
23MOA	

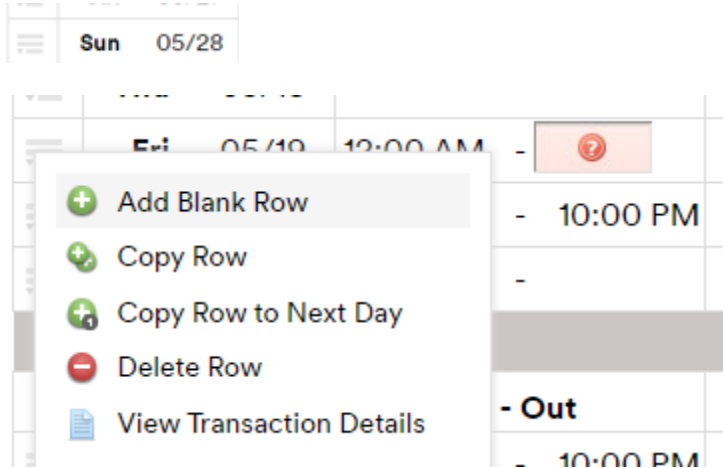
Subsidized Employee	23MOA	8.00
<b>Week 1 Totals</b>		<b>15.00</b>

Fri	05/26	-	
Sat	05/27	-	
Sun	05/28	-	
<b>Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)</b>			
<b>Save</b>		<b>Refresh</b>	

You can save your time every day or once a week – whenever you want!

If you make a mistake and get an error message that the row is wrong (for example, you started to put time on Sunday then realized that was wrong and tried to back it out...)

Just click on those little lines just on the side of the day, and this will pop up. Just delete the row that you need to. You can also add blank row as well if you want it back on the timecard.

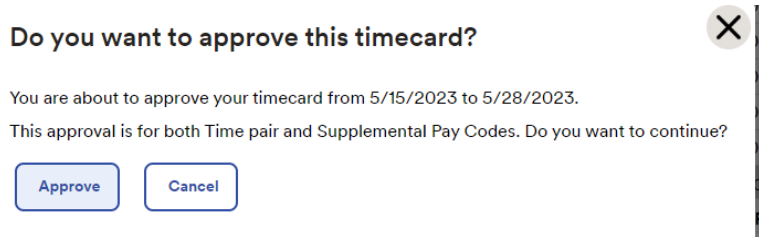


**It's the end of the two weeks, and you need to approve your timecard...**

All the way on the right-hand side, click on **Approve Timecard**

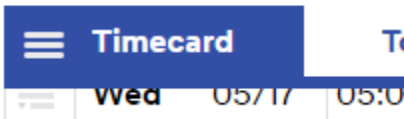


You will get this message. Go ahead! Approve it! You've worked hard!

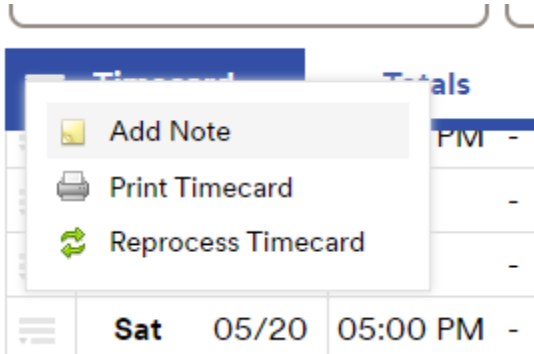


**Now you need to print your timecard so that your supervisor can sign it...**

Go to those three lines just on the left-hand side of Timecard...



Click those three lines and it will bring up:



This will pop up – make sure that Signature Lines is clicked (or click it) and then click print!

**Print Timecard** ✕

**View and Print Options:**

Exceptions  Notes  Supplemental Pay Codes  Signature Lines Print

Printed: Tuesday, 5/30/2023, 02:25 PM

**Timecard** 5/15/2023 - 5/28/2023 (Current Pay Period)

Employee: ██████████ FYF ██████████  
Payroll ID: ██████████ Company Code: FYF Supervisor: ██████████ (1W1000260)  
Employee Approval: Employee approved on 5/30/2023 at 02:25 PM. Timecard Approval: Not Approved

	Week 1	In - Out	Pay Code	Hours	Employee Type	Distrib
<b>Mon</b>	05/15	05:00 PM - 10:00 PM		5.00	Subsidized Employee	23MOA
<b>Tue</b>	05/16	-		0.00	Subsidized Employee	23MOA
<b>Wed</b>	05/17	05:00 PM - 10:00 PM		5.00	Subsidized Employee	23MOA

You want it to say employee approved, but it's ok that it says Not approved. Employ Milwaukee will do that part.

Have your site supervisor sign and submit your time card to [QUEST@EmployMilwaukee.org](mailto:QUEST@EmployMilwaukee.org) no later than 10 am on the Monday following the end of the pay period. See Subsidized Pay schedule for dates.



### **PWE Participant Handbook Receipt**

I have received and reviewed the Employ Milwaukee Paid Work Experience (PWE) Employee Handbook before beginning my placement.

I also acknowledge that I have received a general orientation covering the policies and grievance procedures.

I acknowledge and understand that violations of the rules and regulations set forth in this Handbook can and will be grounds for termination of my employment with Employ Milwaukee.

I also understand that nothing in this Handbook shall constitute or create a guarantee of permanent employment. I understand that my employment may be terminated with or without notice regardless of the provisions in this handbook.

---

Print Participant Name

---

Participant Signature

---

Date

---

Print Representative Name

---

Representative Signature

---

Date

11.01.24

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