Supported Employment Client Handbook

Revised December 2008

Lincoln
Training Center
Turning Disabilities into Possibilities

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Congratulations…

On your new appointment to the Lincoln Training Center Supported Employment Program. Lincoln Training Center is here to help you fulfill your employment goals. This handbook will serve as a guide to Lincoln Training Center and the services we provide. Your Case Manager will review its contents with you. If you have any questions concerning the handbook, please ask your Case Manager for clarification. Once you have completed reading the handbook, and understand its contents, please sign below and return this page to your assigned Case Manager within one week of receiving.

_____ _____
Name Date

_____ _____
(If applicable) Parent/Care Provider Date

Case Manager responsible for handbook review:

_____ _____
Employee Name (Print) Date

_____ _____
Employee Signature Title

Lincoln Training Center
Turning Disabilities into Possibilities

Table of Contents

PAGE

Mission Statement, Statement of Non-Discrimination 2
Conflict of Interest Statement 2
Our History 2-3
Who We Are and What We Do 3
Staff Qualifications 3
Entrance Criteria 3
Intake Meeting 4
Work Related Services We Offer 4
A. Job Development 4
B. Situational Assessments 4
C. Job Placements 4
Types of Work 4-5
A. Supported Employment – Group Placement 4
B. Supported Employment-Individual Placement 5
Individual Planning Process 5
Hours and Pay Rates 5
Pay Rates for Group Placement 5
Pay Rates for Individual Placement 6
Reporting of Earnings 6
Holiday Pay/Holidays 6
Fringe Benefits 6
A. Vacation Time 6
B. Bonus Checks 6
C. Worker's Compensation 6
Your Responsibilities 7
Rules of Behavior 7
Attendance/Call in Procedure 7
Phone Calls 7
Suspension-Termination Causes 8
Suspension Procedure 8
Termination Procedure/Job Loss 9
Medication Policy 9
Mobile Crews 9
Enclaves 9
Special Needs 10
Safety 10
Client's Rights 10
Statement of Rights of Persons Served 11
Confidentiality/Satisfaction of Services 12
Client Grievance Procedure 12
Notes About Your Program . . . . . Back Cover
Important Phone #'s . . . . . Back Cover

MISSION STATEMENT

The mission of Lincoln Training Center is to foster independence and improved quality of life for individuals with disadvantages or developmental disabilities, through the maximum effort of the organization's staff, membership and volunteers. This will be accomplished through the unqualified commitment to-and delivery of-diverse, high quality programs and services to Lincoln Training Center's clients, customers, and the community.

Statement of Non-Discrimination

Lincoln Training Center is an equal opportunity employer. We are firmly committed to providing equal employment opportunities for all applicants and employees. Decisions regarding hiring, compensation, benefits, training, use of all facilities, participation in all company sponsored activities, promotions, demotions, transfers, and job assignment practices, including counseling, discipline, and termination will be made consistent with equal employment opportunity laws and regulations, including those pertaining to race, color, religious creed, sex, gender, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including pregnancy, childbirth, and related medical conditions), citizenship, veteran status and sexual orientation.

Conflict of Interest Statement

Persons connected with Lincoln Training Center shall make all decisions based on the best interests of the organization and shall disclose any real or potential conflict of interest between their personal, professional and business interests and the interests of the Center. Any Officer, Director, Delegate, Council or Committee member of LTC shall refrain from discussing or voting on any transaction in which he/she has an interest and cannot attempt to exert any influence to affect these decisions.

Our History

Lincoln Training Center is a not-for-profit, 501(c)(3) organization that was established in South El Monte, California. Since 1964, Lincoln Training Center (LTC) has progressed from a small group of parents teaching their sons and daughters simple production work to an accredited, award-winning organization helping hundreds of adults with disabilities throughout California, find meaningful work.

Today, LTC continues its mission to provide work opportunities and job training for people with developmental disabilities – our clients – through an array of job programs. Our South El Monte location offers a base program where clients work on production, assembly, disassembly and light manufacturing contracts, which are fulfilled at our 32,000 square foot facility.

