

***Functional
Industries***
INCORPORATED

"Meeting Tomorrow's Needs Today"

Participant Handbook

OES

Welcome to Functional Industries!

We are a non-profit organization located in Buffalo, MN: our mission statement is, ***“To create and promote innovative opportunities that reveal the natural potential of each person we serve.”***

Our core values are:

- ***Continuous quality improvement***
- ***Understand consumer choice***
- ***Collaborate with stake holders***
- ***Respect the worth of all people***
- ***Cultivate every resource***

This handbook explains your rights and responsibilities and how services are provided. Services will be individualized to meet your needs, as well as the needs of your support team.

Functional Industries, Inc (FII) Board of Directors consists of volunteers. We work with the board to develop and achieve goals that make the most of FII’s services. The board of directors has the final responsibility for setting policies and reviews the services, programs, and procedures at FII.

We are thrilled you have chosen FII to help you meet your employment goals! We are here to support your employment growth and will offer you opportunities to gain valuable work skills that will help you in preparing for, choosing, and keeping employment of your choice.

Sincerely;

Lisa Parteh
Vice President of Client Services

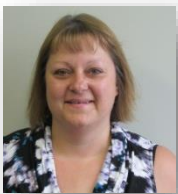


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Frequently Asked Questions: OES



What is this program?

- Organizational Employment Services (OES) are designed to provide you:
 - Paid work
 - Community and center based jobs in hand assembly, packaging, and janitorial
 - Case management, vocational assessment, employee development, job placement, and job coaching
 - Team meetings after 45 days, semi-annually and annually
 - Choice and assist you in becoming the most successful worker you can be

Do I need to have completed another program to participate?

- OES does not require you to participate in pre-placement or other vocational training

What can this program help me with?

- Getting used to working
- Developing new work skills
- Earning money
- Getting a competitive job

Where do I work?

- Onsite
- Community crews sites

What are the work hours?

- Monday – Friday from 8:30am-3:00pm
- Staff is available Monday-Friday from 7:30am-4:00pm
- Your schedule is determined by you and your team

Who helps me?

- Case Managers
- Skills Instructors
- Career Coaches

How do I get paid?

- Some jobs pay an hourly rate at minimum wage: **\$9.50/hour**
- Some jobs pay by each piece you complete:
 - ◊ The more pieces you complete the more money you will earn
 - ◊ Your pay will go up and down depending on the quality of your work and how fast you work

How do I get to work?

- You may drive
- Family or friends may give you a ride
- You may use available public transportation
- FII may provide transportation

Who pays for the services?

- Waiver
- County that is referring you
- Vocational Rehabilitation Services (VRS)
- School to work transitional services funded by the county, the school, VRS
- Private pay

What if there is a waiting list?

- Your name is placed on the list the date you become eligible for services
- You will be selected from the waiting list in the order you were placed on it

How do I get started?

- Call your county social worker or counselor
- Let them know you want to get started

ELIGIBILITY

To be eligible for OES:

- You must agree to work with staff from Functional Industries, Inc.
- If you have a guardian they must agree that you will receive services
- You must be referred by VRS, county social service agency, school district, or self
- You must meet a minimum of 3 areas of functional limitations
- Be 16 years of age or older
- Have a diagnosed disability that limits your ability to work competitively.
- Have medical, behavioral, and psychological circumstances that are stable
- Be able to care for personal hygiene needs
- Not be abusive to self or others
- Be able to administer and store medications independently, without assistance during work hours
- Want to work and benefit from services, this includes but is not limited to:
 - Maintaining reasonable attendance
 - Completing work with minimal supervision
 - Listening and complying with staff requests

*If you are found ineligible, you and other team members of your choice will be notified and given recommendations for other services in writing by the program manager.

Services

How to start services:

1. FII is contacted by your social worker, counselor, guardian, or you and the following things happen:
 - FII decides who is making the referral and paying for the program
 - The referral source is sent the following paperwork:
 - OES referral form
 - Areas of functional limitations form
2. The referral source completes and returns the above documents to the director along with:
 - Current Coordinated Service & Support Plan
 - Current psychological (when available)
 - Relevant social history
 - Current Individual Abuse Prevention Plan (when available)
 - Additional information as needed
3. Once referral documentation is complete a tour and meeting is arranged with you and your team to discuss:
 - What you want and need from services
 - What the referring person/agency expects
 - How FII can meet these needs/expectations
4. If you choose services and are accepted you will be assigned a FII case manager and an intake meeting to complete the following forms:
 - Final agreement on what services will be provided and the time lines
 - Arrangements to assist with transportation if needed
 - Review and sign all required forms

- Develop your review schedule (minimum of two times per year)
 - Develop payment agreement with referral source
5. If the program is full, you and others of your choice will be notified by the program manager in writing. You will be placed on a waiting list the date you became eligible, you will be selected from the list in the order you were placed on it.

