

MATURE ALASKANS SEEKING SKILLS TRAINING

MASST

Participant Manual

**Division of Employment and Training Services
Dept. of Labor and Workforce Development
PO Box 115509
Juneau, AK 99811-5509**

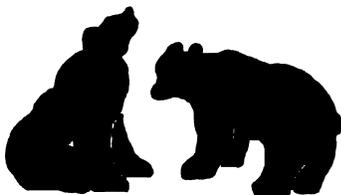


TABLE OF CONTENTS

TABLE OF CONTENTS2

WELCOME TO THE MATURE ALASKANS SEEKING SKILLS TRAINING PROGRAM!.....3

PROGRAM OVERVIEW3

PARTICIPANT’S RESPONSIBILITIES4

ENROLLMENT, INTAKE AND ASSESSMENT4

LENGTH OF ENROLLMENT5

SUPPORTIVE SERVICES.....6

OPPORTUNITIES.....7

PERSONNEL PRACTICES AND POLICIES7

PARTICIPANT MEETINGS.....8

IEP RELATED TERMINATIONS.....8

GRIEVANCE POLICY.....13

EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS 16

DRUGS IN THE WORKPLACE 17

POLITICAL ACTIVITIES 18

DEFINITIONS..... 18

WELCOME TO THE MATURE ALASKANS SEEKING SKILLS TRAINING PROGRAM!

The information found in this booklet is intended to be a brief summary of the opportunities, responsibilities, and privileges you have as a participant in the Mature Alaskans Seeking Skills Training (MASST) program.

As authorized by the federal Older Americans Act, the MASST program is a temporary community service and training program with an emphasis on helping seniors return to the workforce. It is not intended to be a long-term training program. The U.S. Department of Labor and the State of Alaska subsidize your training wages while you are participating in the program. You will be asked to read and sign a “Statement of Understanding” form so that we know that you understand the objectives of the program. Our goal is to help you obtain your goal of finding sustainable employment!

PROGRAM OVERVIEW

The MASST program is a federally subsidized work relief, state run program designed to accomplish these four objectives:

- foster and promote useful part-time community service opportunities for economically disadvantaged persons who must be 55 or over, low income, unemployed, not job ready, and be an Alaska resident;
- enhance the abilities, skills, and aptitudes of participants to increase their opportunities for improved income and benefits,
- change negative attitudes and stereotypes about older individuals through public education and demonstrated success; and
- conduct projects that promote innovative work alternatives, second career training, and the placement of participants into employment.

MASST provides subsidized, service-based training for low-income persons whom have a family income of no more than 125% of the federal poverty level.

Participants are assigned to local nonprofit or public agencies, also called “host agencies,” for an average of 20 hours per week. You will be paid at the rate of \$9.75 per hour, which is the minimum wage for the State of Alaska.

While receiving training and/or updating your existing skills, you will provide a valuable service to your local community. The services provided must not be essential to the host agency’s operation, meaning that the agency could operate in an effective manner without the position.

PARTICIPANT’S RESPONSIBILITIES

- Develop realistic goals for unsubsidized employment.
- Participate in developing the Individual Employment Plan (IEP), which will include a target date for employment.
- Learn skills and gain experience to qualify for unsubsidized positions, either at the training site or in the local labor market.
- Maintain a good work ethic: regular attendance, punctuality, and a desire to learn.
- Participate in evaluating and monitoring progress toward completing IEP goals.
- Participate in training and other job preparation activities at the Alaska Job Center or with the MASST staff.
- Conduct an active job search through the Alaska Job Center ALEXsys and contact local employers and submit proof with each timesheet.
- Follow-through on job referrals as instructed by the MASST staff.
- Accept an offer of unsubsidized employment compatible with IEP goals.
- Tell the MASST staff when you are hired into unsubsidized employment and remain in contact for at least 90 days.

