



EMPLOYEE HANDBOOK

**110 NORTH INDUSTRIAL DRIVE
P.O. BOX 623
SHELL LAKE, WI 54871**

VENTURES UNLIMITED, INC.

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Shell Lake, WI 54871
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Po Box 13050
Hayward, WI 54843
715-934-3035**

**413 S. Main St.
Rice Lake, WI 54868
715-736-6959**

WHAT IS VENTURES UNLIMITED, INCORPORATED?

Ventures Unlimited, Incorporated is a work training facility providing services for adult developmentally disabled of without regard to race, color, sex, national origin, age, handicap or religion. The facility is a non-profit agency, operated by a seven member Board of Directors. Various counties contract with Ventures Unlimited, Inc. for the services they provide to adults with developmental disabilities.

Ventures Unlimited, Inc., is more than a place to go and spend the day. Ventures is a work site. Employees are expected to report and be ready for work four (4) days a week, eight (8) hours per day. We have morning and afternoon break and thirty (30) minute lunch period as on any other job.

VENTURES MISSION AND VALUE STATEMENTS

Ventures Unlimited, Inc. mission is to assist people in obtaining optimum development, personal independence and employee goals in both facility-based and community-based work settings.

Value Statements:

1. Opportunities create the possibility for growth and employment; therefore, all people have the right to equal opportunities—to experience or withdraw, to succeed or fail—with their decisions being respected.

2. Our success depends on valuing and practicing inclusion and integration in the community.
3. All people have the right to choose their goals in live.
4. All people have the right to be treated with dignity and respect.
5. All people have the responsibility to express their needs with the security of knowing they will be heard, and we advocate for those who cannot communicate on their own.
6. We select and value dedicated, qualified staff and board members who believe in the philosophy of Ventures Unlimited, Inc.
7. We strive to create an atmosphere of creativity and teamwork.
8. All people are unique, with their own abilities.
9. We challenge ourselves to change.
10. We are dedicated to seek out resources to satisfy our mission.

ADMISSION POLICY

It is the intent of Ventures Unlimited, Inc. to serve people from the age of 21 that have been identified as developmentally disabled according to the state definition of “developmentally disabled.”

In the event a referral is made for a person who may need developmental disability services, Ventures Unlimited, Inc. may allow the person to attend the program temporarily for a period up to ninety (90) days, after a written statement that states this is only a temporary placement is signed by the people involved. An evaluation will be done as soon as possible. When the evaluation is completed, the facility Director and County Social Worker will determine if this person is eligible for services.

Determination of eligibility will be based on the following criteria:

- 1. 21 years of age or older*
- 2. Developmental disability*
- 3. Staff ratio/employee number at facility*
- 4. Monies (budget) allocated for services*
- 5. Transportation availability*
- 6. Non-dangerous behavior*
- 7. Agreement with program content*
- 8. Admission approval by County Social Worker*

Referrals will include a meeting with the parent or guardian and with facility staff that will be involved in the programming for the person referred.

Exception for person under 21 years of age may be made if educational programming in schools was judged inappropriate through the evaluation process.

RETIREMENT POLICY

RETIREMENT from Ventures Unlimited, Inc. will commence when the facility can no longer provide services that meet the needs of the employee and has the full consensus of the county case management staff, Ventures Unlimited, Inc. Administration, Staff and the Board of Directors.

HOURS OF OPERATION

Ventures Unlimited, Inc. operates four (4) days per week, fifty (50) weeks per year, Monday through Thursday. Ventures is closed for the week of Christmas for a holiday break and also for one week of summer vacation at each center. Ventures-Shell Lake and Ventures-Rice Lake is closed the week of July 4. Ventures-Hayward is closed the week of Labor Day.

Staff Hours: 7:00am—4:30pm

Employee Hours: 7:45am—3:45pm

Ventures Unlimited, Inc. is closed on New Year's Day, President's Day, Easter Monday, Memorial Day, July 4th, Veteran's Day, Thanksgiving Day and Christmas. Other closings will be announced by the Chief Executive Officer.

