



# Workforce Development Program Participant Agreement

PROGRAM PARTNER: ☐ Fresno Mission ☐ SER

PARTICIPANT NAME: \_\_\_\_\_ WEEKLY HOURS: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_ FINAL DATE: \_\_\_\_\_

## PARTICIPANT GUIDELINES

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### *Duration*

All workforce participants are expected to be short-term and are encouraged to transition to full-time employment within eight (8) months to complete Central California Food Bank's (CCFB) Workforce Development Program.

- If the participant's assignment at CCFB extends beyond eight months, the Volunteer and Workforce Team will develop a plan to either obtain employment or facilitate their transition out of the program. This plan will be limited to an additional four (4) months, ensuring the participant's total duration does not exceed twelve (12) months.

### *Training*

CCFB will offer specialized training necessary to fulfill position assignments successfully. This often includes training on office or warehouse equipment, specific software, or site-specific safety protocols.

- Additionally, the Volunteer and Workforce Team will offer training to help individuals secure full-time employment. The training includes, but is not limited to, the following areas:
  - Trauma-Informed Customer Service
  - Job Application Etiquette
  - Resume Workshop
  - Interview Skills
  - Job Search

### *Performance Reviews*

- Each workforce participant may receive periodic performance feedback from their direct supervisor or the Volunteer and Workforce Team. These sessions provide an opportunity to discuss job responsibilities, address weaknesses, highlight strengths, and explore ways to enhance performance.
- Formal performance evaluations are conducted at the midpoint (four months) and the end of the assignment (eight months). An additional evaluation may be conducted at twelve months, if necessary.
  - Performance evaluations may assess your knowledge of assignments, communication skills, productivity, work quality, adaptability, professionalism, initiative, creativity, time management, reliability, interpersonal skills, leadership, management skills, work attitude, and attitude toward others. These evaluations aim to inform you about your progress, areas for improvement, and future performance goals.

## ASSIGNED SCHEDULE

Day	Start Time	Break Time	Lunch Time	Break Time	End Time
Monday	7:30 AM	9:15 – 9:25 AM	10:30 – 11:00 AM	12:15 – 12:25 PM	1:30 PM
Tuesday	7:30 AM	9:15 – 9:25 AM	10:30 – 11:00 AM	12:15 – 12:25 PM	1:30 PM
Wednesday	7:30 AM	9:15 – 9:25 AM	10:30 – 11:00 AM	12:15 – 12:25 PM	1:30 PM
Thursday	7:30 AM	9:15 – 9:25 AM	10:30 – 11:00 AM	12:15 – 12:25 PM	1:30 PM
Friday	7:30 AM	9:15 – 9:25 AM	10:30 – 11:00 AM	12:15 – 12:25 PM	1:30 PM

**Work Location:** \_\_\_\_\_

**\*Please note:** To ensure proper coverage, participants may be asked to alternate breaks (10 minutes) and lunches (30 minutes) in Groceries2Go, First Fruits Market, and Distribution Center by site coordinators. If there are any changes to the assigned schedule, the Volunteer and Workforce Team will give you a "Schedule Change" form.

You must clock in and out according to Central California Food Bank (CCFB) policy and/or state requirements. You **MUST** clock in and out for lunch and/or leave the premises. ***Do not exceed your assigned hours per day and/or week.***

## WORKFORCE PARTICIPANT ACKNOWLEDGE AND AGREEMENT STATEMENT

By signing this agreement, I, \_\_\_\_\_, acknowledge and agree to adhere to the policies and procedures set forth by Central California Food Bank. I agree to abide by all rules and guidelines outlined in this document, including but not limited to safety protocols, code of conduct, and confidentiality requirements. I understand that my compliance is essential to the success and integrity of the Central California Food Bank and its mission.

I understand that failure to comply with CCFB policies and procedures, attendance requirements, or program commitments may result in disciplinary action, including but not limited to warnings, reassignment, or termination of my participation.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CCFB Representative Name:** \_\_\_\_\_

**CCFB Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ATTENDANCE POLICY

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Attendance and punctuality are important to the efficient operations of any business. Good attendance and punctuality are essential components of solid workforce participant performance and are measured by objective standards. Poor attendance and tardiness disrupt productivity and make it difficult to function effectively.

