

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## MODULE 17

### Identify the source of employer information regarding company policies and procedures.

#### Objectives:

- A. Organize employee information in a useful format.**
- B. List responsibilities of employee.**
- C. Define company policy regarding employee activity on the job.**

<b>MODULE 17: INFORMATION SHEET</b>
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*TO THE STUDENT: Fill out this module by reading each section carefully and answering the questions.*

#### **Directions to fill out this module**

Few employers have an employee manual to give new employees. As a result, many young workers have lost their jobs because they did not know what was expected of them by their employers.

The purpose of this module is to assist you in organizing information about your training station and in analyzing the various duties and responsibilities of your job. While the outline in the manual is arranged to fit most training station situations, it will not meet some; therefore, please list on the last page experiences not specifically addressed by this manual. Do not make entries unless you are sure the information is correct.

Consult your teacher, coordinator, or employer before making entries-  
-be certain that you understand every statement made.

While filling out the forms, you will probably find that the information asked for is self-explanatory. Above all, work carefully and do your work neatly. This is a part of a permanent record that will be kept on you and each Cooperative Education student.

**BASIC FACTS ABOUT MY TRAINING STATION**

Name of Training Station \_\_\_\_\_

Correct Address \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's or Manager's Name \_\_\_\_\_

Immediate Supervisor's Name \_\_\_\_\_

Name of My Department \_\_\_\_\_

The following people work in my department:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Training Station Hours:      Opening Time \_\_\_\_\_

   Closing Time \_\_\_\_\_

My working hours at the Training Station are:  
(Leave space to enter any changes)

Goods and services for the public offered by my training station include:

My initial training introduction was conducted in the following manner (what you did the first few days on the job):

**RULES AND REGULATIONS OF MY TRAINING STATION**

***Write a complete statement of your training station rules covering the following:***

Signing in (reporting to work)

Checking out (leaving job site at end of work day):

Leaving the job site (or store for short periods during working hours):

Lunch hour:

Dress regulations (include suit, tie, jewelry, shoes, etc.):

I should leave my coat (where):

I should leave my valuables (purse, keys, etc.):

Procedure in case of tardiness:

Procedure in case of absence:

Rules and regulations for making and receiving personal calls:

**RULES AND REGULATIONS (continued)**

Safety regulations are:

Pay (how and when I receive wages):

Lost and found (where - how):

Accidents (how to handle self):

What to do in case I detect theft (or suspect someone):

My training station's bulletin board is located (items I may expect to find on bulletin board):

Items I feel should be included on bulletin board:

Special functions for employees (for example, during an emergency, during a visit by dignitaries, etc.):

On the back of this paper, describe in detail other special facilities provided for training station employees (rest rooms, vacation periods, sick benefits, insurance, other):

**CONDUCT:**

How should fellow employees be addressed (by first name, last name, nickname, use prefix Mr., Mrs., or Ms.)? Be specific.

What is the school's policy concerning tobacco use on the job?

Is eating candy or fruits permitted on the job?

Are visitations by friends allowed during working hours? Is there an appropriate time to receive calls or use a cell phone? If yes, explain.

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**A LIST OF MY DUTIES AT MY TRAINING STATION**

Make a complete list of the things you do in connection with your job.

***NOTE: You will not be able to complete this list at any one time since your duties will increase as you assume additional responsibilities. Carefully analyze your job to see that nothing is omitted. (A student who worked in a variety store listed 57 duties).***

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Other items not addressed previously:

**MODULE 17: STANDARDS ADDRESSED IN THIS MODULE****Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- D. Identify sources of health, safety and regulatory practices and their effect on the work environment.
- Child Labor Laws
  - Employee Right to Know
  - Fair Labor Standards Act
  - Hazardous occupations
  - Material Safety Data Sheets (MSDS) information
  - Occupational Safety and Health Administration (OSHA) regulations
  - Student work permits

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.6.11 Speaking and Listening**

- A. Listen to others.
- Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

**Secretary's Commission on Achieving Necessary Skills (SCANS)****PERSONAL QUALITIES**

**Responsibility:** Exerts a high level of effort and perseverance toward goal attainment. Works hard to become excellent at doing tasks. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism.

**COMPETENCIES**

**Information:** Acquires and uses information orally and in writing, as the need arises.