The Center also offers a Transition Program for Special Education students from ages 15-22 as part of their high school curriculum. The program is specifically designed to help prepare students to meet the requirements of a vocational program or employment in an industrial work environment.

Our Supported Employment program places eager and qualified workers into community job settings. We are currently contracting with more than 40 off-site employers for jobs that include janitorial, landscaping, inventory control, packaging, retail, and clerical. Supported employ-

ment services are offered at our South El Monte, Roseville, and Fresno offices.

Participating workers (excluding individual placement) are paid for their work services according to their participation and productivity. LTC provides vacation pay, bonuses, worker's compensation benefits, social activities, work preparedness, and transitional training.

LTC holds the highest accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF). We are an approved vendor with the California Department of Rehabilitation and the Los Angeles County Office of Education. Lincoln Training Center maintains active memberships in the California Disability Services Association and California Partnership for Set Aside Contracting.

Who We Are and What We Do

Lincoln Training Center has a dynamic supported employment program that can help you reach your employment goals. Your employment experience is based upon your interests and abilities.

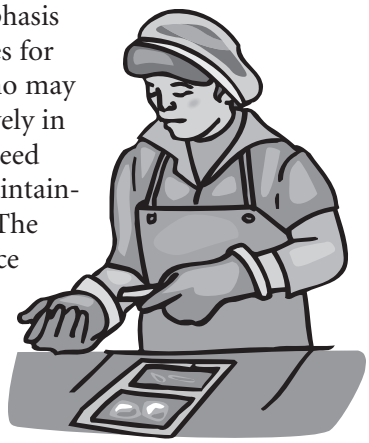
Lincoln Training Center can assist you with:

- On the job training and work experience
- Finding out what your strengths and weaknesses are
- Learning how to be a good and valued employee
- Finding a job
- Earning a paycheck
- Becoming independent

Staff Qualifications

All Lincoln Training Center personnel must pass a pre-employment background investigation and must be legally eligible to work in the United States. Lincoln Training Center's President or Executive Vice President must approve of all new hires and verify that personnel meet position qualifications. All new staff is provided with an orientation and adequately trained, prior to providing direct services and supports. In addition, all staff receive CPR and First Aid certification. Personnel are reviewed annually to ensure that they are providing quality services that are individualized to meet the needs of our clients and stakeholders.

Entrance Criteria



Lincoln Training Center's emphasis is to provide vocational services for individuals with disabilities who may not be able to work competitively in the community, or who may need assistance in obtaining and maintaining competitive employment. The Center does not base acceptance of an individual application for services upon age, color, gender, nationality, income level, or religious belief. All clients of the Center must be diagnosed with a mental, physical, and/or emotional disability. The severity of individual disabilities varies.

In addition, all applicants (with the exception of school referrals) must:

- Be at least 18 years of age
- Be independently self-ambulatory (which can include canes, walkers and wheel chairs)
- Possess self-help skills; i.e. independently transport themselves to the restroom (unless qualified for Personal Attendant Services)
- Provide their own lunch, and be able to feed themselves independently
- Provide their own medication needs
- Be provided with transportation by either a privately contracted agency, public transportation, by their family, or by their own means
- Present statements of disability from a licensed physician
- Show evidence of a general physical examination, and of a psychological examination
- Show appropriate documentation to verify eligibility to be employed (i.e. valid social security number, valid picture identification, etc.)
- Be referred by a Regional Center or the Department of Rehabilitation for services
- Be evaluated by LTC rehabilitation staff for admission to the appropriate services program
- Successfully complete a 60-day probationary period
- Be able to benefit from services under general supervision
- Be an active participant in the process

Intake Meeting

As a client of Lincoln Training Center, your participation in our program is tailored to your particular goals and developed by you, your Case Manager, and your planning team. The most important person in this process is you. You have the lead role in making your plan for employment a reality. During your initial meeting, you and your team will discuss your strengths, resources, priorities, concerns, abilities and interests to develop a plan listing your job objectives and employment goals. In addition, the Case Manager will assist you with working toward your goals, inform you of the services Lincoln Training Center can provide and direct you to other agencies for additional services you may need. It is LTC's goal to schedule the initial intake within 3 days of receiving your referral packet. If there is a placement available, we will make every attempt to provide you with the earliest start date possible. Your start date can begin upon the initiation of contracted transportation, which is arranged by the Regional Center; and generally takes 2–3 weeks to get started. If you are self-transported you can begin sooner. The average waiting time of a new client being referred to a group placement in Supported Employment is 30 days, and for clients being referred to be placed in a individual placement the approximate waiting period is 60–90 days. If there are not any openings available you will be placed on a waiting list and provided with LTC's "waiting list policy," which will be adhered to.