The MASST program is a **temporary** training program and is not regular employment. This means that while participating in the program, you are required to seek regular employment. If there is an Alaska Job Center accessible to where you work or live, you must register with the Job Center. You must also visit the Job Center at least every other week to perform an employment search. If you do not have a Job Center in your community, you must perform an employment search by contacting prospective employers. It is **required** that you make note of when you visited for employment opportunities and to whom you spoke. Visiting the Job Center will be a requirement on your Individual Employment Plan (IEP). If you find it difficult to comply with this requirement, the MASST program may not be suitable for your needs as only those who are actively seeking employment should enroll.

ENROLLMENT, INTAKE AND ASSESSMENT

Once you are determined eligible for the MASST program, the following steps will be taken.

- 1) You will complete the Statement of Understanding, indicating that you understand the intent of the MASST program of finding employment.
- 2) You will receive an orientation to the program and a copy of this Participant Manual.

- 3) You will work with the MASST staff to develop your Individual Employment Plan (IEP). The IEP will be used to identify vocational goals, training needs, needed supportive services, and for placement into a community service assignment (work experience). Your IEP will be updated a minimum of twice a year, and could be updated more frequently, to insure that you are receiving the work experience you need to transition into unsubsidized employment. You will receive a copy of your Individual Employment Plan once it is completed.
- 4) Training Job Description, Training Host Agreement and Training Schedule: Your MASST or host site supervisor will provide you with a copy of your training description, a training schedule, and an orientation to your community service assignment.

LENGTH OF ENROLLMENT

Periods of enrollment may vary based on individual needs. Ideally, you should not be enrolled in the program for more than one year as this should be plenty of time to gain work experience for unsubsidized employment. There may be some exceptional situations which will be handled on a case-by-case basis by the MASST staff.

Some host agency training sites will consider their participant(s) for job openings as they occur. It is mandatory that participants register at the nearest Alaska Job Center and it is expected that participants make a daily effort to search for employment with local employers.

Federal program regulations indicate that you may be terminated from the program for not fulfilling IEP goals related to host agency assignments, training, supportive services, job referrals, job interviews, job service registration, or other job search activities.

The major purpose of the MASST program is to assist individuals 55 and older to gain unsubsidized employment. It is important to have new learning experiences to help you develop new skills that lead to local, in-demand jobs. Your progress in learning new skills, satisfaction, and readiness for unsubsidized employment will be explored with you. It is intended that your community service training serve as a bridge to unsubsidized employment opportunities. MASST staff will monitor your progress at your host site. If you have learned all you reasonably can from the host site, it may be possible to rotate you to another site if one is available.

As progress toward achieving your IEP goals is monitored, you will be expected to make suggestions, ask for counsel, and discuss resources. If MASST staff and the

participant agree that more training is needed to be ready for unsubsidized employment, then rotation to another training site for additional training may be considered. A transfer to a different site may be made for the purpose of increasing skills with the goal of obtaining unsubsidized employment or to meet your unique needs.

Training alternatives such as classroom training, job search training, and job search activities will also be considered.

To fulfill your registration and resume requirement, you must also:

- sign into ALEXsys and create a user id and password;
- register at the Alaska Job Center;
- complete the steps to register as an individual;
- select Resume Builder and follow the instructions to complete your resume;
- make sure you post your resume “Online” ;
- check your resume accessibility often. You must have at least one resume “Online”;
- you can only be matched for jobs if your resume is “Online”;
- employers can only see what you choose to display on your resume;
- you must have at least one method of contact on your resume for employers to contact you for available jobs;
- methods of contact can be your address, phone number or email account;
- verify your resume has not “Expired”;
- after 90 days of inactivity, your resume accessibility will automatically be changed to “Expired – Older than 90 Days”;
- you must update your resume and post it “Online”;
- review your resume regularly to ensure that all of your information is current and complete; and
- respond to all job referrals and assistance provided by Job Center and MASST staff.

SUPPORTIVE SERVICES

The following supportive services maybe available to participants in limited amounts:

- interview clothes and special clothes or tools required for the community service assignment or to transition into unsubsidized employment;
- a physical examination only. If you choose not to have the exam, you must sign a waiver form, which is required as part of the intake process. Results of the examination are the property of the participant. You are under no obligation to share the results with your host agency. A bill or invoice from the physician must be given to the MASST staff for reimbursement; and

- other services or items that are needed to participate in community service assignment or unsubsidized employment that is authorized under MASST guidelines.

