



PC WORKSHOP

LET'S GET STARTED

More Info
Online At pcworkshop.org

Included

- Introduction
- Your Guide To PC (Handbook)
- PC Workshop Forms
- State Employment Forms
- Federal Employment Forms
- & More!

Need Help?
admin@pcworkshop.org

PC Workshop, Inc.



INTRODUCTION

PC Workshop is a movement based out of necessity. For too long, we have been bound by other people's limits and expectations of our abilities. PC Workshop, Inc. is a 501(c)3 non-profit who operates a retail store, a eBay store, a wellness program, and ADS facilities. We buy truck loads of items from your favorite big name retailers and can offer them at about half the price! Now you get to be a part of the team that makes the magic happen!

PC Workshop, Inc. staff are trained according to DODD Standards. This packet contains the rules, procedures, and paperwork you must read and complete before starting your training. Please take the time to read everything. Your parent, guardian or caregiver can help you in reading and understanding this information. If you have any questions about the information in the packet, please ask your PC Staff. Welcome to the family! We are so glad you have chosen us!

Included in the document are:

- Employment Handbook ----- You Keep
- Handbook Agreement ----- Return
- Photo Agreement -----Return
- PCW Insurance Form ----- Return
- Emergency Contact Form ----- Return
- Instant Alert Form ----- Return
- Emergency Medical Consent Form ----- Return
- Information Release ----- Return
- Medication Authorization ----- Return
- Vital Information Form ----- Return
- Transportation Form ----- Keep Page 1, Return Page 2 & 3
- PC Staff ISP Form ----- Return
- Client Assessment Information ----- You Keep
- Yearly PC Workshop Calendar ----- You Keep
- Community Resource Sheet ----- You Keep
- Event Facebook Page Information ----- You Keep
- Store Information ----- You Keep
- Client Account Access Information -----You Keep
- Direct Deposit Form ----- Return
- Ohio IT-4 Form ----- Return
- Ohio NH Report Form ----- Return
- Federal I-9 Form ----- Return
- Federal W-4 Form ----- Return
- Absence/Transport Change Slips ----- Keep and Return When Needed



PC
WORKSHOP INC.

900 West Caroline St.,
Paulding, Ohio 45879
pcworkshop.org



CLIENT HANDBOOK

WELCOME TO THE FAMILY

Revised: 7/1/2023

PC Workshop, Inc. does not discriminate in the provision of services or employment because of disability, race, color, creed, national origin, sex or age.

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Welcome to PC Workshop!

Hey, you... yes, you!

This is your new start! Welcome to PC Workshop, and to all the fun we are about to have.

First and foremost, we want you to understand anything that you have done or been in the past is no longer. You have an opportunity to be whoever you want to be, to be accepted as you are, and to learn so many new things. Life truly is LIMITLESS!

PC Workshop, Inc. is a not-for-profit corporation that provides meaningful training opportunities such as retail experience, social interactions, building furniture, sorting, cleaning, coping techniques, and more. To sum it up, we have FUN while learning new skills and helping our community!

PC Workshop, Inc. staff are trained according to DODD Standards. This handbook contains the rules and procedures you must follow while you are in training. Please take the time to read this book and if you need help please let us know. If you have any questions about the information in the handbook, please ask your PC Staff or call 419.399.4805.

Mission Statement

Our mission is to empower people with developmental disabilities to live their best lives through work opportunities and self-development.

Vision Statement

We believe in people, in our communities and that we have the power to shape our communities. Regardless of who you are, you are CAPABLE of creating change! Our vision is that we can be in every county we serve in some capacity, helping to build what the community as a whole wishes to see with you at the very center of it! Whatever it is you want out of your life, we want to help you gain the confidence and skills to go for it!

Quality Policy

PC Workshop is committed to continual improvement of our products and services to meet or exceed our customers' requirements and expectations.

Employment Training Opportunities

Vocational Habilitation

Our services are designed to teach and reinforce habilitation concepts related to work including responsibility, attendance, task completion, problem-solving, social interaction, motor skill development, and safety. We do this through our store, Limitless by PC Workshop, and our development experiences (Leadership Development- Emerge Program). The store has various departments, such as store floor (running cash register, disinfecting, item placement, selling, customer relations, etc.), clothing (sorting, pricing, hanging), pre-sort (pricing and sorting) building furniture, unloading pallets, baling cardboard and e-commerce. Clients will be cross-trained and will be expected to work the full time they are on the clock, although we do accommodate the experience depending on individual needs.

All our training is paid work training, and we have skill development/training* that is unpaid. In order to be put on the work schedule, clients must participate in unpaid development training* as well which takes place off campus and off the work training floor. This is to address the areas we can not address on the training floor that are a wider scope than the retail setting alone. Please remember... this is a learning opportunity to see how community jobs really are! Every decision we make is to accomplish our mission and to help aid in your goals!!

*More on development training on page 5.

Job Training Opportunities

We have the following training departments:

- Store
- Clothing
- Build
- Presort
- Cleaning
- Ebay
- Leadership Development Emerge Program

Leadership Development Department

What is it; Why do I need it?

First off, it is important to note that PC Workshop's goal IS NOT to provide jobs or permanent employment for clients. We are a specialized training facility aiming to train clients for employment in the standard workforce. We understand that this process may take an extended amount of time, or that the desired outcome may not come, but we strive for employment with every individual. If individuals were able to be on the work floor every day, they should apply for community employment, as there is no need for training. Our leadership development department provides tailored development training for those who need help in sectors such as food prep, technology, workplace safety, community safety, personal boundaries, and personal hygiene. Individuals are not paid while in the leadership development department, but are receiving vital information for the work floor. After a client's initial assessment, a representative will reach out with a recommendation for an hourly based education/work balance. More on leadership development can be found on page 42.



Orientation and Training

Orientation

PC Workshop's orientation process is designed to inform and guide all new clients in becoming effective members of the team, and ultimately a team outside of PC. The orientation process will begin on the first day of training and will include instruction, observation and supervised practice. All new clients will receive orientation to the specific duties of their positions by their supervisor or designee. This process will lead into the client's initial training assessment.

Specific content to be covered in orientation includes, but is not limited to, the following:

- PC Workshop's History, Mission, Purpose and Goals.
- Client Rights and Confidentiality
- Payroll Practices
- Health And Safety
- Handbook Policies
- Workplace Department Introductions

Training Week

Your paid training will be up to 17.5 hours per week and includes a half-hour unpaid lunch period and a half-hour unpaid break (not including leadership development* time). On occasion, extended training hours are offered. Hours may vary for clients participating in group employment, community job sites, or as requested by an individual to meet their personal needs or schedule. This is based on the availability of training and staffing. Also, it must be noted you are expected to attend your scheduled days, and there is a difference between your work training and your unpaid experiences that you are expected to attend. Leadership experiences* are mandatory for our program, and your schedule will be built as we discover your needs.

*Reference Page 5

Guardianship and Weather

Guardianship

Enrollees with a court appointed guardian are required to supply us with a copy of this information. If someone becomes your guardian after you have been attending our program for a while, you will also need to give us a copy of the paperwork.

If there is no written record provided to us indicating that guardianship exists, we will operate as if you are your own guardian. This makes you responsible for decision-making regarding programming and other services provided.

Booklets published by the Developmental Disabilities Planning Council on Guardianship are available on the following website: www.dde.ohio.gov.

Inclement Weather

If weather is too poor for PC Workshop to safely operate one or all of its own transportation routes, an instant alert* will be sent to all clients who are affected.

If PC Workshop does not provide your transport and weather is hindering you from arriving on time or safely, notify us immediately at 419.399.4805. You must call the PC Workshop office, not employee cell phones. Texting is not permissible. Messages sent to employees instead of the PC Workshop offices may not reach the correct people.

In most cases, PC Workshop will be open even if the transportation service is not operating. You are ALWAYS encouraged to come into work unless you are ill.

We will only close in very extreme cases. In this case, a message from our instant alert* system will be sent to all clients immediately.

*To sign up for instant alerts, complete the form attached to the welcome packet.

How You Are Paid

Wages

If you are scheduled on the work floor, you are getting minimum wage. All PC Workshop job pay rates are at or above either state or federal minimum wage, whichever is higher.

PC Workshop strives to compensate all clients fairly. PC Workshop will remain aware of local labor markets and reserves the right to change wages based on local markets and what the retail store allows. Employment in the United States are at-will, meaning both the employer can change rates at any time and the employee can sever the relationship at any point for any reason, with limited exceptions.

The amount you earn may affect SSI benefits you receive or your continued eligibility for Social Security Disability. It is your responsibility to report your earnings and any change in employment status to Social Security. Ask your Service & Support Administrator for help in keeping benefits while working.

No Compensation

You **WILL NOT** receive wages for any of the following unless specified in writing beforehand.

- You are not paid for time when you refuse* to work.
- You are not paid for days you are absent.
- You are not paid for voluntary safety and voluntary health training, recreation or therapy or vocational skills building.
- You are not paid while in the leadership department.
- You are not paid while on outings.
- You are not paid when you have been removed from the floor for behavior* issues.

*See work refusal notice on page 9

Refusal to Work or Cooperate

Your right to refuse to do a task is protected if all the following conditions are met:

- Where possible, you have asked the employer to eliminate the danger, and the employer failed to do so; and
- You refused to work in "good faith." This means that you must genuinely believe that an imminent danger exists; and
- A reasonable person would agree that there is a real danger of death or serious injury; and
- There isn't enough time, due to the urgency of the hazard, to get it corrected through regular enforcement channels, such as requesting an inspection.

If ever you feel your workplace is not safe, contact your supervisor immediately.

The refusal to work discussed below is a behavioral refusal (one that has nothing to do with personal safety).

When a client refuses to keep busy on work training tasks, refuses to work to the full length of their ability, does not obey the instructions of supervisors, or otherwise distracts and diverts his/herself or others from their work, they will be removed from the work floor/clocked out. Reasonable accommodations and prompting/redirection will be tried first.

