

## Reading a Staff Manual

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Read the staff manual then answer the questions that follow.

### *Sick Protocol*

If an employee needs to call in sick, they should do so by notifying the Program Supervisor by 7:30am on the day in question. They should call the Program Supervisor's cell phone and leave a message if the supervisor does not answer.

If an employee needs to leave a shift early due to illness, they should first notify the Program Lead. If the Program Lead has concerns about maintaining staff ratio due to the staff leaving, they should consult with the Program Supervisor. The Program Supervisor should be notified of ALL staff that need to leave early due to illness prior to the staff leaving.

What should you do if you wake up on a work day feeling sick?

- a. Text your friend
- b. Notify the program supervisor
- c. Still go into work

What happens if you get sick in the middle of the workday?

- a. You should tell your program lead
- b. You should go home before anyone sees you
- c. You should not tell anyone

How early in the morning do you need to let your supervisor know if you're not going to be at work?

- a. When the workday starts
- b. At 7:30am
- c. At 4:30am

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## *Payroll*

Our payroll system is an automated system which requires staff to punch in and out each day. All staff will punch in at the start of their day by calling (248) 581-0041, entering their 4-digit employee ID number (located on your employee ID badge), and selecting Option 1. Staff are to call from their personal cell phones. If they do not have access to a personal cell phone, they can request to use the Program Supervisor's cell phone. At the end of the work day, staff should again call 248-541-0041, enter their employee ID number, and select Option 3.

How do you punch in at the beginning of the day?

- a. Call the phone number
- b. Tell your supervisor
- c. Fill out a form

After you call, what do you do?

- a. Hang up
- b. Talk to the person on the line
- c. Enter your employee ID number

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### *Dress Code*

Dress code is business casual. Staff should dress presentable at all times for both inside and outdoor locations. No revealing or inappropriate clothing should be worn at any time. Appropriate footwear should be worn at all times, which includes athletic shoes. No flip flops or open-toed shoes.

Can I wear flip flops to work?

- a. Yes
- b. No

What is an appropriate outfit for work at this location?