Work Related Services We Offer

A. Job Development

Lincoln Training Center will assist you with developing a plan of action for job placement based on the initial meeting and the review of the job placement parameters form. Lincoln Training Center will utilize a variety of resources to explore job openings in your community. Services include, but are not limited to, evaluation of the labor market and identification of suitable employment sites, employer contacts, job seeking skills training, work site assessment, evaluation and recommendation for job coaching plan, destination training, and other services necessary to secure and establish employment.

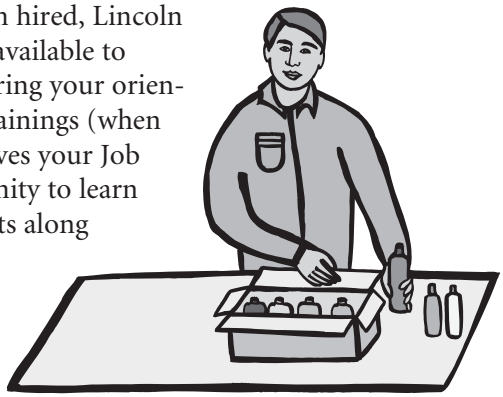
Lincoln Training Center will assist you with interview skills, appropriate dress, creating or updating a professional resume and any other identified supports needed to prepare you for an interview. You will also be asked to sign a Lincoln Training Center Intake Agreement Form, stating that you agree to cooperate with the Job Developer and Job Coach by such actions as returning phone calls, providing work schedules, and calling Lincoln Training Center when any work related concerns arise so that a LTC staff member can support you.

B. Situational Assessments

An External Situational Assessment (ESA) can assist you with gathering additional information to help you identify different jobs available and aids in the decision process by actually placing you at various job sites. During this placement period, you will receive intensive one-on-one supervision and training from an LTC staff member who will provide you with detailed information about the job and specific job tasks. An ESA also identifies potential barriers to employment and recommendations are made for services that will assist you in the identification of accommodations, supports, and services that will address these barriers.

You are paid for your participation in an assessment. You and your planning team can determine if you would benefit from an ESA.

C. Job Placement



Once you have been hired, Lincoln Training Center is available to accompany you during your orientation and initial trainings (when applicable). This gives your Job Coach the opportunity to learn the job requirements along with you so that Lincoln Training Center's on-the-job supports are most successful. Short term follow up services may be provided to assist you in maintaining employment.

Types of Work

Supported Employment is a community based rehabilitation program that occurs in a competitive, integrated community employment setting. Group and Individual Placement are two different options for supported employment depending on your needs and the needs of the employer.

A. Supported Employment-Group Placement

Participants in Group Placement, work in a community integrated work setting and have a Job Coach at all times.

The Job Coach provides you with on-site training and support services.

Examples of group placement opportunities include janitorial, grounds keeping, retail, and warehouse work.

Lincoln Training Center also posts current supported employment group openings on our website (www.lincolntc.org). If the need arises, computers are available at Lincoln Training Center's administrative offices during normal business hours, for you to review our website.

B. Supported Employment-Individual Placement

Participants in Individual Placement (IP) work independently by themselves at places of business in the community. They are hired and paid by a community employer directly. Lincoln Training Center can provide you with a Job Coach to train with you so that you understand all aspects of your job, and assist you with any job supports you may need. The Job Coach will meet with you on the job to help you learn the necessary skills and behaviors to work independently.

The Individual Planning Process

Lincoln Training Center is committed to working with you to help you reach your employment goals. We encourage you to take a leadership role and ask for what you want. Everyone will work together so that services will meet your needs.