PC Workshop will not tolerate inappropriate behavior on the work floor.

If an individual has a problem, they should seek their department's supervisor immediately. Individuals should not:

- Keep issues to themselves.
- Stop working with no explanation (unless unable to provide one).
- Leave the area without informing staff.
- Demand to speak to the CEO or upper management without first consulting direct supervisors.

Clients who refuse to work may be asked to complete a Refusal To Work Form. This could help them understand the importance of self-control and work. This is not mandatory and may not be used in every situation.

Pay Stubs / Payroll

Pay Stubs

PC Workshop pays bi-weekly with no exceptions. PC Workshop requires direct deposit payments with VERY LIMITED exceptions. Clients will be required to fill out a direct deposit form in their welcome packet. In addition, PC Workshop distributes pay stubs online only (with limited exceptions like individuals under 18). These pay stubs and troubleshooting options can be found online at PCWorkshop.org/dashboardclient

This site will also help you to set up your online payroll account.

Missing Pay Stubs

If you are missing a pay stub or are having difficulty, you should visit PCWorkshop.org/dashboardclient

You can print pay stubs from the entirety of your employment from the website above. If you are unable to do so, you can request copies; you may be asked to pay for the paper copies, which are \$1 a piece.

After all online resources have been utilized, we would be happy to help you. We use a third party company for payroll, so we do not have readily available access. Call us 419-399-4805.

Client Benefits

Workers' Compensation

If you are injured on the job, tell your supervisor right away. You may be covered by Workers' Compensation. After you see the nurse, you may need further medical assistance at a medical facility. Reach out to nursing/administrative staff for assistance with paperwork.

Calendar Holidays

You will receive a calendar in January of each year that will indicate the schedule of days off from January through the next December. Those working less than 40 hours a week do not receive holiday pay.

Note that in-service days are also considered calendar holidays for clients.

Holiday work hours should not occur. In the special event that they do, prior arrangements in writing will be made.

Client Status / Vacation

Client Status:

You are considered part-time. All clients should only be scheduled to work under 24 hours unless special written plans have been made with the director of PC Workshop.

Vacation Days:

All clients may choose to request scheduled time off at least one week in advance. Vacation is not paid unless you are at 40 hours a week. If you will be taking a vacation, please fill out the leave slip attached to your Client Welcome Packet and turn them in completed with important dates/times. We understand with sickness it is hard to schedule, but it is at the discretion of administration to suspend services for a client if attendance is an ongoing issue. Please remember, we have a wait list of people wanting to attend our program. If you are not committed to this process, there are others who will be.

Insurance / Health

Medical Insurance

PC Workshop offers a \$50 payment each month to Full Time employees who wish to carry their own insurance. There is no company-wide policy. Note that taking the \$50 may result in the loss of Medicaid or Medicare coverage. See forms attached to the welcome packet clients receive when they start for more information and Opt-in or out options.

Health and Safety

Physical Examinations

You MUST have a physical examination before you can come to work if you have any work restrictions. Your physical examination must be completed by your doctor using our form. You can get this form from our Employment Staff.

First Aid and Emergency Care

The Nurse and/or Staff will help you if you are sick or hurt. Your parent/guardian/residential provider is responsible for your transportation home in a timely manner (1 hour). If you are seriously injured or sick, we will call 911.

Emergency Information Sheets

Emergency sheets are updated every year. Whenever you have a change in your health or medicines, you need to give the Employment Staff your new information. This is to keep you safe.

Personal Care Items

PC Workshop does not provide the following personal care items: personal wipes, adult diapers, dental care products, diabetic supplies or medical supplies for personal care, feminine hygiene products, or extra clothing. Please provide a supply of these items while at PC and bring in a marked container for your supplies.

Medication

You or your provider/family member/guardian will be responsible for providing the medications you take and a completed Emergency Medical Authorization Form. If a medication administration assessment in your ISP determines you can take needed medication during work hours without help, we encourage you to do so. If assistance is needed, we can store a supply of medication and the nurse/delegated staff can give it to you. To provide this assistance, we must have on file a Medication Release Form signed by your physician and parent/guardian, and a current (with-in 1 year) Medication Administration Assessment.

Illness Policy and Procedures

What if you get sick or hurt at work?

- If you become ill during working hours, please tell your supervisor right away, and they will assist you in getting the attention you need.
- The provider/family member/ guardian will be notified of illness/injury and supervisor recommendations.
- On-site care for illness/injury is intended to be for a limited time until the provider/family member/guardian arrives to take you home.
- We will call 911 when necessary.

When should YOU stay home?

If you are experiencing any of the following, you should not come to work:

- If you have a fever over 100 degrees, diarrhea, vomiting, or severe cold symptoms. We request you stay home until you are fever and/or symptom free for 24 hours before returning to work.
- Rashes that indicate a contagious disease.
- Pain that is not relieved by prescribed or over the counter pain medication and interferes with your work performance.
- Persistent nose bleeds which cannot be stopped with routine first aid.
- Eye infections, drainage or redness which continues after routine cleaning.
- Severe and persistent coughing.
- Urinary pain, frequency, urgency.
- Difficulty or rapid breathing that is not relieved by rest.
- Open draining wounds that cannot be covered.
- Any other injury or illness determined by the licensed nurse following an assessment and is determined to be a health and safety risk.

You will need a return to work slip signed by a physician if:

- You have had a significant illness, injury, or medical procedure.
- You have been out for three days and sought medical attention.

Any restrictions will be evaluated to see if we can accommodate the restriction.

For scheduled absences, please complete the absence/leave notice slip attached to the Client Welcome Packet and return it completed with the leave information.

Outbreaks and Pandemics

General Policy

PC Workshop will take proactive steps to protect the workplace in the event of an infectious disease outbreak, like the COVID-19 pandemic. It is the goal of PC Workshop during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. We are committed to providing reliable information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. PC Workshop will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. The administrative team will continue to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control. Any outbreak or closure information will be relayed through our instant alert system. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent handwashing with warm, soapy water; covering your mouth whenever you sneeze or cough; discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizer throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

Safety, Work, & Culture Rules

Safety Rules

All the policies in this book are for the safety of clients, staff, and the public. You must act safely to avoid accidents.

- Report unsafe working conditions to your supervisor.
- To ensure workplace safety, we require appropriate clothing. Please follow the Dress Code regulations. If you do not have the appropriate or correct clothing available, you will need to return home. Remember, PC Workshop is air-conditioned.
- You may need to wear eye protection and/or gloves for some special jobs. We will provide these for you if you work on one of those jobs. You must wear them to do that job.
- Use all equipment safely and as instructed by your staff.
- Guns, knives, or other weapons are not permitted on any PC Workshop property.
- Alcohol or other drugs are not permitted at work or before coming to work.
- Do not threaten or hurt others.

PC Workshop follows State and Federal Safety and Health Regulations. An RN regularly trains staff in delegated nursing tasks, and all direct care staff are CPR/First Aid/ AED trained. Staff will help you understand the rules. Personal Protective Equipment is provided to all staff and clients who require them. Anyone who is furnished with safety equipment will be required to wear it at all times while doing the work that requires it. Safety equipment furnished by PCW and damaged at work or while in use will be replaced free of charge, and the damaged equipment shall be returned. PC conducts regular safety reviews of our physical facility.

Conduct

Conduct yourself as a professional. **YOU WILL BE WRITTEN UP IF YOU DO NOT ADHERE TO THESE RULES:**

- Cooperate with co-workers and staff.
- Report to your work area on time.
- Do not leave your work area unless you have permission from your Supervisor.
- Smoking, vaping, and tobacco are not permitted in this facility.
- Radios are on in work areas. If you have a sensitivity to noise, please let us know this before your work day.
- Do not use your cell phone during work times unless due to a medical condition or approved reason. You must follow PC Workshop's Electronic Device Policy.
- Clean up your work area at the end of each day.
- NO swearing.
- Games, puzzles, art projects, horseplay, or food are not allowed on the work area.
- Take a shower or bath before coming in to work, and wear clean clothes/deodorant.
- Do not steal.
- No eating or drinking on the Production Floor other than water in a spill proof container.
- PC Workshop is a public place. Say “hello” and “goodbye” appropriately. Improper displays of affection are unacceptable, such as hugging, kissing, etc.

If at any time, you decide you don't want to work at PC Workshop any longer, you can ask your Employment Staff or Service & Support Administrator for help in moving to another service

Examples of behaviors that are barriers to workplace integration:

- Bullying, verbal or physical threats
- Foul language or cursing including racial slurs, gender-specific, gender identity, disability, or religious belief, name-calling.
- Any physical altercation including pushing, shoving, or inappropriate touching
- Arguing with supervisor
- Throwing an object
- Refusal to work

Positive Culture

A positive workplace culture improves teamwork, raises the morale, increases productivity and efficiency, and enhances retention of the workforce. Job satisfaction, collaboration, and work performance are all enhanced. And, most importantly, a positive workplace environment reduces stress in clients and staff.

PC Workshop, along with a state wide initiative, is implementing the philosophy of Positive Intervention Culture throughout all programs. The tenets of Positive Intervention Culture include: supporting individuals, striving to meet the need of individuals, working to understand individuals regardless of their communication style, empowering choice-making, and assisting individuals to feel safe and be safe.

Dress Code

General Policy

All businesses have a dress code to ensure the safety of everyone while on the premises. Your personal safety is important to us. Remember, PC Workshop is a temperature-controlled facility.

If you come in inappropriately dressed, you will be asked to wait in a designated area for a change of clothes to be brought in or asked to go home and change. Good hygiene and grooming is also important. It helps you feel good about yourself and helps others feel good about you too!

Please remember that your dress should be business attire if you are working in the reception area for the day.

