



3. Housekeeping Items

5 min.

- **All A4TD Training Centers will be closed on Monday, July 5th in observance of Independence 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 will not be training for more than 5 consecutive scheduled training days at your Host Agency?"**

If you plan to be absent for more than 5 consecutive scheduled training days, you must ask your CMPA or local A4TD staff person for a Leave of Absence, preferably in writing. A leave of absence will only be granted for health / sickness or family care reasons. Leaves of Absence are not guaranteed, requests should be limited in number and frequency, and the length should be as short as possible. If you have personal questions regarding this, please ask your SCSEP staff person.

- **What should you do if you are unable to train on a scheduled day?**

Contact both your training site and your local SCSEP staff person if you are unable to train on a scheduled day. With approval from your CMPA or local A4TD staff AND your host agency supervisor, you may make up missed hours during the same pay period. Likewise, if your training site closes, you may make up missed hours during the same pay period.

- **Worker's Compensation Insurance.**

All A4TD SCSEP participants are covered under A4TD's workers comp. insurance plan if they are injured while training. If injured, please make sure your Host Agency Supervisor is aware of all of the circumstances. It is the participant's and the host site supervisor's responsibility to call local A4TD staff immediately if an accident occurs, once the participant's safety has been assured.

- **Please spread the word about SCSEP** to 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**.)

- A recording of this presentation is online for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: https://youtu.be/Qqb_-AYqZAo

- **The July Network to Work meeting date is _____.**

4. Job Readiness Topic – Professional References

25 min.

- See Resource Document

NOTES: _____

5. Employer Guest Speaker – Topic – _____

25 min.

NOTES: _____

6. Workplace Safety Video – Preventing Unsafe Conditions

5min.

NOTES: _____

7. Conclusion of the Meeting

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

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- **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.**

How can the A4TD staff help you?