To obtain supportive services, the need should be included in the Individual Employment Plan. MASST staff must approve and authorize all supportive services in advance. It is expected that attempts to utilize community resources to provide supportive services will be addressed prior to requesting MASST funds.

OPPORTUNITIES

Community Service Assignment (CSA) provides specific tasks and supervision to enable participants to gain new experiences, learn new skills, or improve their current skill levels. This is a subsidized, temporary training activity to prepare participants for unsubsidized employment. The hourly rate is usually the federal minimum wage or prevailing wage. Participants may be transferred to different sites to achieve skill development goals.

Skill Training - When a participant needs concentrated and specifically guided skill training to team skills in demand in the local labor market (i.e. computer skills, basic skills, English as a Second Language), training activities might include classroom training, seminars, or workshops on a particular subject. There are other alternatives which can be discussed with the MASST staff.

PERSONNEL PRACTICES AND POLICIES

Salary and Hours - As a participant, you will be paid at the State of Alaska prevailing wage or the minimum wage, which is currently \$9.75 per hour. Hours per week are usually 20. Overtime is not permitted in the MASST program.

Volunteering - Volunteering at the participant's own training site performing the same duties as described in the participant's Training Description is not allowed. Volunteering is allowed when performing a completely different task or function than described in the Training Description.

Mandatory Deductions - Participants must contribute to Medicare and Social Security. These deductions are automatically taken out of your pay.

Pay Periods - Check with MASST staff regarding payroll dates and policy.

Authorized Leave - MASST participants are authorized a leave of absence for administrative, medical, personal, and death or serious illness of an immediate family member. These leaves cannot exceed 30 days. You must inform MASST staff of

your situation and sign the authorized leave of absence form before leaving your host site. All leave is without pay.

Rules for Time and Attendance

An attendance record must be maintained at the training site as documentation for hours reported on the time sheets. Your timesheet must be turned into the MASST staff as required and on time.

PARTICIPANT MEETINGS

The MASST staff may conduct periodic meetings or teleconferences to transmit information, to provide employment-related information, to provide in-service training, and to discuss other program related issues. These meetings are mandatory.

Content of these participant meetings will include presentations by MASST staff or outside resource persons covering a variety of topics. Training will include topics such as job seeking skills; employment opportunities; information on resources for older persons; legislation enacted, pending and proposed, which may affect participants and their peers; consumer education; health care; and retirement planning.

Participant meetings are held approximately one to three times a year. Participants will attend these meetings in lieu of their assignment. Exceptions will be noted in the written meeting announcements sent directly to both participants and their supervisors.

IEP RELATED TERMINATIONS

Federal regulations allow for Individual Employment Plan (IEP) related terminations, but all practical steps should be taken to avoid this option. Any termination of a MASST participant is subject to the MASST grievance procedure. Host sites always retain the right to ask any MASST participant to be removed from its premises.

Reasons and Process for Termination

Participants will not be terminated from the MASST program solely on the basis of their age. Neither DOLWD nor its MASST subrecipients will impose an upper age limit for participation in the program. The DOLWD and its MASST subrecipients will seek to avoid termination whenever possible and will use progressive discipline and corrective action as described below, except in the case of serious violations, such as fraud, violence, or threats to health or safety, and others. In cases where the DOLWD or its MASST subrecipients terminates a participant, it will refer the individual to other potential sources of assistance. Any termination described below will be consistent with administrative guidelines issued by the United States Department of Labor. All termination notices will provide participants 30 days

notice before the termination becomes effective and will inform participants of their right to grieve the termination under the MASST Complaint and Grievance Procedure. This 30-day notice allows a participant time to contest the determination and to offer factors in mitigation. A copy of the grievance procedure will be attached to the termination notice.