Business causal dress is also required to work on the store floor. Individuals with slippers, pajamas, dirty or overly wrinkled clothing, or strong odors will be moved to the leadership department (unpaid) or sent home.

Dress Policy

The administration and supervisors, with the approval of the PC Workshop Board and CEO, shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

The purpose for the PC Workshop dress code includes:

1. Protection from threats to personal safety, welfare, and health of the individual or others
2. Protection from disruption to the learning environment which could include styles considered indecent, distracting, suggestive, or inappropriate for the classroom or work floor
3. Preparation for the future expectations of appropriate dress in a professional setting while preserving self-discipline and respect.

Bags / Purses / Book Bags

Small book bags may be used to transport books and supplies to and from PC Workshop. The use and/or placement of book bags on the work floor are prohibited. Bags of any kind must remain in clients lockers.

The following are minimum standards of dress and grooming:

- Gloves, sunglasses, hats, skull caps and bandanas may not be worn on the work floor unless health and safety necessitate their use in a class/job.
- Personal Protective Equipment is expected to be worn in certain learning/job situations and could be mandated due to health/safety circumstances.
- Shoes and a shirt must be worn at all times.
- Individuals on the work floor must have closed-toed shoes.
- Articles of clothing, including coats, with pictures and/or statements depicting profanity - sayings or advertising any alcohol, drug, and/or tobacco products are not permitted.
- No bare midriffs, open backed shirts, halters, or spaghetti strap tops may be worn. Low, plunging necklines will not be permitted. All clothing articles must cover all undergarments. Tight and revealing clothing may not be worn.
- Any forms of clothing that are sloppy, excessively baggy, and torn that reveals excessive skin, especially above the mid-thigh length requirement, are not permitted.
- Shorts are permitted. All shorts/skirts/dresses must meet you mid-thigh.
- Leggings, compression garments, yoga pants and/or tights are not permitted unless covered by an article of clothing that meets the mid-thigh requirement. A good reference is the fingertip test.
- Ear piercings and exterior nose studs, no greater than 2 mm, are permitted. No other facial piercings including, but not limited to; loop rings on the nose, face, lips, eyebrows, bull rings, snake bites, and tongue will be permitted. Also, gauges of the ears will not be permitted. These can be unprofessional and distracting, but also be caught in work equipment. Special arrangements may be arranged with human resource employees.
- Hair color and style must be in such a way as not to be disruptive to the educational environment. A distracting hairstyle will result in a plan to alter the offending issue.

- No sleepwear (pajama pants, pajama shirts, slippers, etc.) may be worn to PC Workshop (unless it's pajama day).
- Coats and jackets meant for outdoor use may not be worn during the work day. They need to be left in the locker area. Prior arrangement can be made with human resources for those with medical conditions.
- Necklaces, bracelets, rings or any other jewelry or baggy clothing may be a hazard in the workplace depending on the training placement of the day. Avoid wearing objects that dangle, and follow the instructions of management.
- Clothes should be loose enough to be comfortable and not limit an individual's range of motion. Slacks and shirts are appropriate in the workshop for both men and women.
- Wearing shirts, hats, masks, buttons or other apparel expressing political opinions are not permitted.
- No clothing, jewelry, or caps relating to gang membership or activity are permitted.

To recap; employees and clients must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other major signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not be too revealing. Use your best judgement and ask human resources if questions arise or accommodations are needed.

Attendance

Attendance

If you need to miss work, and you do not have time to bring a note, call 419.399.4805 and leave a voice mail anytime. **For scheduled absences, please bring in a completed absence form.** Forms are attached to the New Client Welcome Packet, and additional forms can be requested from the office or at client pick-up/drop-off times. Please give us one-week advanced notice. Unless it is a holiday, calamity day, or you are ill, you are expected to report to work five (5) days a week, unless you and your support team have decided it is best for you to work fewer days. **(If you miss (3) days in a row or more, you must bring a note from your doctor or the hospital to return to work.)** If you miss a day of work for ANY reason, you are asked to make that day up if possible. Staff may ask for additional information or medical attention.

60 Day Absence

You may lose your enrollment in the program if you miss more than sixty (60) days one after the other. If you want to work here again, you must go through the admissions process again. Sometimes your support team can save your enrollment status if you miss more than sixty (60) days for medical or other specified reasons. Contact your Staff or Service & Support Administrator if you are going to miss sixty (60) days or more, so they can help you keep your enrollment in the program.

Theft and Locker Policies

Theft

Please be reminded that if you work at PC Workshop, you will encounter property that is not only PC Workshop's but several people/customers. If you are caught stealing, please remember legal action may be taken, as well as disciplinary action up to disenrollment in the program. This is subject to the manager of the store, customer and director. Note that taking items from dumpsters or donation areas is still considered theft. **PC Workshop is not responsible for client's personal items.** We will help you report theft.

Lockers

Lockers are available and offered to all clients. Each client is assigned one locker through the Human Resource Office. The locker is used solely for storage of outerwear and work-related materials. The locker is NOT client property and PC Workshop staff have the right to open and inspect the locker at any time. Locker inspections will be held on a regular basis. PCW staff, for any reason, may conduct periodic inspections at any time, without notice, without client consent, and without a search warrant. Clients are expected to keep lockers clean and free from damage. Clients who have lockers may not share their locker with other clients. Inappropriate stickers and other items must be removable from lockers. If it is found that a client fails to adhere to PC Workshop's locker policy, they will lose their locker privileges. Locks are not required or recommended. Clients can purchase a combination lock. The combination and serial number must be turned in to the PC Workshop Human Resource Office before the client can use the lock. Clients should not share their lockers or locker combinations with other clients. PC Workshop is not responsible for any valuables left inside the lockers. This includes cell phones, iPods, mp3 players, jewelry, cash, etc.

LOCKER RULES: No open food or drink; No locker sharing - don't hold others' belongings, don't ask others to hold your belongings. If you ever forget your locker combination, you can come back and ask for it.

Lunch / Breaks / Shopping

Lunch

Appropriate and respectful behavior will be expected of all individuals while on lunch. Lunch is relaxed, however we are still a business at all times. Clients will receive 1 hour of unpaid break each day, they are expected to use this time to eat. PC Workshop WILL NOT provide food, clients are required to pack and bring an appropriately sized and nutritious lunch that follows all of their dietary restrictions. Meals must be prepared to meet all dietary restrictions, as staff will be helping to serve several other individuals at one time.

Breaks

All individuals are given a 1-hour unpaid break. You must stay in the cafeteria during lunch and breaks unless your Staff says you can go somewhere else. You must bring your own utensils for your lunch, PCW does not provide utensils. Clean up your area after eating. Trash should be put in the trash can. Food is not allowed in your work/class area. For rules about electronics during lunch, see our electronics policy.

Shopping at Work

All clients have the opportunity to shop the retail floor on specific days of attending. There will be multiple days provided to ensure everyone has the opportunity to shop. The days provided are the only acceptable times during program hours.

SHOPPING WHILE YOU WORK IS PROHIBITED.

Clients should not set items aside to save for lunch, take photos of items, read packaging to see if they are interested, or in any other way explore the option of purchasing items while working.

Electronics Policy

PC Workshop Electronics

Any client who PC Workshop deems may benefit could receive an electronic device for completion of educational tasks, communication, or work tasks. These devices will remain at PC Workshop. PC Workshop will follow specifications in individual's ISP regarding electronic devices. Clients are expected to maintain proper care of the electronics and follow rules and procedures for device usage. Clients should not use another client's electronic device and need to be careful not to cause damage to another client's device. Inappropriate usage will result in restricted access, discipline at the discretion of supervisors, possible notification to the County Sheriff's Department, and possible confiscation of the device.

Personal Electronics

Electronic devices including, but not limited to, cell phones, devices capable of wireless communication, etc. may not be used on PC Workshop grounds during scheduled work hours and special events unless given permission by an ISP or a supervisor. These devices must be turned off, powered down or silenced, and **stored in the client's locker**. The only deviation from this is a need for a specific purpose spelled out and agreed upon written in the ISP. Clients using devices without permission will be required to turn in the device to the Program Manager's Office. Devices will be held in the office, and parents/guardians may be required to pick up the device from the office during regular office hours if clients are using the devices without permission.

Video cameras, cameras, camera phones, or similar electronic devices are prohibited in locker rooms or restrooms at all times. Clients may not possess and/or use these electronic devices while they are operating work equipment. All electronic devices are the responsibility of each person. Clients may not record other clients or staff in the workshop or on buses unless involved in a specific approved educational/training project. Clients found to be in violation of this code of conduct (including, but not limited to, viewing explicit material, classroom/work disruption, bullying/harassment/threats, etc.) will be subject to discipline as outlined in this handbook and at the discretion of management.

Client Records Policy

Enrollment Records

Be sure to tell the Program Manager when there are changes to your:

- Address or phone number
- Who we should call in emergencies
- Your name or guardianship
- Any of your medications or medical conditions
- Any important tax/identification numbers

Confidentiality of Records

All the information you provide to PCW remains privately filed and locked. Only people working with you on your programs are allowed to see your file. Any outside agencies or professionals can only review your file with your permission. PC Workshop, Inc. is HIPAA-compliant.

You may review your file or get copies by making an appointment with the Human Resources Department.

Substance Abuse / Tobacco

Narcotics/Alcoholic Beverages/Drugs

A client shall not possess, handle, use, transmit, transfer, conceal or exhibit evidence of consumption of any alcoholic beverage, intoxicant, inhalant, controlled substance, counterfeit controlled substance, illegal substance, or any substance that causes physical or mental change. Including, but not limited to: while on PC Workshop premises, while under the watch of PC Workshop staff, or in the course of a work/education related activity. Infractions of this rule may result in the client being terminated. Because of the severity of the infraction listed in these sections, police authorities may be contacted.

