

Network to Work Meeting

Participant Agenda - April 2021 – 90 minutes

Topic: Networking in the Job Search

Meeting Link: <https://zoom.us/j/91338317857?pwd=REcvK2xVNHBJQXNHbHp1M2duSUp0Zz09>

Meeting ID: 913 3831 7857 Passcode: 902219

Telephone call-in number: 1-646-876-9923

Meeting schedule:

- *Connecticut –* Thursday, April 8th, 1:00 p.m.
- *New York - Western and Rochester,* Tuesday, April 13th, 9:00 a.m.
- *Vermont –* Wednesday, April 14th, 1:00 p.m.
- *New York South Central, North Country 1, 2 & 3:* Thursday, April 15th, 9:00 a.m.
- *Pennsylvania –* Wednesday, April 21th, 9:00 a.m.
- *Maine –* Wednesday, April 21th, 1:00 p.m.
- *New York - Capital, Mohawk Catskills & North Country 4:* Tuesday, April 27th, 1:00 p.m.

AGENDA TOPICS

1. Welcome and Opening Remarks 10 min.

2. Comments from A4TD Field Staff 10 min.

NOTES: _____

6. Workplace Safety Video – Fatal struck-by Accidents

5min.

NOTES:

7. Employment Portfolio

10 min.

NOTES:

8. Parting Notes and Housekeeping Items

5 min.

- All A4TD Training Centers will be closed on Monday, May 31st in observance of Memorial Day. Your Host Agency will likely be closed on that day as well. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours during the same pay period.
- **What should you do if you are asked by your host agency to train more hours or at different times than what is listed on your Training Assignment Agreement** (and agreed upon when you started at your host agency)?
 - Notify your CMPA or A4TD staff person ASAP. (Remember there is a limit to the number of hours you may train at your host agency.)
- **Do you have to wear your A4TD name tag?**
 - Yes! Please wear it when training and also while attending the Network to Work meeting. We appreciate you being an Ambassador for SCSEP.
- **When are timesheets due?**
 - No later than the close of business on the 2nd Friday of a payroll cycle
 - BUT, if you train on Saturday, submit your timesheet on Saturday after you complete your training.
- **When submitting your timesheet by fax:**
 - Be sure to check the transmission report to ensure it was sent without any errors. If it says “Check readability of transmitted page”, resend!!
- **Financial Items:**
 - Pay will be delayed if timesheets are not received on time.
 - Remember that we re-verify program eligibility (including income) every year.
 - You can update your W4 information at any time. Ask SCSEP staff for a new form.

- **Please spread the word about SCSEP with people you know.**
 - Anyone who wants to know more about SCSEP is invited to attend our **monthly orientation sessions**. They are held on the last Wednesday of every month at 9:00 a.m. The meetings are held on Zoom. (The log-in information is on your participant agenda).
 - (zoom.us; click on “Join a Meeting”; enter the **Meeting ID - 959-0837-0915**. OR, call **1-646-876-9923**.)
- The May meeting date is _____.
- Timesheet Reminder: When recording the Network to Work meeting information on your timesheet:
 - In the “# of Hours at Host Agency” column, **enter 2 hours less than your regular schedule**;
 - In the “# of Hours at Offsite Training” column, **enter 2 hours**.
 - In the “Explanation of Offsite Training Activities column”, write “Network to Work meeting”.
 - You can’t train more than 8 hours on any day, even a day with a Network to Work meeting.
 - **Remember to print your name and host agency on the top line of the timesheet.**

Do you have a question or suggestion? Please email us at suggestions@a4td.org; we value your feedback!

9. Conclusion of the Meeting

- Share one key point you learned or are taking away from this meeting.

How can the A4TD staff help you?