(a) Termination Due to Provision of False Information - If, at any time, the DOLWD or its MASST subrecipients determines that a participant was incorrectly declared eligible as a result of false information knowingly given by the participant, staff will immediately give the participant written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be removed immediately from the host agency and placed on leave without pay during the 30 day notice period.

(b) Termination Due to Income Ineligibility Determined at Recertification – If, at any time, the DOLWD or its MASST subrecipients finds a participant to be no longer eligible for enrollment, staff will give the participant written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue the host agency assignment during the 30 day notice period.

(c) Termination Due to Incorrect Initial Eligibility Determination – If, at any time, the DOLWD or its MASST subrecipients determines that it incorrectly determined a participant to be eligible for the program through no fault of the participant, staff will give the participant immediate written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue training at the host agency assignment during this 30 day notice period.

(d) Termination Due to 48 Month Participation Limitation

A participant may be terminated when he or she meets the 48 month Individual Durational Limit Policy. The DOLWD staff or its MASST subrecipients will give the participant written notice at one year, six month and then 30 days before the 48 month maximum participation date explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue the host agency assignment during the last 30 day notice period.

(e) Termination Due to Becoming Employed During Enrollment

If, at any time, the DOLWD or its MASST subrecipients finds a participant to be employed while enrolled in MASST without having notified the DOLWD or its MASST subrecipients of the employment, staff will immediately give the participant

written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be removed immediately from the host agency and placed on leave without pay during the 30 day notice period.

(f) Termination for Cause

Participants may be terminated for willful misconduct, including intentional violations of reasonable program rules and directives, or for failure to comply with the terms of the Individual Employment Plan (IEP) without good cause. For cause termination requires that participants commit willful misconduct before termination is appropriate, rather than as a result of mere negligence, inadvertence, incapacity, or incompetence. This type of termination can occur quickly because it is important to remove the problem participant from the vicinity of the host site and its other employees. Examples of the kinds of behavior that may warrant termination include:

- falsification of time sheets or other official records;
- intentional disclosure of confidential or private information obtained from the host agency, subrecipient, or job center;
- physical violence or intentional destruction of property;
- lying, obscene/abusive, harassing or threatening language or behavior;
- sexual harassment;
- causing an imminent threat to health or safety;
- non-compliance with substance abuse policy;
- training under the influence;
- violation of the approved break agreement including failure to return from an approved break by the required date without due notice or good cause;
- failure to report for training;
- three or more unauthorized absences from the host agency/training site without good cause or proper notice;
- absence from training work area;
- frequent tardiness;
- training abandonment;
- repeated refusal by the participant to perform specific actions;
- refusal to cooperate with the recertification, assessment, or IEP process;
- insubordination, that is, intentionally refusing to carry out the direction or instructions of a host agency supervisor or its MASST staff member(s) provided there were no extenuating circumstances;
- failure to comply with written policies and procedures;
- misbehavior or rudeness toward other employees or customers;
- theft of property;

- incompetence or failure to respond to training;
- fighting or other physical aggression;
- using community service site or DOLWD property for personal business;
- damaging /misusing property;
- threatening violence or committing a violent act;
- possession of/concealing a weapon;
- viewing pornographic sites or movies at host site computers on work time;
- sleeping during training hours;
- gambling at the host site;
- refusal to comply with IEP without good cause including:
 - refusal to accept training opportunities outlined in the IEP;
 - refusal to accept a new community service assignment to enhance skill development in support of IEP goals;
 - refusal to accept supportive services that will enhance his or her ability to participate in a community service assignment consistent with the IEP;
 - refusal to participate in all offered services such as job search or resume writing; or
 - refusal to accept two job offers and/or referrals to job openings.

IEP terminations are not appropriate when:

- occurrences are not within the control of the participant;
- the situation is impacted by the death of a closely related person or partner;
- the training or job places undue hardships on the participant that exceed the demands of the community service assignment;
- the proposed employment is more costly to the participant than the MASST position; or
- other reasons should be considered on a case-by-case basis.