HAZARD DAYS

Hazardous weather policy for the local school systems will be used as to determine when Ventures Unlimited, Inc. will be closed. Announcements will be made on radio stations WRLS 92.3, WHSM 101.1, WJMC 96.1, WKFX 99.1, or WAQE 97.7.

MEDICAL APPOINTMENTS

Medical Appointments should be made for Friday or Saturday whenever possible. In the event an appointment must be made during the work week, please inform the facility office in advance.

DRESS CODE

Staff and employees are expected to dress appropriately and be neat in appearance. Clothes should be clean and comfortable. Jackets, hats and snow boots will not be work during working hours.

VISITOR'S POLICY

All visitors must report to the office upon entering the building. Parents, Guardians and Home Coordinators are welcome to observe if arrangements are made in advance.

SMOKING POLICY

The Board of Director's of Ventures Unlimited, Inc. discourages its employees from smoking, since this is regarded as a poor health habit.

In view of this, all Ventures property has been declared smoke free.

Smoking is only permitted off Ventures property during designated break times.

Any employee facility to follow the above policy, will be subject to disciplinary action such as suspension without pay or dismissal.

DISPENSING MEDICATION

Clients are expected to know times and quantities of their prescriptions and will take medication on their own. No medically licensed staff are currently employed. However, staff will assist with training for self-sufficiency in this respect and the assistance of the County health nurses should be enlisted for cases where self-sufficiency cannot be expected.

PROVIDED SERVICES

Transportation

Ventures Unlimited, Inc., will transport employees under special circumstances, within logistical parameters and with the approval and funding of the county case manager.

Ventures Unlimited, Inc. owns and operates six (6) vehicles carrying a maximum of sixty-seven (67) passengers. Transportation is provided to and from home/facility where resources are available.

Van drivers are also facility staff and are on a time schedule. Employees are expected to be at the end of her/his driveway at the designated time schedule for him/her. Van drivers cannot wait. If a driver is early, he/she will wait until the designated time. If an employee will not be working, we expect the driver to be notified by 6:30am to avoid unnecessary trips. All passengers are required to wear safety belts and follow basic safety guidelines.

Transportation services are contingent on behavior on the vehicle. All employees are expected to treat other passengers in a courteous and respectful manner. Verbal or physical abuse could result in suspension of transportation services for the offending individual.

EMPLOYEE DELIVERY POLICY

It is Ventures Unlimited, Inc. policy, there be a responsible person present at the employee's home at the time an employee is delivered to the home at the end of the work day or transportations service will be suspended until this policy is being complied with.

Case Management

The Case Manager identifies individual needs on an individual basis in the areas of community involvement. Staffings will be held every six months. The case manager coordinates and develops resources to meet these needs. The case manager will coordinate with appropriate support persons in scheduling

these program reviews.

Supported Employment

Supported Employment offers a person with a disability the opportunity to work at a community job and experience the demands of work in a competitive setting. Ventures works in conjunction with the Division of Vocational Rehabilitation in developing employment plans. The Supported Employment program is designed to aid an individual with a period of “support” while he/she gains valuable job experience and the skills necessary to compete in today’s labor market. Clients will never be placed in a job experience if the job is open due to a strike.

Placement Services

A client can be referred to the in-house placement specialist. The placement specialist will assist the client in looking through want ads, filling out applications, and may make cold calls for the clients. The placement specialist will not put a client in a job where the opening is due to a strike.

Achieving Independence with Mentors (AIM) Program

This program is designed for employees with higher needs. The AIM program teaches daily living skills and provides more one-on-one instruction. Certified Nursing Assistants (CNAs) are employed in this program to assist in feeding and toileting.

Work Activities

Work activities consist of:

1. Assembly
2. Packaging
3. Collating
4. Food Preparation

In work activities, each employee participates in a vocational activity, learn proper work habits and safety procedures.

