



**VOCATIONAL
PLANNING FOR
SUPPORTED
INDIVIDUALS
MANUAL**



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I. INDIVIDUAL'S VOCATIONAL PLANNING

ABLED, Inc.'s Vocational Planning provides you (the individual) with several activity/work options throughout the day.

A. Employment Services

The work you do is important. Many people will use the products you make or the services you perform, just as you use products or services provided by others. In that way, we all depend upon each other.

We encourage you to learn as many work skills as possible so that you can advance to better jobs and have a choice in the type of work you do. You and your supervisor will discuss the types of work you are interested in receiving training for.

We encourage you to explore new skills. Experiencing different types of work may help you realize the kinds of work you do best and have the most interest.

Your employer is committed to providing you with work. This may mean modifying a job or adapting equipment. For instance, if you use a wheelchair and are not able to stand to operate equipment, it may be possible to set the equipment so that you can reach it. However, some jobs cannot be modified. In those cases, workers may be chosen who do not have limitations that would interfere. Jobs will be located that are appropriate for each person.

When you are first placed on the job, you will receive training. If you need help, ask for it. After you have learned the job, you are expected to do as much as you can without supervision.

B. Placement Procedures

As you learn and refine your work skills, it may be desirable for you to consider working in locations that require more work responsibilities. This could be on a supervised work crew, a competitive part-time or full-time job. Your Employment Consultant and planning team will assist you in finding community work site opportunities that are appropriate for your skills and interests. As you are learning skills to enable you to participate in community work experiences and competitive employment you may work at a residential site.

C. Alternative Services (Options)

In conjunction with your desires, a person may choose to participate in activities to provide them the quality of life he/she desires or the best quality of life achievable. Working may either be a portion of this time or may not be included in the daily routine.

D. Retirement Services

At retirement age or when the ISP team decides a person is eligible to retire, ABLED, Inc. will develop a daily routine based on each person's desires, needs and abilities. These services may be provided at a residential site.



E. Health Concerns

Services may also be provided at the residential site due to health concerns documented by a physician that must be approved by the Department of Health and Human Services and time-limited.



II. PERSONNEL PROCEDURES

A. Tardiness

If you must be late, call your supervisor to let him/her know. Excessive tardiness could be cause for dismissal from a job.

B. Absences

When you are absent, it may disrupt the work in your department. Therefore, absence from work will not be permitted except for illness or by previous arrangement. ABLED, Inc. will notify your supervisor of your upcoming appointments. Excessive unexcused absences may be a cause for dismissal from a job. If you need to leave for an appointment ask for permission in advance from your supervisor.

C. Time Card

You may receive a time card to record the number of hours you work each day.

D. Overtime

At times you may be asked to work more than 40 hours a week, which is called overtime. Pay for overtime will be one and a half times your regular rate. Overtime is actual time – not “attendance” time. You may work at several different jobs – they will count altogether as work time.

E. Coffee Breaks & Lunch

You may have a break period in the morning and in the afternoon, as well as time for lunch. Eating and drinking should be confined to the lunch/lounge area. It is your responsibility to return to the work area on time. There may be some exceptions to having a drink on the work floor but they will be approved by your supervisor.

F. Restroom Breaks

Visits to the restrooms should be made during breaks and lunch, when possible, so that it will not be necessary to leave the work area during work hours.

G. Smoking

There is no smoking allowed in any ABLED, Inc. building.

H. Wages/Pay Period:

You are paid by the hour. All rates follow the Federal Department of Labor, Wage and Hour Division regulations.

You or your payee are/is required to report your earnings if you are receiving public assistance. You should receive a regular paycheck. If you are absent on a payday, your check will not be given to anyone



else unless arrangements to do so have been made in advance. Your check will be mailed to you, if you wish, or held until you return to work.

I. Personal Possessions

An area may be provided for hanging coats and for storing possessions. However, your place of employment cannot be responsible for loss or theft of personal belongings. It is recommended that you not take large sums of money or other articles of value to work.

J. Transportation

ABLED, Inc. will help you arrange any transportation needed to get you to and from your job.

K. Accident & Illness

If an accident happens or if you become seriously ill, notify your supervisor immediately. If the situation warrants further medical attention, the supervisor or other personnel will then call emergency services.

If you become ill at work, arrangements will be made for you to go home. It is recommended that you not return to work until you are free of symptoms and have a normal temperature.

ABLED, Inc. will help you if you need assistance to take medications while you are at work.

L. Hazardous Weather Conditions

Your place of employment may close early or open late due to road or weather conditions.



III. BENEFITS

A. Worker's Compensation:

You are covered by worker's compensation while at work. This is a type of insurance that may pay all costs if you are injured at work. There is no charge to you for worker's compensation. All accidents on the job must be reported immediately to the appropriate supervisor and the necessary claim form needs to be filled out as soon as possible.