Counterfeit Drugs

No client shall knowingly possess any counterfeit controlled substance, nor shall any client knowingly manufacture, sell, offer to sell, give, package, or transfer a counterfeit controlled substance.

Smoking/Vaping/Inhalants/Tobacco

A client shall not possess, handle, use, transmit, transfer, conceal or exhibit evidence of consumption of any tobacco, tobacco substance, inhalant, and/or a vape product while at PC Workshop, on PC Workshop property, at any work/educational function or event on or off PC Workshop grounds, including PC Workshop owned vehicles.

Medication is stored in a safe and locked location and is only administered by certified staff as directed by a doctor. We are willing to comply with prescription medication to our fullest ability.

Safety Drills

Tornado

The tornado warning will be communicated to staff and clients by an announcement and instant message. Instructions for tornado/severe weather safety are posted in each work area. Clients sitting in the hallways are not to block doorways and will leave an aisle in all hallways. Clients in the bathrooms should sit 6 feet away from the door.

Fire

Each area shall have directions for exiting the building. Clients are to exit in single file. They are to move quickly, but not run. They are to leave the building as quietly as possible. Staff will assist those who are the least mobile to the best of their abilities. All windows and doors in work areas are to be closed. The supervisor should be the last person to leave the room. Attendance will be checked when you arrive outside the building. The fire drill maps designate the exit routes from the building.

Lock-down and power outage drills will also be performed.

Enrollment

Welcome!

If you are new: When you have decided to select PCW as a provider, an intake questionnaire will be required to get an idea of the supports you may need. The questions asked are regarding past work history, attendance, teamwork and such. It really is just like an application for employment which gives our staff an idea of your abilities, how to support you in those abilities, and what skill developments you are interested in.

We may not always have an opening in what you are interested in or be able to accommodate your desired schedule, but we work hard to make it happen!

To help you make your choice of provider, PCW will offer you the following:

- A tour of our programs
- A meeting to answer your questions
- Time for us to get to know you and you to get to know us

If you choose us as a provider, we will need you to complete all the government and PC Workshop Paperwork given to you. Likely, the paperwork will be attached to the new client welcome packet.

This information must be submitted prior to your first day, **NO EXCEPTIONS.**

Resources

Your HR Team

Our number one at PCW is you! All of our staff are here to help you grow. If you need resources, our HR team may help you at PCW by providing:

- Health and Wellness Services
- Self-Care Lessons
- Academic Advancement Options
- Assistive Technology
- Communication Skills Education
- Interpersonal Skills Education

Community Resources

The Human Resource Team at PCW keeps an up-to-date list of community resources available to you. Reach out to get this resource. This information was attached to your New Client Welcome Packet.

You can always find the most up-to-date resource information at pcworkshop.org/resourcecenter

Open Door / Telephone

Open Door

PC Workshop Human Resources department is available for questions or concerns if you are unhappy with an individual or a member of our staff. Schedule a time to meet, and the HR Representative can:

- Assist you in identifying the specific issues and help you manage your way to a successful outcome.
- Help you to set up any additional supports you may need by contacting your supervisor and if needed your SSA representative from the County Board.
- Assist you, as all of our staff will assist you, to enjoy your services and be successful in your endeavors!

Accessible Telephone Services

PC Workshop is not TTY accessible. For TTY accessibility, dial the Ohio Relay Service at 1-800-750-0750. A TTY is a telecommunication device used by individuals unable to hear or speak over the regular telephone. The handset of the telephone is placed on the machine, and a keyboard and print display are used to type the conversation. The Ohio Relay Service is a system in which a person using a TTY can call someone who has a regular telephone. People who call on a regular phone as well as those using a TTY can use the Ohio Relay Service.

Complaints

If you feel you are not getting fair treatment, talk to the Executive Director or Supervisors. Most complaints can be resolved before Administrative Resolution is required. An informal hearing will be conducted to resolve the issue within no more than thirty calendar days. Filing a grievance will not affect your rights to appeal through the Administrative Resolution Process. When a complaint is filed, you'll get a copy of the Client Complaint Procedure.

1- Contact the Executive Director in writing. If unable to write, an oral report may be accepted and documented. You may be assisted by an advocate who may speak on your behalf if you request so.

- PCW will conduct an investigation of the complaint within ten calendar days of receipt of the request for Administrative Resolution of the Complaint.
- Within ten calendar days of the completion of the investigation, a written report and decision will be completed and discussed with you. The report will include a description of the next step in the Administrative Resolution process.

2- If your concern is not resolved to your satisfaction within twenty calendar days, you will have ten calendar days to contact the Executive Director for Administrative Resolution at 419.399.4805.

- The Director will meet with you within ten calendar days of receipt of the request and will conduct an Administrative Review of the supervisor's written decision.
- Within five calendar days of the completion of the Administrative Review, a written report and decision will be completed and discussed with you and instructions for the next step in the Administrative Resolution process will be provided to you.
- Time frames may be extended if mutually agreeable to all involved parties.

3- If your concern is not resolved within 15 calendar days, you will have 10 calendar days to file a written appeal with the PCW Board President. The Director will provide you with instructions on how to appeal.

4- External Resources:

Paulding County Board of Developmental Disabilities (your SSA).....

419-399-4800

Ohio Department of Developmental Disabilities... 1-200-231-5872

Ohio Legal Rights.....1-800-282-9181

There will be no retaliation to the person lodging a complaint.

Client Rights

Bill of Rights for People with Developmental Disabilities

An Easy Read Guide from Ohio Revised Code 5123.62

1. You have the right to be treated with respect.
2. You have the right to a clean, safe place to live. And you have the right to a place to be alone.
3. You have the right to have food that is good for you.
4. You have the right to go to a church, synagogue or mosque if you want to. And you have the right not to go to one if you don't want to.
5. You have the right to go to a doctor or dentist when you need to.
6. You have the right to get other health care services, like speech therapy or physical therapy, if you want to. And you have the right to get mental health services if you want to talk about your feelings.
7. You have the right to get these services in a way that makes you feel comfortable.
8. You have the right to be alone sometimes. And you have the right to keep some things private if you want to.
9. You have the right to talk to other people.
10. You have the right to have your own things. And you have the right to use your things.
11. You have the right to have men and women as friends.
12. You have the right to do things that help you reach your goals.
13. You have the right to work and make money.
14. You have the right to be treated fairly.
15. You have the right to live without bullying or abuse.
16. You have the right to do things you enjoy.
17. You have the right to help make decisions that affect your life.
18. You have the right to choose someone to help you make decisions.
19. You have the right to earn money and pay your bills. You have the right to save your money and to spend your money. And you have the right to choose someone to help you with your money.
20. You have the right to say who can see information about you and your disability.
21. You have the right to ask for changes when you don't like something. And you have the right to ask for changes without being afraid of getting into trouble.
22. You have the right to refuse to take medicine you don't think you need. You have the right to be in control of your own body. You have the right not be held down if you are not hurting yourself or someone else.
23. You have the right to vote and to learn about laws.
24. You have the right to decide if you want to take part in a study or an experiment if someone asks you to. You have the right to say no to taking part in a study or experiment.

Employment First Policy

PC Workshop exists to support people with disabilities so each person served may accomplish vocational objectives related to desired, productive and valued work in the least restrictive setting. PCW is committed to the principles of Ohio's Statewide Employment First Initiative, including the predisposition that Community Employment shall be the preferred and expected outcome of service delivery.

1. Adult Vocational Services Intake: PCW recognizes the importance of sharing information related to services and supports and of presenting opportunities related to community integration, prior to service and support delivery. As a result, team members are encouraged to hold Intake and other informational and planning meetings in community settings of the person's served and/or family's choice whenever possible.

2. Person-Centered Planning Process: The purpose of a person-centered planning process is to identify an individual's unique strengths, interests, abilities, preferences, resources and desired outcomes as they relate to community employment.

a. For Initial Applicants: The person-centered planning process identifies where the person served is on his/her pathway to community employment. If he/she has not reached community employment status, every attempt will be made to provide him/her with paid, community based assessments and other work opportunities (i.e. Group Employment) to provide a variety of work experiences and to foster the development of preferences regarding employment. For people who have attained community employment, the person-centered planning process will reflect his/her needs for: job continuation or stabilization, job improvement and/or career advancement as desired by the person served. Should the least restrictive environment be a Vocational Habilitation (Production Facility) setting, services will be designed to teach and reinforce habilitation concepts related to work. Justification must be documented for Vocational Habilitation objectives to remain in a person's Individualized Service Plan. Should the person served choose to remain in a Vocational Habilitation setting, continued efforts to learn more about community employment and the benefits thereof will take place.

b. For Individuals Currently Being Served: While much community employment emphasis is focused on transition youth, PC Workshop will make every effort to work with local school districts and transition teams to promote community employment. Efforts will also be made on behalf of older adults who currently receive services and supports in a Vocational Habilitation/Production Facility setting. Every service/support identified in II. a. above shall be offered to eligible individuals, regardless of their age. Community employment shall be a topic of discussion at each person-centered planning meeting.

III. Outcomes/Data Collection: PC Workshop is committed to demonstrating that services and supports provided result in outcomes valued by the person served and by the general population. Meeting minutes, case notes and/or progress reports will demonstrate a person's progress along the employment continuum. PC Workshop will cooperate with the Ohio Department of Developmental Disabilities to provide employment data as requested.