The major part of your planning is completed at what is called an Individual Service Plan (ISP) meeting. Your first ISP will be within 30 days of your first day of work services. If you receive authorization for an External Situational Assessment (ESA), the ISP meeting will be held after the ESA is done. After you have started in the employment services program, your Case Manager will sit down with you to help you develop your plan. Your comments and answers will be written down with the focus on helping you with your work-related skills. After this first meeting, ISP meetings will be held during your birthday month and every six months after that.

The individual service planning process is an important part of your program. It can help you progress to better wages and more independent types of work services. You should start in the type of work service that is right for you and will help you achieve your full potential. The following are typical skills that we can help you learn to reach your work related goals:

- Learning tasks properly and increasing productivity
- Going from task to task and improving the quality of work
- Making good decisions and dealing with change
- Setting performance goals
- Following work safety standards
- Being motivated
- Being properly groomed
- Interacting appropriately with customers/co-workers
- Building confidence
- Identifying support options within the workplace
- Advocating for on-the-job and off-the-job help
- Learning more effective communication

Hours and Pay Rates

Hours of work for Supported Employment will vary at each job site. Lincoln Training Center will make every effort to help you find employment during hours that will work for you. Hours of work will be thoroughly discussed with you prior to actual job placement.

Pay Rates for Group Placement

If you work in a community based supported employment group, your pay rate is an hourly rate based on the prevailing wage for that type of job as well as your productivity level (how fast and how well you do your work training). A prevailing wage is a standard wage paid to people who work in a similar type of job. Lincoln Training Center follows California Department of Labor laws regarding your training pay. A time study will be conducted within the first 30 days of employment and every six months thereafter to determine that your productivity rate is accurate.

Pay days are on the 10th and 25th of each month. If either of these days falls on a Saturday or a Sunday, you will get your check on the Friday before.

Pay Rates for Individual Placement

Pay rates for Individual Placement clients will be no less than the state minimum wage, and will be based on the individual employer.

Reporting of Earnings

If you receive either SSI or SSA funds, you will need to report your monthly gross earnings to your assigned Social Security office. Failure to report your earnings could result in over payment. If an over payment does occur, you may be required to pay back the amount of the over payment. Lincoln Training Center may assist you in gathering the necessary wage information to be reported to either SSI or SSA, but it is your responsibility to report these wages.

Holiday Pay

LTC offers ten paid holidays to those clients employed in group placement upon the completion of their 90 day probationary period. In addition, employees must work the day before and the day after the holiday in order to be compensated for holiday pay. If you are employed in an individual placement, you will receive the fringe benefits offered through your employer.

LTC Holidays

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day

**Note – Other holidays may apply to state and federal community based work sites. In addition, although you are paid for the holiday, it does not guarantee that you will be off on that day. Please see your Supervisor for your specific holiday schedule.*

Fringe Benefits

A. Vacation Time

Vacation time is at the discretion of, and reviewed annually by, Lincoln Training Center's Board of Directors. The number of vacation days you will accrue is based upon your length of service with Lincoln Training Center. Vacation time cannot be saved up (rolled-over) from one year to the next. Listed below is the schedule used to calculate the number of vacation days allotted.

Service Length	Vacation Days Earned
0-3 months	1 paid day
4-6 months	3 paid days
7-9 months	6 paid days
10-12 months	9 paid days
Over 1 year	12 paid days

B. Bonus Checks

Lincoln Training Center sponsors a bonus incentive plan which is at the discretion of the Board of Directors to approve on an annual basis. This bonus check is based upon the number of years you have been a client with LTC.

C. Worker's Compensation

If you are injured while working, you may be eligible for worker's compensation benefits. You are required to report the injury to your LTC Supervisor immediately. The LTC Supervisor will fill out an incident report and then take the necessary action to insure you receive appropriate care.

Your Responsibilities

As part of a Lincoln Training Center community-based employment group, you are expected to:

1. Report to your job site on time every day.
2. Call in early if you will be late or unable to come in. Always call the phone number given to you by your Job Coach. If you use contracted transportation, you will need to contact your provider.
3. Return to work on time after breaks.
4. Dress neatly. Abide by the dress rules where you work.
5. Respect the rights and property of others.
6. Watch out for your personal items. It is strongly advised that valuables and large amounts of cash are left at home.
7. Make personal phone calls during breaks or lunch times only.
8. Follow safety rules at all times.

