

## WorkAbility IV

### Student Program Responsibilities

WAIV students shall have the responsibility to:

1. Provide the WAIV program with updated contact information whenever conditions change.
2. Conduct your behavior in a courteous, professional, and respectful manner.
3. Maintain your hygiene and not wear perfumes or colognes at any sponsored WAIV program activity or venue.
4. Communicate in a normal tone of voice and not use vulgar language over the phone or in public.
5. Keep scheduled appointments. Make every effort to arrive on time for all scheduled appointments and workshops. If circumstances do not allow you to attend an appointment or workshop, you must notify the WAIV program staff of the cancellation at the earliest opportunity. More than three (3) no-shows without advance notice may affect your status with WAIV.
6. Attend and participate in all required activities that have been assigned under the “Guide to Employment.”
7. Cooperate with WAIV and Career Center staff in the implementation of all assignments outlined in the “Guide to Employment.” Failure to cooperate and to make reasonable effort may result in the recommendation for case closure and loss of further WAIV program services.
8. Report any changes in circumstances which may affect your ability to participate in or complete the assignments outlined in the “Guide to Employment”. The continuation of services is dependent upon ongoing evaluation including your health status and your ability to benefit in terms of employability.
9. Inform the WAIV staff in a timely manner if special accommodations or auxiliary aids or services are required to allow you to participate in program activities.
10. Communicate with the WAIV program staff and DOR Counselor on a regular basis.
11. If you encounter a problem with any WAIV or Career Center staff, you are encouraged to communicate and resolve the problem first with the particular WAIV or Career Center staff, then discuss the problem with your DOR Counselor.
12. Inform the WAIV program if you are receiving employment services from another Community Rehabilitation Provider (CRP).
13. Per “Guide to Employment,” student must attend appropriate number of WAIV to Work events and WAIV- sponsored workshops.
14. Submit a Job Placement Form upon hire.
15. Submit a monthly update of employment.

I understand and agree to the terms and conditions stated above.

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