Each participant is responsible for being present at the correct time each day. On occasion, participants may have reason to be absent from work. On these occasions, participants are expected to contact the Volunteer Coordinator at least one hour before their scheduled starting time on the first day and each subsequent day of an unscheduled absence, i.e., due to illness, car troubles, an emergency, etc. Excessive absenteeism or any absence without notice will result in disciplinary action, up to and including termination of employment.

You must under all, but the most extenuating circumstances, contact the Volunteer Coordinator and your designated program partner at least one hour before your scheduled start time to inform your worksite supervisor of your expected absence or tardy or you will be subject to disciplinary action, up to and including termination of employment.

## **1. Tardies**

CCFB will count you as tardy if you:

- Fail to report at the scheduled start time without calling the Volunteer Coordinator at least one hour before your scheduled start time.
- Leave prior to the end of your scheduled end time without prior approval.
- Take an extended meal or rest period (excluding preparatory/conclusory activities) without prior approval.

Repeated incidents of tardiness or leaving work early may result in disciplinary action, up to and including termination of employment.

## **2. Absences**

Absence is any time you are scheduled to work and are unable to report. Each absence counts as one (1) occurrence. This does not include approved time off for vacation, holiday, bereavement leave, jury duty, leave of absence or other approved time off or time off protected by law. However, participants must provide a reason for the absence and sufficient information to allow CCFB to determine whether the absence qualifies as job-protected leave.

## **3. Disciplinary Action**

More than 3 (three) instances of tardiness and unexcused absences by a participant during any twelve-month period are considered excessive, and the participant will be eligible for disciplinary action, up to and including termination of employment. Central California Food Bank defines excessive absenteeism as more than 3 (three) days of absence in a one-month period. If you fail to report for work without any notification (No Call / No Show) to the Volunteer Coordinator and the absence continues for a period of 3 (three) consecutive business days, Central California Food Bank will determine that you have abandoned your position and voluntarily terminated your placement.

## **4. List of Protected Absences and Tardies**

Absences or tardies under the following circumstances will not count as an occurrence under this policy.

- Authorized leaves of absence, including all legally required leaves of absence approved by
- CCFB, such as Family and Medical Leave (FMLA), the California Family Rights Act (CFRA),
- Pregnancy Disability Leave (PDL), paid sick leave under the Healthy Workplaces, Healthy Families Act of 2014, and certain school related matters.

- Necessary reasonable accommodation of a disability as defined by the Americans with Disabilities Act, Americans with Disabilities Act Amendments Act, and Fair Employment and Housing Act, provided such accommodation does not cause undue hardship to CCFB as determined by CCFB.
- Time missed due to the participant being on workers' compensation leave.
- Military leave.
- Jury duty (provided documentation is supplied as set forth in CCFB's policy, below).
- Court subpoenas provided you notify CCFB with as much advance notice as reasonably possible.
- If you are directed by CCFB to leave work early due to lack of work or by mutual agreement.
- Pre-approved modifications of your work schedule. Documentation may be requested.
- Bereavement leave and reproductive loss leave of up to five (5) days.
- Authorized vacation.
- Holidays recognized by CCFB provided you are not scheduled to work on the holiday.
- Disciplinary suspension.
- Layoff.

A participant who is absent for any of the above-listed reasons (which may require documentation) must present satisfactory substantiation to have the occurrence become an exception. The necessary information must be submitted on the day prior to or on the day the participant returns to work or as otherwise required by law or as directed by CCFB.

At all times, the participant must provide notice as soon as practicable to the Volunteer Coordinator and their program contact regarding the basis of the absence and sufficient information to let the supervisor or Volunteer Manager know the absence(s) may qualify for an exception. Participants must also inform the Volunteer Coordinator, or their program contact the expected return to work date, if known.

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**By signing below, I acknowledge that I have read and understood the Attendance Policy and agree to abide by the terms and conditions outlined above.** I understand that regular attendance is crucial to the success of CCFB operations. I commit to attending all scheduled shifts unless I have provided at least one hour's notice to the appropriate supervisor or Volunteer and Workforce Team in case of absence or tardiness. I understand that excessive absences or tardiness may result in reassignment or termination of my participation.