Rules of Behavior

1. No weapons.
2. No alcohol or illegal drugs. No reporting for work under the influence of alcohol, illegal drugs or controlled substances.
3. No smoking in the building or vehicles. Smoking allowed only in designated areas during break times.
4. No aggressive, violent, or harassing behavior.
5. No inappropriate touching or sexual behavior.
6. No property damage.
7. No stealing.
8. No foul language.
9. No sleeping during work hours.
10. No improper conduct toward your supervisor or refusal to perform legal tasks assigned by supervisor.

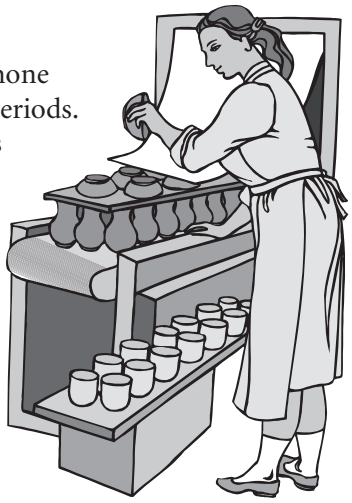
Any violation of the above may result in serious consequences, including suspension or termination. These infractions will be evaluated on an individual basis. If you feel we are unfair, please refer to the grievance procedure.

Attendance/Call-In Procedure

In the event you must be absent from work or are going to be tardy, and are in Group Placement, you are required to contact LTC prior to the start of your work day. If you utilize contracted transportation, you are also responsible for informing them to cancel your transportation for the day if you are going to be absent. If you are in Individual Placement, you will need to contact your employer directly and follow the guidelines of your employer.

If you are absent for three days in a row, you will be required to bring in a doctor's note for the days you were absent. This note must state that you are authorized to return to work. Excessive absenteeism or tardiness may result in disciplinary action, up to termination.

Phone Calls



You may only use your cell phone during your break and meal periods. Use of an employer's phone is prohibited.

In the event of an emergency, if it becomes necessary for you to be contacted at work, your Case Manager or Job Coach must be called first. You will then be informed of the call and provided access to return the call.

It is recommended that LTC contact numbers be given to family/and or caregivers for this purpose.

Suspension-Termination Causes

Any of the below mentioned types of work-related behaviors, depending on the severity and nature of the behavior, may carry any or all of the following consequences:

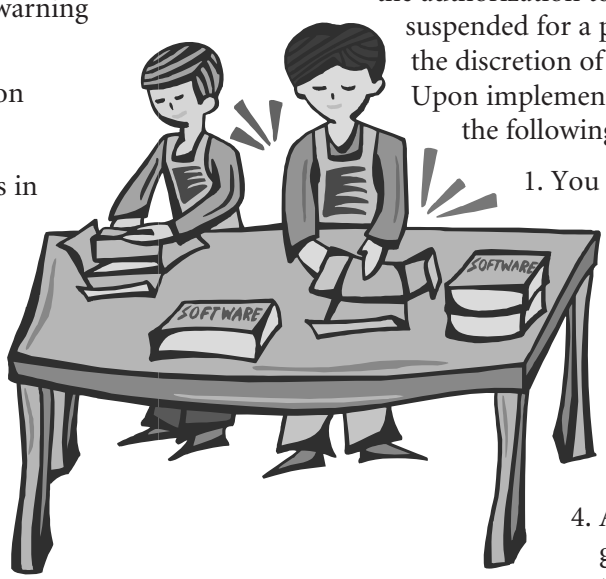
1. Official, documented verbal warning
2. Written warning
3. Suspension and/or termination

1. Poor Attendance

a. Three (3) unexcused absences in one (1) month.

b. Breaking a signed attendance or behavior contract.

c. Being absent from your work-site during working hours without notification and approval from Lincoln Training Center staff.