Casual Employment

Ventures Unlimited, Inc. employees are involved with casual employment jobs such as lawn raking, lawn mowing, gardening, and snow shoveling. Persons in the community call the facility for this type of job.

FEDERAL AND STATE LAWS REQUIRE US TO PAY OUR EMPLOYEES (D.D. CLIENTS) EITHER A COMMENSURATE, MINIMUM OR PIECE RATE WAGE FOR ALL WORK DONE AT THE FACILITY. THIS LAW NOT ONLY PROTECTS PERSONS WITH DISABILITIES BUT THE PERSONS WITHOUT DISABILITIES AS WELL.

Individual Needs

Individual needs training consists of:

1. Personal hygiene
2. Independent Living

3. Social awareness

Recreation

An annual Christmas party and summer picnic are provided each year for all employees as well as planned educational field trips if there is down time.

PERSONNEL POLICIES

Illness

When ill, employees are expected to remain home. If the employee is sent to work ill or becomes ill during work, a phone call will be made to parent/home coordinator to take the employee home.

Truancy

Missing work without an excuse is unacceptable. This will result in a three day suspension.

Behavior

Foul language—the employee will be warned the first time. If the behavior continues, a phone call will be made to be picked up or remain home the next day.

Uncontrolled behaviors such as: throwing things, threatening others, hitting, vicious teasing or a refusal to work will result in an initial warning. If the behavior continues a phone call will be made to a parent/home coordinator to pick up the client, Threatening behaviors may be treated with no

Warning—only a phone call (either home or to a law enforcement agency) with immediate removal for the safety of others.

Continued inappropriate behavior without regard to correction will be reason for suspension or dismissal from the program.

No Touch Policy

Employees will refrain from physical contact with staff members, other employees and visitors during workshop hours. Violations will be addressed with verbal or written warnings. Repeated or serious violations could result in suspension or dismissal from the program.

PRINCIPALS OF FAIRNESS

Ventures Unlimited, Inc. complies with all requirements relating to wages, hours and conditions of employment as established by the U.S. Department of Labor, and State and Local regulations. This facility will not discriminate in employment, promotion, pay or place of work because of race, creed, national origin, sex, non-job related disability or age.

All personnel in the work activity program will have equal opportunity to use the same equipment where such use is appropriate to the individual employee's capabilities and to his/her job as determined by the job supervisor.

SAFETY

Provisions of safety and health standards shall apply uniformly to all personnel.

The safety of all personnel is the first priority in all work activities. Job supervisors periodically instruct employees in safety procedures, and all employees and staff must abide by established safety procedures and regulations.

SUPERVISION OF EMPLOYEES

Employees are supervised at all times, consistent with the requirements of the specific activity.

VACATION

Employees earn one week of vacation at a rate of one vacation day per 672 hours. Vacation days need to be request two weeks in advance. If vacation is not used by the end of the year the vacation hours will be paid out over Christmas break.

EMPLOYEE GRIEVANCE PROCEDURE

Ventures Unlimited, Inc. will attempt to resolve all grievance within twenty working days from the initiation. Employees should attempt to resolve the problem informally with their supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal grievance, in writing, to the Chief Executive Officer (CEO).

If the grievance cannot be resolved in this manner, the following procedure shall be followed.

- A. The CEO will contact the grievance committee to meet with the CEO and the persons involved.
- B. If the problem is still not resolved, a hearing shall be scheduled with the full Board of Directors and the persons involved. The Board of Directors decision shall be final.

No employee will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels that he or she is subjected to any of the above, that employee has the right to appeal directly to the CEO.

Kristin Frane, Chief Executive Officer
Tom Sweeney, Vocational Case Manager
Kara Breitenfeld, Vocational Case Manager
Mike Grilley, Vocational Case Manager
Kate Melton, Board Chairperson