**Participant Name (Printed):** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_

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

# Central California Food Bank Policies and Procedures

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**By initialing below**, I verify that I understand and will abide by the policies and procedures of the Central California Food Bank (CCFB). Please note that CCFB reserves the right to revoke any hours should any of the policies and procedures are violated.

## General Policies and Procedures

**Initial**

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- Volunteers ages 5-15 must be accompanied by an adult (18+) at all times in the distribution center, with a 1:5 adult-to-child ratio. Volunteers ages 14 and up can volunteer in our office without an adult. Volunteers 15 years and older can help at Groceries2Go and First Fruits Market without an adult.
- Parking is available at the front of the building.
- Stay in your assigned area unless directed otherwise by a staff member.
- Central California Food Bank is not responsible for missing personal belongings.
- Sexual harassment, violence, or offensive speech will not be tolerated.
- Volunteers under the influence of drugs or alcohol are not permitted.
- Individuals with open cuts or sores cannot enter the food storage area.
- Anyone showing signs of cold, flu, or COVID-19 symptoms is not permitted to volunteer.
- Clean up your area before leaving.

## Distribution Center Rules and Regulations

**Initial**

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- No loose jewelry or open-toed shoes. Dress comfortably and respectfully as the warehouse temperature varies.
- Wash or sanitize your hands before and after handling food.
- Wear gloves when handling food. Replace gloves if you leave the area.
- No headphones or cell phone use in the distribution center. Calls can be made in the break room.
- No smoking, vaping, drinking, or eating inside the distribution center.
- Use the volunteer break room for breaks. Microwaves, vending machines, and water bottles are available.
- Do not take or use any food from the distribution area.
- Lift with your legs, keep your back straight, and get help for items over 50 lbs.
- No running, horseplay, riding on pallet jacks, or standing on pallets.
- Report all accidents and injuries to staff immediately.
- In an emergency, stay calm and follow your volunteer leader.

# DRUG AND ALCOHOL ABUSE

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Central California Food Bank is committed to providing a safe, healthy, and productive workplace that is free from alcohol and unlawful drugs as classified under local, state, or federal laws, including marijuana, while workforce participants are working on CCFB's premises and while operating Company-provided vehicles. While the use of marijuana is legal under California law for medicinal and recreational uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by CCFB policy. Workforce participants that work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work.

Accordingly, CCFB prohibits the following in the workplace:

- a) Possession, use, or being under the influence of alcohol, marijuana, or an illegal drug, intoxicant, or controlled substance.
- b) Operating a vehicle owned or leased by CCFB while under the influence of alcohol, marijuana, or an illegal drug, intoxicant, or controlled substance.
- c) Distribution, sale, manufacture, or purchase—or the attempted distribution, sale, manufacture, or purchase—of an illegal drug, marijuana, intoxicant, or controlled substance.

Any workforce participant suspected of possessing alcohol, marijuana, an illegal drug, intoxicants, or a controlled substance is subject to inspection and search, with or without notice. Workforce participants' personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, are also subject to inspection and search, with or without notice. Workforce participants who violate CCFB's drug and alcohol abuse policy will be removed from the workplace immediately. CCFB may also bring the matter to the attention of appropriate law enforcement authorities.

## ***1. Reporting Use of Medication/Rehabilitation Program***

Workforce participants who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a condition should inform their supervisors and the Human Resources Department if they believe the medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to for a shift while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Central California Food Bank's Disability Accommodations Policy.

Workforce participants who have a drug or alcohol abuse problem and volunteers for treatment or rehabilitation will be reasonably accommodated and will not suffer any adverse actions as a result this request. Available medical leave and medical coverage, for which the workforce participant is eligible, will be used in coordination with an appropriate treatment plan for the rehabilitation of the workforce participant. For information regarding reasonable accommodations to participate in a rehabilitation program, see the Alcohol and Drug Rehabilitation policy above.