2. Verbally Abusive/ Inappropriate Language

a. Use of foul language while at work.

b. Verbal threats and/or disrespectful behavior towards supervisor, peers, other employees or customers of the employer.

3. Lack of Cooperation

a. Refusal to accept work assignments.

b. Disrespectful attitude towards LTC staff and/or co-workers.

c. Non-compliance with LTC or employer's rules and regulations.

4. Inappropriate Behaviors

a. Behaviors which have the potential to cause physical injury to self or others (i.e. hitting, scratching, destruction to property, etc.).

b. Behaviors which have the potential to disrupt the normal work process (i.e. yelling, teasing, socializing, sleeping, etc.).

c. Sexually overt or suggestive physical/verbal behavior.

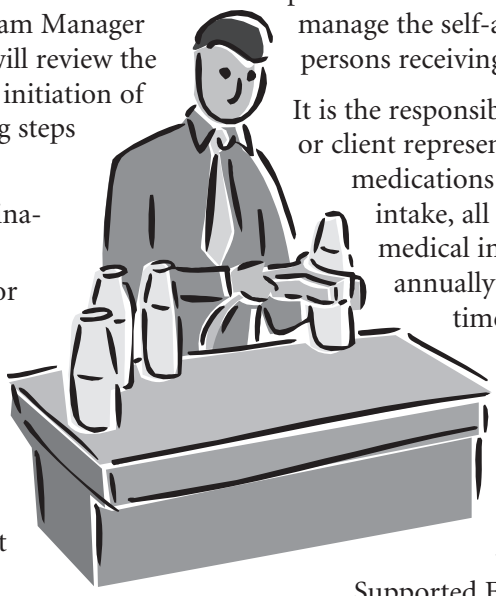
Suspension Procedure

You may be suspended for any of the reasons noted in the causes for suspension/termination section of this handbook. The Case Manager, Program Manager, Program Director, or Director of Community Services has the authorization to invoke suspensions. You will be suspended for a predetermined amount of time at the discretion of any of these designated personnel. Upon implementation of suspension procedures, the following will occur:

1. You will receive notification of your suspension (either verbally or in writing).
2. If applicable, your parents and/or board and care provider will be notified.
3. Your Regional Center Service Coordinator and DOR Case Manager will be notified.
4. An incident report will be generated by LTC staff regarding the suspension.
5. If suspended during the course of the work day, you will be asked to leave your job site immediately. It is your responsibility to arrange transportation from the job site once the suspension is issued.
6. A core staff meeting with you, your identified supports, Regional Center Service Coordinator, and LTC staff may be scheduled, depending on the severity of the incident.

Termination Procedure

You may be terminated for any of the infractions noted in the causes for suspension/termination section of this handbook. The Case Manager, Program Manager or Director of Community Services will review the situation prior to termination. Upon initiation of termination procedures, the following steps will occur:



1. You will be notified of the termination.
2. If applicable, your parents and/or board and care provider will be notified of the termination and all appropriate documentation will be forwarded to them.
3. Your Regional Center Service Coordinator and/or Department of Rehabilitation Counselor will be notified of the termination and all appropriate documentation will be forwarded to them.
4. A Department of Developmental Services form will be completed by your LTC Case Manager and forwarded to your Service Coordinator.
5. An exit interview will be conducted to refer you to the appropriate services.

Job Loss

In the event you lose your job due to no fault of your own, you may return to Lincoln Training Center to be placed again or return to the program for other services. If you have been terminated or have voluntarily resigned from a work site, a core staff meeting will be held to discuss employment options.

Medication Policy

All Lincoln Training Center clients must be able to provide their own medication needs. LTC does not manage the self-administration of medications utilized by persons receiving services.

It is the responsibility of Lincoln Training Center's clients, or client representatives, to provide record of all current medications and/or special needs. Upon initial intake, all LTC clients must complete the client medical information form, which will be updated annually. In addition, LTC must be notified each time there is a change in medication and possible side effects listed by the doctor.

All client medical information will be kept confidential by LTC administration.

The procedure for clients, who utilize medication and work in LTC's Supported Employment program, is the following:

Mobile Crews

All mobile crew members must store any medication in the LTC vehicle. All LTC vehicles remain locked when not in use. Supervisors are responsible for providing access to the vehicles when a client requests access for their medication, when previously arranged.