- Definitions:
 - Community Employment Full or part time work in the competitive labor market in an integrated setting. Payment is at or above minimum wage and not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by persons who are not disabled.
 - Integrated Community Work Setting The paid employment setting of an individual or group of individuals in community or supported employment (to include self-employment), typically located in the community where individuals with and without disabilities interact. We are not completely integrated in our store
 - Supported Employment Services Intensive, ongoing supports provided in the community that enable participants, for whom competitive employment at or above minimum wage is unlikely, due to their disability, absent the provision of supports. We do not currently provide this service.
 - Supported Employment-Community Supported Employment Services provided in an integrated community work setting where individuals with and without disabilities are employed to perform the same or similar work tasks.
 - Supported Employment-Enclave Supported Employment Services provided to individuals who work as a team, generally at a single worksite of a host community business or industry with initial training, supervision and ongoing support provided by on-site staff. Individuals working in a self-contained unit with little or no integration represent a "Dispersed Enclave". Individuals operating as a distinct unit or self-contained business that works in several locations within the community represent a "Mobile Work Crew".
 - Vocational Habilitation Services designed to teach and reinforce habilitation concepts related to work including: responsibility, attendance, task completion, problem-solving, social interaction, motor skill development and safety.

We do not help individuals to get places after our services, but we are the bridge between the gap!

Video Surveillance Policy

You're On Camera

PC Workshop deploys security cameras on its campus solely to advance legitimate public safety and security interests, including, without limitation:

- Protection of individuals, property and buildings
- Investigation of criminal activity
- Monitoring of building access
- Confirmation of security and safety alarms
- Situational awareness of campus events

The use of security cameras shall be conducted at all times in a professional, ethical, and legal manner. Individuals operating or using footage from security cameras shall do so in accordance with this policy and all relevant PC Workshop policies, including, but not limited to, those governing sexual harassment and discrimination. Operators of security cameras must also comply with any applicable federal, state, and local laws. This Policy places limits on the use of surveillance equipment and recordings generated by such equipment to protect the reasonable privacy interests of the PC Workshop community and visitors to the Workshop's campuses.

Bathrooms are not under video-surveillance.

PDA / Relationships

Client to Client PDA

We love our PC family, but must create appropriate boundaries. Being overly affectionate at PC Workshop creates an environment that is not conducive to concentration and learning, therefore clients should refrain from inappropriate, intimate behaviors on campus or at work related events & activities. Clients are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in an SSA/Guardian meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior. **Clients must refrain from discussing romantic relationships at work.**

Clients should not partake in prolonged hugging, kissing, holding hands (other than for safety reasons such as crossing the street), touching faces, sitting on another client's lap, sharing chairs, and putting legs across another client's lap. Also, clients are not allowed to bring or use blankets at PC Workshop

Client to Staff Relationships

Romantic or sexual interactions between staff and clients that occur concurrently with the client's time at PC Workshop are **STRICTLY PROHIBITED**. Such interactions detract from the goals of the client-supervisor relationship and may exploit the vulnerability of the client, compromise the supervisor's ability to make objective judgments about the client's vocational habitation or services, and ultimately be detrimental to the client's well-being. Anyone found in these relationships will be terminated and reported to law enforcement.

Appropriate Touch



High Fives



Hand Shake



Fist Bump

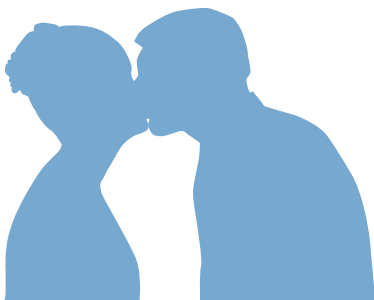


Wave / Peace Sign



Short Side Hugs

Not Appropriate Touch



Kiss



Long Hugs from
Front or Behind



Hand Holding

Transportation

General Transport

PCW operates transit type vehicles as a means to get you to and from our program. All of our drivers are certified according to the Department of Developmental Disabilities specifications. Transportation options will be discussed with you during your ISP planning processes. We encourage you to consider PC Workshop as your transportation provider for continuous care. Regardless of your choice of provider, we ask that you please follow the instructions of your transportation provider as to absences and other reporting, safety during transport, and general good transportation manners. For PCW transportation changes, you must call the main office or complete an absence form (more on this form in attendance section).

PCW Transport Rules

- If you do not properly notify PC Workshop of your absence or changes and transportation arrives at your scheduled stop, and you are not present, you will receive a mark on your transport records. Four marks will result in disciplinary action and possibly the termination of your transport services by PC Workshop.
- For PCW transportation changes, you must call the main office or complete an absence/change form. New absence forms can be found attached to your new client packet, you can request more forms by calling the workshop or by requesting them at client pick-up/drop-off times.
- Safety training for individuals with disabilities using transportation will be addressed through the ISP process.
- PC Workshop buses may not stop on the road to ensure the safety of clients, as loading times can be prolonged due to the diversity of abilities held by passengers. By agreeing to receive transportation from PC Workshop, you agree to let transportation vehicles of PC Workshop enter your property with all occupants. You also agree to comply with reasonable requests of drivers to keep sight lines and driveways clear. Failure to do so may result in the termination of your transportation by PC Workshop.

- Any drugs, alcohol, vape products, tobacco products, or counterfeit versions of these products are prohibited in PC Workshop transportation vehicles. Failure to comply will result in IMMEDIATE TERMINATION of your transportation service. Staff will set up a plan for medications during the client's ISP meeting.
- Clients must arrive at the bus stop 10 minutes before the bus is scheduled to arrive. If they are being picked up at home, they should be standing near a door, prepared for the bus. The bus is not required to wait.
- There are no nurses/medical professionals on PC Workshop transport vehicles. Staff will make an educated assessment in emergencies and follow company policies to ensure the safety of all individuals.
- Client behavior at bus stops and on the bus must not threaten life, limb, or property of any individual. Foul language and bullying are not tolerated.
- Staff have the right to assign seats, clients must go directly to an available or assigned seat.
- Clients must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
- Clients must observe PC Workshop conduct. All workshop rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
- Clients must be courteous and respectful to fellow clients and to the bus driver.
- Clients must not engage in loud talking or laughing, excessive horseplay, or fighting.

Unnecessary confusion diverts the driver's attention and might result in a serious accident.

Before transport is started, all individuals must read, understand, and sign the PC Workshop Transportation Agreement.

Media/Community/Service Animals

Media Consumption

PC Workshop assures time spent by clients in pursuit of an education is wisely and prudently used. PC Workshop recognizes that movies, videos, DVDs, music, radio, and other audiovisual materials are important tools in the educational/training process. PC Workshop may show U, G, PG, and PG-13 videos. In the event that a movie rated otherwise is found important to the training/education process, a permission slip will be sent home. PC Workshop will never force a client to watch materials they find offensive, explicate, or against their beliefs.

Community Exposure

As a center that aims for community employment, it is important to note that members of the community will be entering our facility, and we will be meeting them in the community. As so, it is important to note that in the community you can only control your own actions. PC Workshop will use discernment in choosing outing locations. PC Workshop is not liable for the actions of other parties. Clients may be required to sign waivers before attending events.

Service Animals

PC Workshop welcomes clients and staff with disabilities who use service animals as determined by the American's with Disabilities Act and Ohio Administrative Code. Those using service animals will be greeted by our staff at the building entrance. If needed, you will be provided with information to plan your visit to our facilities. This information could include a map of areas currently restricted (if any) to your service animal. Personal pets are not permitted on any PC Workshop grounds unless prior approval has been given.

Client Accounts/Communication Logs

Client Accounts

Clients may be responsible to pay in order to participate in certain activities / outings. Clients will always be given the option to attend these events. Upon acceptance into PC Workshop, each client is given a client account. This account is funded solely by the client and/or guardians. PC Workshop will NEVER take money out of a client's wages to fund their account. All expenses incurred for special events can be charged to the client's account if funds are available.

Receipts will be recorded for viewing at pcworkshop.org/FristNameLastName. Your account password is your birth year. You may request paper receipts by writing a letter requesting accommodations to the workshop. A client account should never be below \$0 and should never exceed \$150.

To deposit into client accounts, send an envelope with money and a paper saying what amount should be in the envelope and what client account it should be deposited into. Mark the outside of the envelope with the client's name. These envelopes can be handed directly to transportation staff if you are worried about clients taking money on the bus.

Communication Logs

PC Workshop is willing to keep an open log of communication with guardians of clients. The method of these logs is determined in the client's ISP meeting. PC Workshop utilizes both paper and digital communication logs. For digital communication logs, guardians may be asked to create a secure Google Drive account to view documents / communications from PC Workshop.

Leadership Opportunities / Incentives

Leadership Council

All clients are given the opportunity to participate in the Leadership Council. This council meets weekly during daily breaks to discuss and vote on what education and experiences they wish to partake in. Clients are expected to direct their own futures and take advantage of this democratic policy. Participation in the Leadership Council is strongly encouraged, but not required.

Leadership Incentive

Employee Of The Week Gift Card Incentive

Each month, PC Workshop staff select an objective for client excellence. Examples would include, but are not limited to: Physical movement, kindness to peers, kindness to staff, positive attitude, money and counting skills, and appropriate conversations. As staff observe clients going above and beyond in the monthly category, they may record points on the client's time card. At the end of each week, the client with the most points will receive the title of employee of the week and a gift card to our PC Workshop retail location. There are no limits to how many weeks an individual can be employee of the week, and a client could never be employee of the week.

Group Party Incentive

As mentioned above, clients can receive points for displaying behavior that is above and beyond expectation. All client's points are added together for a grand total. When the total reaches 1,000 points, the leadership council will plan a party or outing to celebrate. After the event, everyone's points are zeroed out and the process begins again. Further information on client incentives will be discussed weekly at the leadership meetings discussed above.

Sexual Harassment Policy

Policy

PC Workshop policy applies to all employees, clients, applicants for employment/training, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with PC Workshop. In the remainder of this policy, the term employees will refer to this collective group.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. PC Workshop will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of PC Workshop who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the CEO. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief from upper management of PC Workshop and local law enforcement.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject PC Workshop to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

PC Workshop will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. PC Workshop will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment. All employees are encouraged to report any harassment or behaviors that violate this policy. PC Workshop will provide all employees a complaint form for employees to report harassment and file complaints upon request.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the CEO or human resources.