Disciplinary/Termination Process

Outlined below is the disciplinary process for terminating a participant. Case notes should document the details explaining the cause of the events and improvements or actions required to remain in the program and a statement that failure to make improvements or complete the IEP-related tasks will result in termination from the program. The DOLWD or its MASST subrecipients reserves the right to move directly to termination for serious violations such as violence, threatening behavior, or fraud, but normally the termination process will include the following steps.

Step one: Documented Verbal Warning – The MASST staff member verbally warns the participant, then completes case notes of the warning in the participant’s file. This gives the participant an opportunity to correct their behavior or conduct, or their failure to comply with the IEP requirements, except in cases involving serious harm or imminent threat to health, safety, property, etc. MASST staff will document the details explaining what happened and what is expected as next steps.

Step two: Written Warning – The MASST staff member will complete a warning letter and discuss it with the participant. This letter should be given in person if possible or via the telephone or email. The warning letter and required next steps will be sent to the participant indicating that the participant has to correct their behavior or conduct. A copy of this letter will be placed in the participant’s file detailing the requirement(s) to correct their behavior or conduct. This warning letter should make it clear that if the participant refuses to comply with the requirement(s) to correct their behavior or conduct or to make improvement(s) or fails to complete the IEP-related tasks that terminations from the program will result. This step may repeat as required or it may also be the final step prior to terminating the participant.

Step three: Termination – A MASST staff member will write a letter to the participant informing them of the reason(s) for termination from the program and the effective date, which must be a minimum of 30 days after the issuance of the letter. This letter will specifically reference the infraction and include the person’s right to grieve the termination in accordance with the Complaint Procedure in this Orientation Handbook. MASST staff will meet with the participant in person or via the telephone to:

- a) inform the participant that he or she is being terminated from the program;
- b) review the 30 day termination letter;
- c) inform the participant of his or her last day at the training site or inform the participant that he or she is being placed on a 30 day unpaid leave of absence until the exit date. During this time MASST staff is available to assist the participant in job search activities;

- d) inform the participant of the right to appeal the decision by implementing the Grievance Procedure outlined in this manual.
- e) have the participant sign the exit paperwork; and
- f) have the participant sign the last time sheet.

MASST staff will update the case notes and place the notification of termination in the participant's permanent file. At the point of termination, the participant will be given a written procedure on how to appeal the termination. Steps for filing an appeal are listed below:

GRIEVANCE POLICY

This policy provides for an administrative review or appeal process for informal and formal resolution of program or discrimination complaints for applicants and participants. Complainants may seek redress for either program or discrimination complaints. Program complaints pertain to whether program staff applied the law, regulations, and professional protocol appropriately while making program decisions. Discrimination complaints concern whether program staff made decisions on a prohibitive basis. Program complaints may be appealed through program staff whereas discrimination complaints may also be filed with State and Federal agencies. The State of Alaska expects most concerns to be resolved through informal discussion and direct dialogue. However, it recognizes that some concerns and differences of opinion may not be resolved in this manner. This policy establishes the mechanism and process for the fair and timely review and resolution of training-related grievances. Nothing in this policy shall be construed to contradict prevailing laws and requirements for complaints or equal opportunity matters.

Informal Resolution Procedure - Complainants may pursue informal resolution of program problems or grievance at any time. The grievance process is intended to allow the grievance to be resolved at the earliest date and at the lowest supervisory level possible. MASST participants are expected to discuss work-related problems and grievances with MASST staff within a reasonable amount of time. These meetings can take place either in person or via a telephone conference. Both parties may offer any additional information or facts that have led up to this grievance. The MASST staff should:

- a) attempt to resolve complaints informally;
- b) arrange to meet with the complainant and other interested parties;
- c) ascertain facts with all service providers prior to meeting;

- d) retain on file a brief report regarding facts, issues discussed, and outcomes; and
- e) close the case if the complainant, program staff, and other interested parties reach a mutually satisfactory resolution.

The complainant may seek formal resolution regardless of outcome or attendance at the informal meeting if the reason is service denial or termination. Complainants may file formal complaints at the Local or State level, and may request a hearing as a final resolution.