B. Vacations, Holidays and Sick Leave

Requests for vacation will be considered on an individual basis. Your employer should inform you which holidays, if any, are observed.

Many businesses, such as hospitals, restaurants, or nursing homes operate year round. In that case, you may be expected to work on a holiday. If you have to work, you will be informed if you are paid extra for the holiday.



IV. GENERAL WORK RULES

An organization must follow certain regulations to maintain a proper and efficient work atmosphere. You should carefully read the following rules. If you have any questions about them, ask your supervisor.

A. Personal Conduct

Violence will not be tolerated. Consideration for the rights of others requires that each person behave in a respectable and orderly manner. Foul language, fighting, horseplay, and other objectionable or unfavorable conduct will not be allowed. This conduct may be reason for dismissal from a job.

B. Telephone Calls & Visitors

Try to limit your calls so that they are made during breaks or lunchtime.

Visitors wishing to see employees about personal matters must first announce themselves at the office and receive permission to see you.

C. Clothing

There may be expected particular rules established by your employer regarding proper clothing for your job. Jewelry and other personal items may not be appropriate for some jobs.

D. Misunderstandings

If a problem develops, or if you feel you are being mistreated, discuss it with the person with whom you are having a problem. Many problems can be solved with open discussion. If talking with the other person doesn't help, then talk to your supervisor. Refer to the Grievance Procedure in this handbook.

E. Rumors

Most rumors are misleading and become increasingly inaccurate as they pass from person to person. Please be careful to avoid spreading rumors. Contact your supervisor to find out accurate information.

F. Honesty

You are to respect the property of the company and of other workers. Taking (stealing) even the smallest item from anyone is against the law. It may be reason for dismissal from a job.

G. Good Housekeeping

You are expected to cooperate in keeping the premises as clean and orderly as possible at all times. This includes bathrooms, lunch and break areas, as well as work areas.



H. Property Damage

If you damage property that belongs to the company or other people, you may be required to pay for all or part of the repair/replacement of the damaged property. In some cases, people may be exempt from all or part of the payment for damage if the Individual Support Plan (ISP) team recommends it.

I. Meetings

Meetings regarding the services you receive will be held throughout the year. This will give you an opportunity to make suggestions, ask questions, and discuss changes that will affect you. Truthfulness and honesty are expected so we can provide the best services possible to you.



V. SAFETY RULES

You are expected to follow safety practices that will protect you and others from injury. Thoughtless and careless behavior can injure you or others.

A. Basic Safety Rules

1. Before you independently operate any equipment, you may be required to show that you know how to use it safely.
2. Do not attempt to adjust or clean machinery while it is operating.
3. Before attempting to dismantle any machine for cleaning or any other reason, make sure all electrical cords are disconnected.
4. Return tools to appropriate storage areas.
5. Aisles are for walking and moving material and equipment. Keep the aisles clear at all times.
6. Dispose of flammable material that is not stored in authorized containers.
7. Smoke only in designated areas. There is no smoking allowed in ABLED, Inc. buildings. Lighted cigarettes, cigars or pipes should not be left in ashtrays. Cigarette or cigar butts, ashes or warm matches should never be thrown in a wastebasket.
8. Horseplay is not appropriate in a work environment. No one wants to hurt another worker, but horseplay usually ends up that way.
9. Personal safety equipment protects you. Use it, wear it, and keep it in good condition. Wear safety glasses when sawing or grinding. On other jobs it may be necessary to wear earplugs, gloves or hairnets for safety or sanitation.
10. Use the tool designed for the job. Wrenches are not hammers; screwdrivers are not pry bars, etc.
11. Use only safe equipment. Report any frayed cords or equipment that is not working properly.
12. Report accidents or injuries, however slight, to your supervisor.
13. Rings, bracelets, long dangling necklaces, and loose clothing should not be worn around machinery. They can get caught in the machinery and cause serious injury. Do not wear sandals or open-toed shoes where something heavy may be dropped or something hot may be spilled. Closed shoes will better protect your feet.
14. When lifting or moving heavy materials, use mechanical lifting devices, when possible. If you must lift manually, use proper lifting techniques to avoid injury to your back.

B. Fire

In most buildings, fire exits are clearly marked. Your place of employment should have marked exits and your employer should tell you what exits can be used. In case of fire, go out the nearest exit. Do not try to take personal belongings. The most important thing is to get out as quickly as possible. A supervisor will assist people with physical disabilities.



C. Tornado

If civil defense sirens sound warning of an approaching tornado, go immediately to the area designated for safety. It is very important to remain calm and to follow directions given by the supervisor or person in charge.

Note: Fire and severe weather evacuation plans should be posted in all building areas. Ask a supervisor to show you and explain if no one has yet done that.