Enclaves

All enclave members must store medication in a secure place, which has been designated by LTC and/or each supported employment site. The designated storage place will depend on the sites' facility, storage location, and their own policies and procedures.

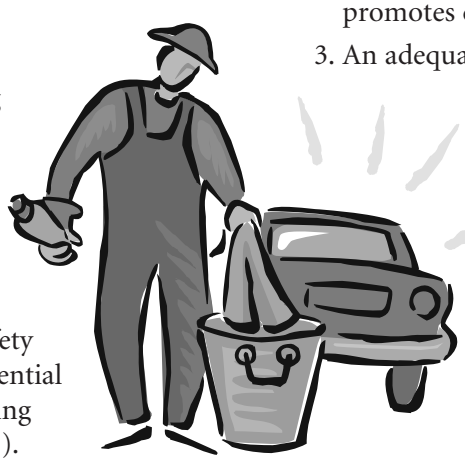
The designated location will be discussed upon the client's initial orientation.

Special Needs

LTC will provide reasonable accommodations for those who may have special needs when they administer their own medication. Any such requests will be discussed upon initial intake and will be determined by the client, Case Manager, and any designated parties.

All LTC Job Coaches are responsible for maintaining a current client medical form, in their Job Coach manual, for all LTC clients under their supervision.

Safety



It is the intention of Lincoln Training Center to provide the safest possible work environment and to take practical steps to prevent injury to our employees. Your supervisor will instruct you on our safety procedures and regulations that will apply to your work site. Bi-weekly safety meetings will provide training on potential safety issues in the workplace (i.e. lifting techniques, use of wet floor signs, etc.). You are expected to cooperate with Lincoln Training Center in all safety procedures.

Safety rules to remember include:

1. If safety equipment is required, it must be worn and used properly. Examples include safety glasses, safety vests, and gloves.
2. Obey all safety and evacuation drills.
3. You must immediately report any accidents and hazards to your Job Coach. Failure to report an accident or injury immediately will result in disciplinary action, up to and including termination.

Client's Rights

Persons with developmental disabilities have the same legal rights and responsibilities guaranteed all other individuals by the United States Constitution.

Persons with developmental disabilities shall have rights including, but not limited to, the following:

1. Live independent, active and full lives;
2. The equipment, assistance and support services necessary for full opportunity, provided in a way that promotes dignity and independence;
3. An adequate income or wage, substantial enough to provide food, clothing, shelter and other necessities of life;
4. Accessible, integrated, convenient and affordable housing;
5. Quality physical and mental health care;
6. Training and employment without prejudice or stereotype;
7. Accessible transportation and freedom of movement;
8. Bear or adopt and raise children and have a family;
9. A free and appropriate public education;
10. Participate in and benefit from entertainment and recreation;
11. Equal access to and use of all businesses, facilities, and activities in the community;
12. Communicate freely with all fellow citizens and those who provide services;
13. A barrier-free environment;
14. Determine one's own future and make one's own life choices;
15. Full access to all voting processes.

Statement of Rights of Persons Served

Lincoln Training Center, in its commitment to protect and promote your rights, has developed procedures, practices, and policies regarding the human rights of persons served. This information is introduced to staff upon hire, and explained to you upon entering Lincoln's services. In addition, this information will be shared with you in your Case Management meeting annually and semi-annually. You will also receive a copy of the Abuse Statement provided by the State of California.

Lincoln Training Center implements policies that include, but are not limited to the following:

Your right to:

- Confidentiality of information
- Privacy
- Freedom from:
  - Abuse
  - Financial or other exploitation
  - Retaliation
  - Humiliation
  - Neglect

Lincoln encourages you to inform your Case Manager or Rehabilitation Counselor if you feel that your rights have been abused. You are also informed that you have the right to exercise Lincoln Training Center's Grievance Procedure if you are not satisfied with the assistance you receive from your Case Manager/Counselor.