Formal Procedures for Grievances

A copy of the grievance procedures is to be given to new participants as part of the orientation and again to all participants targeted for Exit Due to Cause. The participant may grieve service denial and termination. A written grievance shall first be submitted in writing to their local MASST program manager. The program manager shall schedule a meeting(s) with the participant within 14 calendar days of the grievance being formally submitted. These meetings can take place either in person or via a telephone conference.

- A) If the grievance can be resolved during this meeting, the MASST program manager shall provide written documentation of the resolution and submit the documentation to the participant and place this information into the participant file.
- B) If the grievance cannot be resolved during this meeting, the MASST program manager shall schedule a meeting with the sub-recipient's Director within 14 calendar days following the meeting with the MASST program manager and the participant.

The meeting shall consist of the following process to resolve the issue(s) during the meeting with the sub-recipient's Director or designee, MASST program manager, and participant:

- A) The MASST sub-recipient's Director or designee shall facilitate the meeting either in person or via a telephone conference and render a determination in writing. The determination, including the justification for the

determination shall be submitted in writing to the participant. A copy of the determination shall be maintained in the participant file.

The participant has the right to request an administrative review from Department of Labor and Workforce Development (DOLWD), Division of Employment and Training Services (DETS) of this determination. There are two levels of appeal in the Department. The first or lower appeal is filed to the Appeal Tribunal. This is a separate and independent unit of the Department that has a staff of Hearing Officers who hear and decide appeals.

The second or higher appeal is to the Department itself. These second level appeals are decided by the Commissioner of Labor. In most cases, you must receive a decision from the Appeal Tribunal before you can appeal to the Department. If you disagree with the Department's decision, you can file an appeal to Superior Court.

The process for filing an appeal regarding the administrative determination is for the participant to present the appeal in writing within twenty (20) days of the final sub-recipient's action to: State of Alaska DOLWD DETS Assistant Director, P.O. Box 115509 Juneau, AK 99811-5509. The participant must include the following information in order to be processed:

1. the complainant's full name, address, phone number, and/or other means of contacting complainant;
2. the name, address, and telephone number of the subrecipient's or organization that the charge is filed against;
3. the complainant's MASST program of registration;
4. a clear and concise statement of the facts, including pertinent dates constituting the alleged violation;
5. copies of pertinent correspondence, if any;
6. the remedy the complainant seeks;
7. the names, addresses, and telephone numbers of any witnesses;
8. whether the individual has filed the same or similar charge regarding this matter;
9. the name, address, and telephone number of a person who always knows where to contact the person wishing to file a charge; and

10. the complaint must be signed and dated. Anonymous complaints will not be processed.

Submission must be via certified mail, return receipt requested to: State of Alaska, DOLWD DETS Assistant Director, P.O. Box 25509, Juneau, AK 99811-5509.

The DETS will request that the participant's subrecipient provide a written statement regarding their views of the situation to be submitted within fourteen (14) days.

The grievant is responsible for the cost of their representation. A written decision will be rendered within 15 days of the date of the hearing. The decision will be final.

Accessibility: Outreach and reasonable accommodation shall be made for individuals with limited English-speaking, writing or reading ability, hearing impairment or other disability which restricts the normal access to or processing of an alleged program or discrimination grievance.

Withdrawal of Grievance: The grievant has the right to withdraw the grievance, in writing, at any time.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS

All aspects of the MASST program must abide by the following laws regarding discrimination in the workplace:

- Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin;
- the Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination;
- the Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older;
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
- Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government; and
- the Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

If you think you have been subjected to discrimination under Title V or the Workforce Innovation and Opportunity Act funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Alaska State Commission for Human Rights by contacting them at:

Alaska State Commission for Human Rights
800 A Street, Suite 204
Anchorage, AK 99501-3669
Anchorage Area Phone: 907-274-4692
Anchorage Area TTY/TDD: 907-276-3177
Toll-Free Complaint Hot Line (in-state only): 1-800-478-4692
TTY/TDD Toll-Free Complaint Hot Line (in-state only): 1-800-478-3177

Or you may file a complaint with the U.S. Equal Employment Opportunity Commission at:

U.S. Equal Employment Opportunity Commission
Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: 206-220-6883 or 1-800-669-4000
TTY: 206-220-6882 or 1-800-669-6820

DRUGS IN THE WORKPLACE

The MASST program recognizes the importance of a safe and healthy work environment for all participants. Being under the influence of any drug and/or alcoholic beverage on the job poses serious risks to a person's health and safety and jeopardizes the public trust that has been placed in the MASST program. Consequently, the MASST program has developed the following policy, in accordance with the Drug-Free Workplace Act of 1988.