VI. RIGHTS & RESPONSIBILITIES

A. Rights

1. You have the right to equal pay for equal work, regardless of race, color, religion, sex, disability, national origin, age, or marital status.
2. You have the right to work in an environment free from sexual harassment. Sexual harassment refers to physical or verbal sexual behavior that is not welcome, that is personally offensive, that weakens morale, and that interferes with the effectiveness of others.
3. You have the right to productive work for which you are paid in compliance with Federal Wage and Hour Division regulations.
4. You have the right to equal opportunities for better jobs within the company.
5. You have the right to express your wishes, desires, and needs for the services and supports that will help you be as independent as possible.
6. You have the right to fair, equitable treatment that will help you achieve your maximum potential.
7. You have the right to protection from physical abuse and exploitation.
8. You have the right to choose where and how to spend your wages.
9. You have the right to proper treatment and medical care for injuries received at work.
10. You have the right to privacy. If you need help with personal care, you have a right to be helped in a way that will not embarrass or humiliate you.
11. You have the right to have daily opportunities to make choices and participate in decision-making.
12. You have the right to participate in meaningful and functional activities.

B. Responsibilities

These are areas you need to understand and practice so as to fully exercise and enjoy your rights and let other people enjoy their rights as well.

Your first responsibility is to yourself. You should seek the best and then to do your best in every situation. Your second responsibility is to other people. Remember, other people have the same rights as you. You should act in a way that would not limit or infringe upon their rights.

You have a responsibility:

- To do the best work you can do
- To be on time for work
- To take care of your health
- To try to get along with others
- To dress right for your job and outings into the community
- To follow safety rules
- To keep yourself neat and clean
- To eat balanced meals
- To obey laws
- To act in an adult manner
- To pay your bills



- To take prescribed medicine
- To treat others with respect
- To follow the rules of your employer
- To be an active part of the ISP team and voice your likes and dislikes and future goals

The Individual Program Planning team will help you understand, learn and comply with these responsibilities.

C. Problem Solving

If a problem should arise, you should try to work it out by talking with the person involved. If this does not work, you may contact your supervisor who will try to help you resolve the problem. If a solution cannot be reached, contact your Vocational Coordinator who can also help you with the problem. If the issue continues to be unresolved, contact your Service Coordinator who can advocate for your rights. You may choose to begin the official grievance procedure.

If the problem is with the Service Coordinator, you should contact your supervisor and explain the problem. The supervisor should talk with the Service coordinator. If the problem is not settled to your satisfaction, you and/or your work supervisor should contact the Service Coordinator's supervisor.

D. Grievance Procedure

If you are dissatisfied with treatment by an ABLED, Inc. staff member and have not been able to resolve the concern with the individual involved, the Service Coordinator, or the planning team, you should:

- a. Discuss the problem with the appropriate coordinator. If you are not satisfied, you may wish to begin a formal grievance procedure. The coordinator will then respond to the grievance in writing within five days of the discussion.
- b. If the response is not agreeable to you or your representative, you should state the problem in writing and send or present it to the appropriate area/division director and to the ABLED, Inc. Chief Operations Officer. This must be within five days of receipt of the written response.
- c. The area/division director must respond to the problem, in writing, within five days. If the response is not agreeable to you or your representative, you have five days to request a response from the ABLED, Inc. Chief Executive Officer or his/her delegate.
- d. The ABLED, Inc. Chief Executive Officer or his/her delegate must respond, in writing, within ten days. You may request a copy of the complete grievance procedure.



VII. PLANNING FOR THE FUTURE

What kind of job would you like to be doing ten years from now? Where would like to be working? These questions may be difficult to answer, but they are key questions and need to be seriously considered.

Every year you and your planning team will meet to develop your Individual Support Plan (ISP). At that time you will be asked about your goals in life and, with other members of the team, will do some long range planning to help you achieve these goals.

You are the most important member of the ISP team. At any time before or during team meetings, you are encouraged to openly discuss any concerns you have, express your opinions, and set some goals for the future.



VIII. STAFF DEVELOPMENT FORM

(For ABLED, Inc. Staff to evidence they have completed training.)

ABLED, Inc. **Staff Development Form**

Please complete this form in its entirety and return it to the trainer or supervisor. It will be placed in your personnel file to document that you have completed the training and have acquired the necessary information to competently perform your job.

Name: _____.

Position: _____.

ABLED, Inc. Date of Training: _____.

Title of Training: _____.

Name of Presenter(s): _____.

Organization Sponsoring Training

Location: _____ Total hours of training: _____

Objectives of training:

What are three things you will do differently in your job as a result of this training?

Is there any additional information you now realize that you need as a result of this training?

Signature: _____ Title: _____

This section to be completed for ABLED, Inc. required competency based training only.
_____ has satisfactorily completed the required work and
has demonstrated competency as defined by ABLED, Inc.

Signature of Trainer:

Title: _____ Date: _____