This policy applies to all employees, paid or unpaid interns, and non-employees, and all must follow and uphold this policy. This policy is provided to all employees and is always available upon request.

What is Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called quid-pro-quo harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples Of Sexual Harassment

Employees may be subject to discipline for retaliating against others.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

More About Sexual Harassment

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. The law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, education, or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during nonwork hours.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CEO or human resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by PC Workshop, but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at PC Workshop, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney. In addition to those outlined below, clients may have additional supports found through their SSA.

Other Policies

Child Custody

Parents have an obligation to notify PC Workshop and other critical supports of clients any time the custody of a client changes. PC Workshop human resources needs a copy of the current court orders pertaining to a client's legal custody.

Patriotism

The Pledge of Allegiance may be recited at different points or during its outings. Clients are encouraged to recite the Pledge of Allegiance, if capable, and show respect as it is recited. PC Workshop also displays the U.S. flag. All persons' rights will be respected, so too, will respect be given to our Flag and all that it represents to this country.

See Something Say Something

In order to maintain a safe work/learning environment, it is important to report potential threats or safety concerns. If you learn of any plans of an individual potentially harming him/herself or others, or of a plan to cause harm to anyone in the building, report this to PC Workshop staff immediately.

Publications

Publications such as the client newspaper and flyers are connected to the overall training/work program and subject to editorial control by PC Workshop administration.

Religious Education

PC Workshop may have members of the community enter our facilities to lead classes on beliefs/religion. PC Workshop has final say on who presents at our workshop. All such classes will be opt-in classes. No individual will be required to attend classes/events that conflict with their beliefs.

Client Driving

Clients who drive to PC Workshop are assuming their own risk. Any damage caused by a motor vehicle operated by a client will be the responsibility of the client and/or their guardian. Depending on parking availability, clients may be required to file for a parking permit. Permits are not utilized all the time. Further discussion about driving to PC Workshop will be discussed in Client ISP meetings.

At times, PC Workshop may offer drivers education courses. The extent of these courses will be explained in publications sent home before the course begins. Any client operation a road motor vehicle under the supervision of PC Workshop will be required to complete a waiver.

Toys / Gadgets

Headphones, games, toys, beepers, posters, trophies, or gadgets of any type are NOT to be brought to PC Workshop without prior authorization or medical need. Skateboards, rollerblades, scooters, etc. are not allowed at PC Workshop unless they are discussed in an ISP as an accepted mode of transportation to the workshop. In this case, the workshop is not responsible for any injuries cause on the way to or from the workshop, or while using such objects. Clients are not to use them on PC Workshop property.

This is the end of the PC Workshop Client Handbook

Reach out to PC Workshop human resources with any questions

PC Workshop Reserves The Right To Change Any Of This Content At Any Time With Or
Without Notice

HANDBOOK AGREEMENT

— PC WORKSHOP INC.

I UNDERSTAND:

I acknowledge that I have received a copy of the PC Workshop Client Handbook. I understand that this handbook replaces any and all prior verbal and written communications regarding PC Workshop working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee or client of PC Workshop (Except for Guardian and SSA).

I have read and understood the contents of this handbook and will act in accordance with these policies and procedures as a condition of my services at PC Workshop.

I have read what is required of my clothing, words, and actions and I agree to act in accord with the handbook as a condition of my services at PC Workshop.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate supervisor, my supervisor's manager, the Human Resources staff, or the Director for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either PC Workshop or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other PC Workshop documents, or in any verbal statements to the contrary; and
- That no one except the Director can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract or agreement must be in writing, signed by the Director or a representative approved by the director, and in the client file.

Finally, I understand that the contents of this client handbook are simply policies and guidelines, not a contract or implied contract with clients. The contents of the client handbook may change at any time.

I AGREE TO ABIDE BY THE PC WORKSHOP HANDBOOK

Clients Signature and Date: _____

IF THE CLIENT IS NOT THEIR OWN GUARDIAN THEN COMPLETE
BELOW LINES AS WELL

Guardian Name Printed: _____

Guardian Signature and Date: _____

More Information :

900 West Caroline St, Paulding, Ohio
419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org



THANK YOU FOR YOUR INFORMATION

PHOTO AGREEMENT

— PC WORKSHOP INC.

I UNDERSTAND:

I hereby grant permission to PC Workshop to use photographs and/or videos of me on their social media sites, in the monthly newsletter, and in other communications/promotions related to the mission of PC Workshop and its subsidiaries. Photos taken of me by PC Workshop are the property of PC Workshop.

I AGREE TO THE PHOTO AGREEMENT

Client Name Printed: _____

Clients Signature and Date: _____

IF THE CLIENT IS NOT THEIR OWN GUARDIAN THEN COMPLETE THE
BELOW LINES AS WELL

Guardian Name Printed: _____

Guardian Signature and Date: _____

More Information :
900 West Caroline St, Paulding, Ohio
419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org



THANK YOU FOR YOUR INFORMATION

INSURANCE FORM

PC WORKSHOP INC.

INSURANCE

PC Workshop does not currently offer insurance to any of its full time (36 hours) employees / clients. Instead, we have opted for a \$50 insurance credit to be added to one paycheck each month. Acceptance of this \$50 insurance credit may hinder you from receiving Medicare and/or Medicaid. If you have any questions speak with a professional before completing this form.

PERSONAL INFORMATION

Full Client Name : _____

Full Time Client? : Yes No Date Of Birth :
D D M M Y Y

I Understand The Effects This May Have On My Current Insurance : Yes No

Circle One : I Will Take The Insurance Credits I Will Refuse The Insurance Credits

Clients Signature and Date: _____

OR IF THE CLIENT IS NOT THEIR OWN GUARDIAN,

Guardian Name Printed: _____

Guardian Signature and Date: _____

More Information :
900 West Caroline St, Paulding, Ohio
419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org



THANK YOU FOR YOUR INFORMATION

EMERGENCY FORM

— PC WORKSHOP INC.

PROCEDURE

In an emergency our first priority is our clients, then staff. Once everyone is safe we will immediately begin contacting those on this list if further assistance is needed. List any special instructions on the back.

CLIENT EMERGENCY INFORMATION

Full Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____ D.O.B. : _____

SSN : _____

Other Important Medical Information/Allergies : _____

Please list 2 persons whom we could contact in case of an emergency.

1.Name: _____ Relationship: _____

Address: _____

City/State/Zip _____

Telephone # _____

2.Name: _____ Relationship: _____

Address: _____

City/State/Zip _____

Telephone # _____

In case of an emergency DO ___ DO NOT ___ contact my preferred dentist or physician or transport me to my preferred hospital if possible.

Physician _____ Telephone # _____

Dentist: _____ Telephone # _____

Hospital: _____ Telephone # _____

More Information :

900 West Caroline St, Paulding, Ohio

419-399-4805 - admin@pcworkshop.org

www.pcworkshop.org

Mail information to PC Workshop

P.O. Box 390, Paulding, Ohio, 45879



THANK YOU FOR YOUR INFORMATION

INSTANT ALERT FORM

— PC WORKSHOP INC.

ABOUT

This form signs you up to be alerted of any workshop delays, cancellations and important information. This form is also used when there are changes to contact information.

CONTACT INFO

Persons Name :

Phone Carrier : Circle One : Landline Cell-Phone

Phone Number :

Persons Name :

Phone Carrier : Circle One : Landline Cell-Phone

Phone Number :

Persons Name :

Phone Carrier : Circle One : Landline Cell-Phone

Phone Number :

More Information :
900 West Caroline St, Paulding, Ohio
419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org

Mail information to PC Workshop
P.O. Box 390, Paulding, Ohio, 45879



THANK YOU FOR YOUR INFORMATION

MEDICAL RELEASE FORM

— PC WORKSHOP INC.

COMPLETE ONE: BOX A OR BOX B

Box A

Section A: If all reasonable attempts to contact the alternate emergency contact are unsuccessful, PC Workshop, Inc. may obtain necessary treatment from the most accessible licensed physician, dentist or hospital. I understand that this authorization does not cover major surgery unless the medical options of two other licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery.

Enrollee Signature _____ Date _____

Witness _____

OR

Guardian Signature _____ Date _____

Box B

Section B: I do not give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish PC Workshop authorities to take no action or to:

Enrollee Signature _____ Date _____

Witness _____

OR

Guardian Signature _____ Date _____

More Information :
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419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org

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P.O. Box 390, Paulding, Ohio, 45879



THANK YOU FOR YOUR INFORMATION

INFORMATION RELEASE

— PC WORKSHOP INC.

Permission to obtain and release the information of

Clients Full Name : _____

Clients Full Address : _____

By signing this form, I will let PC Workshop, Inc. share information about me that may be necessary to or from the agencies or persons listed below. Information shared may be in written, verbal/audio, taped, or in photograph format. This information may contain private information about me, which I will allow the PC Workshop, Inc. staff to have or to release to others. I may revoke the release at any time through a written request. I understand that a revocation is not effective to the extent that the Workshop has already acted on the authorization.

Initials	Date	Organization
_____	_____	Mental Health Center
_____	_____	Social Security Administration
_____	_____	BVR
_____	_____	Job Developing Agency
_____	_____	Jobs and Family Services
_____	_____	School District
_____	_____	Employer
_____	_____	Parent/Guardian
_____	_____	Medical Professional
_____	_____	WIC
_____	_____	Nursing Home
_____	_____	Health Department
_____	_____	NOWAC
_____	_____	Other - County Board/SSA
_____	_____	Other-Pictures for Newspaper and marketing

Information requested. Check all that apply.

Person Requesting Information: Megan Sierra, Executive Director PC Workshop, INC.