Policy: The MASST program absolutely prohibits any use, consumption, sale or purchase, transfer or possession of any controlled substance by any participant while on duty or while on a training site or MASST premises. In addition, participants are strictly prohibited from being under the influence of alcohol and/or any controlled substance while performing training site assignments or while attending MASST sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition and permitted only to the extent that the use of such medications does not adversely affect the participant's work ability, job performance, or the safety of the participant or others.

Violation of Policy: A participant who violates the above policy shall be subject to

disciplinary action up to and including termination from the program. Sanctions may include, but not be limited to, a requirement that the participant participate in a drug or alcohol abuse assistance or rehabilitation program.

Host Agency Responsibility: Because training sites provide day-to-day supervision for participants, those host agencies shall be required to assume primary responsibility for the enforcement of this policy as an expressed condition of their training site status. A training site which knowingly permits the violation of this policy or which otherwise fails to ensure a workplace free of drugs, and alcohol and substance abuse, shall risk the immediate loss of MASST program funding.

POLITICAL ACTIVITIES

No MASST participant or MASST staff person may be permitted to engage in partisan or nonpartisan political activities during hours for which they are paid with MASST funds. If a participant has questions about political activities, please contact your MASST staff.

DEFINITIONS

There are many terms associated with the MASST program. Here are several of those terms with a brief explanation of what they mean.

Alaska Job Centers/One Stops - “One Stop” is places where a person needing employment and/or public assistance can go to find help. MASST participants are encouraged to visit their local One Stop as often as possible.

Assessment - An assessment will be conducted on every participant to determine the participant’s needs, skills, aptitudes and goal(s) of the MASST program. An assessment is considered part of the enrollment and intake process and is reflected in the participant’s IEP.

Eligibility

To be eligible for the Mature Alaskans Seeking Skills Training, a person must be 55 or over, low income, unemployed, not job ready, and be an Alaska resident.

Enrollee/Participant/Client

Words used to describe those individuals enrolled in the MASST Program.

Grantee - State of Alaska, Department of Labor and Workforce Development, Employment Security Division

Host Agency

Community service agencies that provide work experience opportunities for MASST participants.

IEP - Individual Employment Plan - This plan serves as the guide to the unsubsidized job goal for all MASST participants. It will be reviewed and updated as needed on a regular basis.

Intake

Intake is used to describe the two-stage process for application and enrollment for the Mature Alaskans Seeking Skills Training (MASST).

Priority of service: Age 75 or older, veterans, severe disability, frail, old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, low employment prospects, failed to find employment after using WIOA Title I, and homeless or at risk of homelessness.

Subsidized Training/Position

A work relief training experience funded by the Older Americans Act Title V to help you gain marketable job skills to help you obtain unsubsidized employment.

Unsubsidized Job/Position

A job that is paid for by funds other than the federally sponsored program listed above.

Workforce Innovation and Opportunity Act (WIOA) - This is a federal training program administered through the Department of Labor (DOL) and locally operated by the Alaska Department of Labor. The MASST program is a federally mandated participant of the WIOA.

I have read and I understand the Participant Manual. I understand that I must be seeking employment as a requirement for entering into this program. If I fail to submit proof of my job searches with my timesheet, I may be removed from the program. Any questions I have regarding this manual will be directed towards MASST staff.

Participant Signature

Date

This certifies that the Mature Alaskans Seeking Skills Training (MASST) Participant Manual and its contents have been explained during the MASST orientation and a copy given to the MASST participant.

MASST Staff Signature

Date