Confidentiality

Lincoln Training Center is committed to keeping any information you provide confidential. The Information Practices Act of 1977, California Civil Code, Sections 1798 et seq., guarantees you certain rights:

- **The Right to Privacy:**
  Only information about you that is relevant and necessary to carry out the purpose of Lincoln Training Center's program will be collected. The information will be used only in processing your program of services, including resolving complaints or appeals.
- **The Right to Access:**
  You may request access to any of your records that are maintained by Lincoln Training Center. Lincoln Training Center shall promptly let you or your chosen representative inspect, or shall provide you with, copies of any document or information in your case record.
- **The Right to Request an Amendment to Your Records:**
  You can seek correction of any misinformation in your records by making a request to your Case Manager. The request should be in writing and as specific as possible.

Satisfaction of Services

Lincoln Training Center is committed to continually improving our organization and the services that we provide. We encourage you to provide us with feedback at anytime on any way we can improve our services to you. In addition, we will ask you to complete a satisfaction survey at your 30 day initial meeting, semi-annual and annual meetings. The information that you provide to us will be reviewed by the Program Manager to ensure we are providing you with quality services and continually making improvements to better serve you.

Client Grievance Procedure

In work situations there are occasional personal differences and misunderstandings. In view of this statement, Lincoln Training Center has developed a simple, easy to follow, three-step direct mechanism for the prompt, fair resolution of these problems.

Step One:

If you feel you have been treated unfairly or have a problem you cannot solve at work, you should first discuss the situation with your Job Coach.

Step Two:

Should your complaint not receive a satisfactory resolution at Step One, it is the Job Coach's responsibility to arrange an interview (to be held within three regular working days) with Lincoln Training Center's Case Manager for further resolution. During this step (or the preceding one), the client/client representative should put their grievance in writing.

Step Three:

If you are still not satisfied with the outcome, your complaint will be forwarded to Lincoln Training Center's Program Director for review. The Program Director will schedule a meeting with you and any other participant(s) within three regular working days of receipt of the complaint. The Program Director will, accordingly, complete a resolution or referral statement.

Step Four:

If a resolution was still not attained at Step Three in the process, all information will be referred to the President of Lincoln Training Center for consideration. The President may schedule a meeting between any and all participants within three regular working days (if possible). The President's decision will be given in writing within three regular working days after any meeting is held.

The written decision will be final. A copy of the President's decision will go to you and a copy will be placed in your case file.

Note: Filing a grievance will not result in retaliation or a barrier to service. Written notification of action to be taken will be given within five days.

Notes About Your Program

Name: _____

Work Site: _____

Job Coach: _____

Start Date: _____

Work Hours: _____

Dress Code: _____

Phone # to call if I'm absent/tardy:_____

Notes: _____

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IMPORTANT PHONE NUMBERS

Main Number: (800) 949-4582 or (626) 442-0621

Ralph Walker, Case Manager: (626) 636-2572

Edwin Sanchez, Case Manager: (626) 636-2561

Lynne Richardson, SE Program Manager: (626) 636-2566

Website: www. lincolntc.org

Lincoln Training Center

Turning Disabilities into Possibilities

Notes About Your Program

Name: _____

Work Site: _____

Job Coach: _____

Start Date: _____

Work Hours: _____

Dress Code: _____

Phone # to call if I'm absent/tardy:_____

Notes: _____

_____

_____

_____

_____

IMPORTANT PHONE NUMBERS

Main Number: (800) 949-4582

Program Director: Extension 2580

Program Development Manager: Extension 2581

SE Program Manager: Extension 2541

Case Manager: (916) 677-9432

To learn more about Lincoln Training Center's supported employment services, please visit our website at: www. lincolntc.org

Lincoln Training Center

Turning Disabilities into Possibilities

Notes About Your Program

Name: _____

Work Site: _____

Job Coach: _____

Start Date: _____

Work Hours: _____

Dress Code: _____

Phone # to call if I'm absent/tardy:_____

Notes: _____

_____

_____

_____

_____

IMPORTANT PHONE NUMBERS

Main Number: (800) 949-4582

SE Program Manager: (559) 474-2250

Program Director: (800) 949-4582 ext. 2580

Website: www. lincolntc.org

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