Medical Information Psychological Information Multi -Factored Examination Social History

IEP, IP, ISP, IFSP Earnings Work History Medicaid Denial

Other: _____

Clients Signature and Date: _____

OR IF THE CLIENT IS NOT THEIR OWN GUARDIAN

Guardian Name Printed: _____

Guardian Signature and Date: _____

THANK YOU FOR YOUR INFORMATION

MEDICATION AUTHORIZATION

— PC WORKSHOP INC.

CLIENT INFORMATION

Full Name : _____
Address : _____
City : _____ State : _____ Postcode : _____
Phone Number : _____ D.O.B. : _____
Other Important Medical Information/Allergies : _____

Please be aware that with the beginning of 2018 year there is no allowance for the administration of PRN Diastat or PRN Intranasal Midazolam for seizure activity on a bus route, but transportation staff are trained to call 911 for any seizure that does not stop within 5 minutes or any time sooner if there is Respiratory Distress.

I hereby request and give my permission to the Program Nurse or to trained staff delegated by Program Nurse to administer the below medications as ordered by physician. I agree to be responsible for supplying the medications in a properly labeled container and notify Program Nurse of any changes in medication.

Individual's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

MEDICATION INFORMATION

Medications Name: _____ Dosage: _____
Route: _____ Time to be given: _____
If PRN list reason(s) (symptoms) for use: _____
Special Instructions: _____
Side Effects to be reported: _____
Date to be initiated: _____ Date to be discontinued: _____
Physician's Signature: _____ Date: _____
Physician's Printed Name: _____ Phone # _____
Physician's Address: _____
FAX # _____

More Medication Blanks on Page 2.

IF YOU ARE NOT USING ALL THE ADDITIONAL
MEDICATION BALKS PLEASE CROSS THEM OUT
SO THEY CAN NO LONGER BE FILLED IN.

MEDICATION INFORMATION PAGE 2

IF YOU ARE NOT USING ALL THE ADDITIONAL MEDICATION BALKS PLEASE
CROSS THEM OUT SO THEY CAN NO LONGER BE FILLED IN.

Medications Name: _____ Dosage: _____
Route: _____ Time to be given: _____
If PRN list reason(s) (symptoms) for use: _____
Special Instructions: _____
Side Effects to be reported: _____
Date to be initiated: _____ Date to be discontinued: _____
Physician's Signature: _____ Date: _____
Physician's Printed Name: _____ Phone # _____
Physician's Address: _____
FAX # _____

Medications Name: _____ Dosage: _____
Route: _____ Time to be given: _____
If PRN list reason(s) (symptoms) for use: _____
Special Instructions: _____
Side Effects to be reported: _____
Date to be initiated: _____ Date to be discontinued: _____
Physician's Signature: _____ Date: _____
Physician's Printed Name: _____ Phone # _____
Physician's Address: _____
FAX # _____

Medications Name: _____ Dosage: _____
Route: _____ Time to be given: _____
If PRN list reason(s) (symptoms) for use: _____
Special Instructions: _____
Side Effects to be reported: _____
Date to be initiated: _____ Date to be discontinued: _____
Physician's Signature: _____ Date: _____
Physician's Printed Name: _____ Phone # _____
Physician's Address: _____
FAX # _____

Medications Name: _____ Dosage: _____
Route: _____ Time to be given: _____
If PRN list reason(s) (symptoms) for use: _____
Special Instructions: _____
Side Effects to be reported: _____
Date to be initiated: _____ Date to be discontinued: _____
Physician's Signature: _____ Date: _____
Physician's Printed Name: _____ Phone # _____
Physician's Address: _____
FAX # _____

VITAL INFORMATION FORM

— PC WORKSHOP INC.

CLIENT INFORMATION

First and Middle Name :

Social Security Number :

Last Name :

Medicaid Number :

Guardian First and Middle Name :

Guardian Last Name :

Individual
Acuity :

Date Of Birth :

D D M M Y Y

Guardian or
Client Email :

Client Supervision Levels

At Home :

In Community :

At PCW :

While Eating :

Driver License : Yes No

Gender : Male Female

Self Admin.
Medication : Yes No

I Need Medication
Administered While At
PC Workshop Regularly : Yes No

List any Allergies and your Reaction :

Do You Live
With Family : Yes No

List Anyone Who Should Not Be Able To Contact You : _____

Any Other Important Information / Family Dynamics : _____

CONTINUE ON PAGE 2

CLIENT INFORMATION PAGE 2

List Any Dietary Restrictions : _____

Circle One Diet Option : Regular Mechanical Soft Puree Other _____

Will You Need Assistance Opening Food, Eating Food, or Heating Food : Yes No

Restroom Assistance : Yes No Aggression Problems : Yes No Self Harm History : Yes No

Trigger Words / Topics / Gestures / Jobs To Avoid : _____

TELL US ABOUT YOURSELF / FAVORITE THINGS

TRANSPORTATION FORM

— PC WORKSHOP INC.

INFORMATION PAGE 1 - YOU KEEP -

It is critical that all clients on PC Workshop vehicles follow all policies to ensure the safety of others. PC Workshop has implemented the following policies to keep everyone safe and on time:

- If you do not properly notify PC Workshop of your absence or changes and transportation arrives at your scheduled stop and you are not present you will receive a mark on your transport records. Four marks will result in disciplinary action and possibly the termination of your transport services by PC Workshop.
- For PCW transportation changes you must call the main office or complete an absence/change form. New absence forms can be found attached to your new client packet, you can request more forms by calling the workshop or by requesting them at client pick-up/drop-off times.
- Safety training for individuals with disabilities using transportation will be addressed through the ISP process.
- PC Workshop buses may not stop on the road to ensure the safety of clients as loading times can be prolonged due to the diversity of abilities held by passengers. By agreeing to receive transportation from PC Workshop you agree to let transportation vehicles of PC Workshop enter your property with all occupants. You also agree to comply with reasonable requests of drivers to keep sight lines and driveways clear. Failure to do so may result in the termination of your transportation by PC Workshop.
- Any drugs, alcohol, vape products, tobacco products, or counterfeit versions of any of these products are prohibited in PC Workshop transportation vehicles. Failure to comply will result in IMMEDIATE TERMINATION of your transportation service. Staff will set up a plan for medications during the clients ISP meeting.
- Clients must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. If they are being picked up at home they should be standing near a door prepared for the bus. The bus is not required to wait.
- There are no nurses/medical professionals on PC Workshop transport vehicles. Staff will make an educated assessment in emergencies and follow company policies to ensure the safety of all individuals.
- Client behavior at bus stops and on the bus must not threaten life, limb, or property of any individual. Foul language and bullying are not tolerated.
- Staff have the right to assign seats, clients must go directly to an available or assigned seat.
- Clients must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
- Clients must observe PC Workshop conduct. All workshop rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
- Clients must be courteous and respectful to fellow clients and to the bus driver.
- Clients must not engage in loud talking or laughing, excessive horseplay, or fighting.

Unnecessary confusion diverts the driver's attention and might result in a serious accident.

More Information :
900 West Caroline St, Paulding, Ohio
419-399-4805 - admin@pcworkshop.org
www.pcworkshop.org

Mail information to PC Workshop
P.O. Box 390, Paulding, Ohio, 45879



CONTINUE ON PAGE 2

FORM PAGE 2 -YOU RETURN-

Full Name : _____

Do you require someone to be home when you are dropped off : Yes No

If so should we see them outside before the bus leaves : Yes No

As a reminder, the bus driver is the only staff member on the bus. If individuals on the bus require direct supervision, the driver CAN NOT and WILL NOT get off the bus to assist in loading clients or help individuals walk through snow, ice, ect.. It is the responsibility of the morning / evening caregiver to get the client to and from the bus safely.

LOCATIONS

Please fill out the blanks below to let drivers know where they should commence pick-up and drop-off. Please cross out any blank sections so they can no longer be filled in.

Special Occasion blanks available on page 3.

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Circle Pick-Up Days : M TU W TH FR SAT Phone : _____

Circle Drop-Off Days : M TU W TH FR SAT Number : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Circle Pick-Up Days : M TU W TH FR SAT Phone : _____

Circle Drop-Off Days : M TU W TH FR SAT Number : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Circle Pick-Up Days : M TU W TH FR SAT Phone : _____

Circle Drop-Off Days : M TU W TH FR SAT Number : _____

FORM PAGE 3 -YOU RETURN-

Below are spaces for special occasion pick-up / drop-off. For the safety of everyone on the transport vehicle PC Workshop drivers do not stop at unapproved locations. The locations you list below are not for routine routes. Examples would be: grandmas house for if guardian is sick, babysitters home for when guardian is out of town, or an aunts house for a workshop closure when clients are released early. We will not pick-up / drop-off at these location unless you call and specify otherwise.

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____

Location Note : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____

Location Note : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____

Location Note : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____

Location Note : _____

Location Name : _____

Address : _____

City : _____ State : _____ Postcode : _____

Phone Number : _____

Location Note : _____

THANK YOU FOR THE INFORMATION

PC STAFF ISP FORM

— PC WORKSHOP INC.

COMMUNITY LIFE AND INNOVATION FORM

(must include all 4 pages, employment summary if appropriate)

Client Name : _____

ISP Span : _____ Age : _____

PC Programs currently involved in (check all that apply):

- PC employment in the community doing _____.
- PC employment in the workshop doing _____.
- Daytime ADS services in the community doing _____.
- Daytime ADS services in the workshop doing _____.
- Evening/Weekend ADS services in the community doing _____.
- Non-Medical Transportation
- Other: _____.

More Information :
900 West Caroline St, Paulding, Ohio
419-399-4805 - Admin@PCWorkshop.org
www.PCWorkshop.org



CONTINUE ON PAGE 2

Current/Old Personal Interests & Hobbies:

Current/Old Vocational Outcomes (or interests):

New Personal Goals:

New Vocational Desired Outcomes:

Other General Information:

Other PC Staff Input:

Who were the other PC staff most helpful to this person this year?

Who else provided input for this form?

What were the outcomes for the past year?

What were the action steps for the past year?