## ***1. Application***

CCFB will require drug and/or alcohol testing:

- 1) Pre-employment testing. After an offer of employment, but before the candidate commences employment, as a condition of employment;
- 2) Reasonable suspicion. When a reasonable possibility exists that a workforce participant is under the influence of alcohol, marijuana, or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable possibility means suspicion based on objective information regarding, among other things, the appearance, behavior, speech, attitude, mood, odor, and/or breath odor of a workforce participant sufficient to suspect the workforce participant is under the influence of alcohol, marijuana, or any illegal drug, intoxicant or controlled substance. Testing may also be required if an workforce participant is found to be in possession of physical evidence (drugs, alcohol or other paraphernalia, possibly connected with the use of an illicit drug). However, the possession of drugs or alcohol is prohibited whether or not it is determined that the workforce participant also used such substances and may be an independent factor for subjecting the workforce participant to disciplinary action, up to and including termination of participation;
- 3) Work-related injury or near-miss. When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, the accident, near miss, or incident is of the nature that if the workforce participant was under the influence of an illegal drug, intoxicant, or controlled substance or alcohol or marijuana, such influence could have contributed to the occurrence of the accident, near-miss, or incident, and the accident, near-miss, or incident is severe (i.e., causes, or potentially could cause, injury to the workforce participant or to another person) or causes, or potentially could cause, substantial damage;
- 4) Safety-sensitive positions. Randomly for workforce participants working in a safety-sensitive position; and
- 5) DOT positions. When required by a state or federal law or regulation (e.g., (i) persons driving commercial motor vehicles with a gross vehicle weight rating of 26,001 pounds or more or carrying hazardous materials in interstate commerce that are subject to the Department of Transportation regulations (“DOT testing”); or (ii) for other reasons required by law).
- 6) When a workforce participant is off work for more than 60 days, other than a job-protected leave of absence such as workers’ compensation leave, a drug test will be required as a condition of returning to work.

## **2. Procedures**

The testing required by CCFB will involve an initial screening test by an independent testing facility which will obtain the individual’s written consent prior to testing. CCFB will pay for the full costs of the test.

If that test result is positive, the positive result will be confirmed using a different testing methodology. The test results will be kept as confidential as possible. The workforce participant being evaluated will be given assistance in obtaining a ride home from the testing facility or work location if approved third party evaluation services are available at the work site.

Workforce participants suspected of working while under the influence of illegal drugs or alcohol will be suspended without pay until CCFB receives the results of the drug and alcohol test from the testing facility and any other information CCFB may require in making an appropriate determination.

Workforce participants who report a work-related injury or illness will not be tested for drug or alcohol if there is no reasonable basis for believing that drug or alcohol use could have been a contributing fact to the reported injury or illness, or if the workforce participant's conduct is not suspected to have caused the injury or illness. However, drug or alcohol testing following a report of injury or illness may be conducted if required under workers' compensation or other state or federal law.

### **3. Results**

Drug and alcohol test results are confidential and will be maintained in the same manner that all medical records are maintained. Upon written request, the workforce participant will be furnished with a copy of their test results. Only the Co-CEOs and Human Resources Manager are designated to receive test results. Other managers will be notified of the drug or alcohol test results on a need-to-know basis.

**Participant Name (Printed):** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Central California Food Bank Data Practices

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Dear Workforce Participant:

Central California Food Bank welcomes and appreciates the service you offer as workforce participant of our organization. In your role, you may have access to data or information on program participants that is classified as “private” and considered confidential.

The purpose of this document is to remind you that the information you will obtain through working with program participants is private and that you are responsible to treat this information as such. You should not discuss information about program participants with anyone other than our program staff.

Please read and sign the paragraph below.

By signing this, I acknowledge that I have read and that I understand the foregoing information provided to me regarding the private nature of program participants. I agree to treat the data as private and I will not copy, photograph, or disclose it to anyone other than those persons as set forth above. I understand this information is given to me in my role as a workforce participant and I will use it only to perform these services for the Central California Food Bank. If I have any questions about the treatment or classification of any data, I will contact the IT Manager.

**Participant Name (Printed):** \_\_\_\_\_

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

**Participant Signature:** \_\_\_\_\_

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