Summarize the progress PC helped this individual make toward their goals this past year?

What do PC staff think about current identified outcome(s)?

What should be the action steps for the next year?

Did PC Staff have any other suggestions?

Family & Residential Provider Input on PC services

Who provided input for this form?

Who were the PC staff most helpful to this person (and their family/residential staff) this year?

What were the most important services that PC staff provided to this person over the past year?

What would have family and/or residential staff liked to have seen PC do new (or better) last year?

What should PC do new this next year?

Do family members or residential providers have any other suggestions?

WHAT TO EXPECT DURING NEW CLIENT ASSESSMENTS

Below are the exact criteria that every PC Workshop Client will be assessed on during their new client assessment. These criteria will help PC Workshop staff to determine appropriate work tasks. This assessment will also assist staff in determining the client work to education hourly ratio.

The following criteria will be assessed and given one of the following designations: Not at all; With 1 prompt; Hand over hand; After several prompts; With resistance; With partial physical assistance; Independently.

How does the client do the following:

Store

Follow a list of duties, Read the list of duties, Disinfect counter, Disinfect bags after each use, Disinfect carts after each use, Disinfect restrooms, surfaces, Look customers in the eye, Greet each customer that comes in, Says thank you to each customer, Is able to scan items with scanner, Is able to give back change, Converse appropriately, Sweep the floor, Put items away in the correct department, Can identify expired items, Can identify when items are out of place, Can identify bills, coins, etc., Can help customers with carrying items, Can follow instruction from supervisor, Able to work with others

Building

Lift items onto tables, Able to show teamwork with other co-workers, Able to read instructions from manufacturer, Able to comprehend the instructions, Self-start on project, Able to identify parts from instruction manual, Able to use an Allen Wrench, Able to twist screws, etc., Able to use other tools, Able to follow instructions verbally, Able to focus on project until completion

Clothing

Able to distinguish between kids vs. adult clothing, Able to distinguish gender of clothing, Able to sort by size, Able to hang clothes, Able to put hung clothes onto rod, Able to sort socks by size, Able to sort underwear by size, Able to sort shoes by size, Able to open and close ziplock baggies, Able to stick stickers on bags, Able to choose correct tag, Able to write on tags, Able to listen to instruction from supervisor, Able to fold clothes, Able to work with others, Able to hang pants by crease in seam

Pre-Sort

Able to open pallets, Able to take items out of box, Able to take saran wrap off boxes, Able to identify objects, Able to put objects on table with department labeled, Able to break down boxes, Sweep floor, Self-direct when there is trash on floor, Identify when an item is broken, Identify when an object needs cleaned, Follow protocols of how to tag items, Write legibly, follow instructions from supervisor, Self-direct if task given is done, Demonstrate teamwork with co-workers

THANK YOU FOR CHOOSING PC WORKSHOP

419-399-4805 - Admin@PCWorkshop.org
www.PCWorkshop.org



Below are some community resources that may be able to assist you in fulfilling needs. These organizations are not affiliated with PC Workshop. PC Workshop always recommends speaking with a trusted guardian before consulting outside sources. Find the best and most recent resources at pcworkshop.org/resourcecenter

Clothing

- The Bargain Bin, 419-399-5053, 121 N. Cherry St., Paulding
- Dollar General, Locations: Antwerp, Oakwood, Paulding, Payne
- Goodwill, 419-782-2577, 1005 N. Clinton St., Defiance
- Hope Chest, 419-980-1010, 8846 St. Rte. 66 North, Defiance
- Zion Lutheran Church, 419-782-8781, 3rd Wed. of ea. Month 5-6:30 p.m.
- St. John Lutheran Church, 419-782-5766, Thursdays 9-5, Fridays 10-2

Food Pantries

- Antwerp United Methodist Church, 419-258-4901, 202 E. River Street, Antwerp, M & W 9-12 noon
- Rainbow Ministries, 419-786-9914, 5326 Co. Road 151, Grover Hill, 2nd Wed. of the month 5-8 p.m.
- Auglaize Chapel Church of God, 419-594-2441, 580 State Street, Oakwood, 2nd Saturday of the month 9-11 a.m.
- St. Paul United Methodist Church, 419-263-2418 (serves Payne families only), 312 S. Main Street, Payne, 3rd Thursday of each month (5-6 pm), and following Sat. (9-10 am)
- Caring and Sharing Food Pantry, 419-388-9562, 119 South Main Street, Paulding, Wed. & Sat., 9-12 noon
- Paulding Family Worship Center, 419-399-3525, 501 W. Perry Street, Paulding
- Pioneer Christian, 419-393-4050, 17936 Road 108, Paulding, Last Tues. of ea. month, 4-6 pm

Free Cell Phone

- Safelink (free cell phone with 350 min & data/mo.), 800-723-3546

Free Internet

- AT&T access free student internet, 855-220-5211, www.att.com/shop/internet/access/#1/
- Affordable Connectivity Program, www.ACPBenefit.org

NOCAC (Northwest Ohio Community Action Commission) & Salvation Army

- www.nocac.org, 401 E. Jackson St., Paulding (office within Senior Center), 419-399-3650
- NOCAC provides a wide array of programs to low-income residents of northwest Ohio such as: early childhood education, child care, and nutrition, emergency services, weatherization and home repair, and community services.

Child Health

- Help Me Grow, <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/county-contact-resources/Paulding-County-Resource-Directory-2019.pdf>
- [Contact Local Hospitals, Health Department, and NOCAC for more information](#)
- Little Sprouts Early Learning Center, 210 Dooley Drive, Paulding, 419-405-3399, <https://www.littlesproutselc.org/>

Transportation

- Paulding Co. Senior Center, 419-399-5606, 401 E. Jackson St., Paulding (medical appts. over 60yrs.)

Home Foreclosure

- NOCAC/ESOP, 419-784-5393, If family may lose their home call: 419-784-5393

Counseling/Mental Health

- Westwood Behavioral Health Center, 419-399-3636, www.westwoodbehavioal.org, 501 McDonald Pike, Paulding (CRISIS HOT LINE: 800-523-3978)
- Coping Center, 419-783-6957, www.promedica.org
- Maumee Valley Guidance Center, 419-782-8856, www.maumeevalleyguidancecenter.org
- Bowen Center, 260-471-3500, www.bowencenter.org
- Erin's House for Grieving Children, 260-432-2466, www.erinshouse.org
- Parkview Behavioral Health Center, 800-284-8439, www.parkview.com
- A Renewed Mind (Alcohol & Addiction), 800-468-4357, www.arenewedmindservices.org

Emergency Info / Call Lines (if it's an actual Emergency call: 911)

Coronavirus Disease / Pandemics

- Centers for Disease Control and Prevention (CDC), www.cdc.gov
- Coronavirus Ohio (ODH & CDC), www.coronavirus.ohio.gov
- Ohio Department of Health- COVID-19 Info., 833-427-5634, www.odh.ohio.gov
- Ohio Governor, Mike DeWine, www.governor.ohio.gov

Domestic Violence Services & Supports

- Crime Victim Services, Paulding, 419-399-4476, www.pauldingcountycourt.com
- Crime Victim Services, Lima, 419-222-8666 or 877-867-7273, www.crimevictimservices.org
- YWCA, Van Wert, 419-238-6639, www.ywcavanwert.org

Help Lines

- Alcohol/Substance Abuse, 800-784-6776, www.drughelpline.org
- Samahass Disaster Distress & Crisis Counselor, 800-985-5990, www.samhsa.gov
- National Suicide Prevention Hotline, 800-273-8255, www.suicidepreventionlifeline.org
- Ohio Crisis Text line: Text "4hope" to 741-741, www.crisistextline.org

Homeless Shelters

- Path Center-Community Services, 419-782-6962, 1939 E. 2nd Street, Defiance
- Charis House – Rescue Mission, 260-426-8123, 431 Farimount Pl., Ft. Wayne
- The Sanctuary Homeless Shelter, 419-636-2460, 214 S. Main St., Bryan

Religious Needs / Churches

- Nazarene Church, 419-399-3932, 210 Dooley Drive, Paulding
- Catholic Church, 419-399-2576, 417 N Main St, Paulding
- Presbyterian Church, 419-399-2438, 114 W Caroline St, Paulding
- Bible Fellowship Church, 1040 W Wayne St, Paulding
- First Christian Church, 419-399-4576, 1233 Emerald Rd, Paulding
- Branch Christian Fellowship, 419-439-1148, 109 N Main St, Paulding
- Lutheran Church, 419-399-2320, 601 Flatrock Dr, Paulding
- Baptist Church 419-399-5062, 1275 Emerald Rd, Paulding
- Church Of Christ 440-319-5866, 345 Klingler Rd, Paulding

Other Local Services

- American Red Cross, 800-227-2345, www.cancer.org
- JFS/Defiance-Paulding Consolidated, 419-399-3756, www.defiancepauldingjfs.com
- Paulding Co. Board of D.D., 419-399-4800, www.pauldingdd.com
- Paulding Co. Family & Children First Council, 419-399-4711, cruiz@wbesc.org
- Paulding Co. Health Dept., 419-399-3921, www.pauldingcountyhealth.com
- Paulding Co. Hospital, 419-399-4080, www.pauldingcountyhospital.com
- Paulding Co. Ohio Means Jobs & Unemployment, 419-399-3345, www.defiancepauldingjfs.com
- Paulding Co. Red Cross, 419-399-3557, www.redcross.org
- Paulding Co. Sheriff's Dept., 419-399-3791, www.pauldingohsheriff.com
- Paulding Co. United Way, 419-399-8240, www.unitedwayofpauldingcounty.com
- Paulding Co. Veteran's Services Office, 419-399-8285, www.pauldingcountyoh.com/services, Veteran's Text line 838255

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pcworkshop.org/JohnDoe

3 - In the password box, enter your birth year. Example: 2023

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