OES Program Concept- The OES program at FII offers you:

- Jobs in hand assembly, production, and janitorial work
 - Crew employment at community businesses
- Case management (with meetings after 45 days of employment, semiannually, and annually) individualized personal assessment and vocational assessment, community placement, supported employment job coaching, and transportation when available.

What are some expected results of services?

- Increased work skills
- Increased work hours and wages
- Exposure to a variety of jobs
- Movement to community employment of your choice

Changing or leaving programs: OES

TRANSFER CRITERIA

You are able to transfer to another program within FII if you meet the eligibility requirements. If you are interested in transferring contact your case manager.

EXIT CRITERIA

You and/or your guardian can choose to stop services at any time. We ask that you give your case manager a two week written notice.

FII may choose to terminate or transfer services if:

- You are no longer benefiting from services
- You are not complying with eligibility criteria
- If the agreement from the person/agency paying for services expires

*A written discharge form and letter explaining why services have ended is mailed to you and your team and placed in your file.

*We ask you to notify FII if your address changes during the calendar year in which you leave services so that your tax information will be sent to the right address

Service Change

FII wants everyone in our programs to receive quality services, to do this we meet a minimum of quarterly with Wright County Human Services supervisors to discuss:

- Number of participants
- Anticipated changes to funding and how that may affect:
 - Staffing
 - Referrals
 - Programs
- What to do if there is a reduction of funding
 - FII will determine if anyone needs to be referred to other programs

- FII will determine if a waiting list is needed, the Vice President of Client Services will make this determination

Your Records (Confidential/Private Information)

You will have a case file at FII; all information will be kept private as defined under MN statutes 15.162 Subdivision 5A.

What does this mean?

- Your file is kept in a locked office or cabinet when not being used
- Your file is available to authorized staff and signed out when reviewed
- Your file stays at FII at all times except as approved by the Vice President of Client Services
- Your file is signed out if it leaves FII
- Information may be shared with state and federal officials who are involved in rehabilitation programming or who have a right to know under laws or regulations, they include:
 - Vocational Rehabilitation Services
 - Federal and state wage and hour representatives
 - Federal auditors
 - Social security representatives
 - Human services case managers
 - DHS Licensors
- The above agencies and certain other agencies or individuals listed on a *Consent for Release of Information* are able to request and share confidential information

Can I have access to my file?

- You have access to your file and can review it anytime
- If you are under the age of 18 or have a guardian, a parent/guardian may also review your file anytime
- If the Commissioner of Public Welfare is the legal guardian, we cannot stop the release of information to the Department of Welfare
- Certain information in the case record may be considered confidential by other authorities, this information may not be released to you or to others, even with your permission

Procedures-OES

Emergency Procedures:

- During orientation your case manager will review all emergency drills with you
- You will participate in all emergency drills
- You are expected to fully participate during these drills
- If you have any questions or concerns about this please see your case manager

Weather Closings: If the weather is bad:

- Listen to WCCO 830 AM or watch WCCO channel 4 TV for late starts or closings

Holidays:

- After 90 days of working you will be paid for holidays if:
 - The holiday is on a day you normally work
 - You work your scheduled day before and after the holiday, unless you are approved absent and use paid time off

Paid Holiday's: ***New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day***

Unpaid Holiday's: ***Labor Day, Day after Thanksgiving, Christmas Eve***

TIME AWAY FROM WORK- OES

Paid Time off (PTO):

- PTO accrues at a rate of .038461 per hours worked
- Maximum amount of PTO you can carryover is 40 hours per fiscal year (July 1st-June 30th)
- You are required to use PTO when taking time off of work
- You are required to use PTO if FII asks you to stay home due to low workload or weather
- When your services end you are paid any unused PTO

Funeral Leave:

After your 90 days you are eligible for three paid days in a row for the death of an immediate family member on days you are normally scheduled.

Your immediate family members are:

- Spouses
- Domestic partners
- Parents
- Brothers and Sisters
- Children and children of domestic partners
- Grandparents
- Grandchildren
- Parents-in-law and parents of domestic partner

Requests for funeral leave should be made to your case manager as soon as possible.

Voting:

If you are scheduled to work during the morning of an election or primary, you will be granted reasonable time off without loss of pay so you may vote:

- You will be paid your 90 day average
- FII has the right to select the hours you may go and vote
- Tell your case manager you are planning to vote as soon as possible
- When you get back you must give your case manager a voter's receipt

Retirement:

Retirement is not mandatory unless your health does not allow you to continue to work.

When retiring:

- You must give five working days written notice
- If you decide to retire or it's mandatory you will be given information about other possible services

Get Involved!

Safety Committee:

The safety committee consists of staff and participants from FII, things to know about the safety committee are:

- You may be asked by a staff member to join
- You may ask your case manager if you want to join
- A picture of your participant safety committee member is on the bulletin board on the work floor
- You can report safety concerns or suggestions to him/her
- The committee meets every other month
- Notes from each meeting are posted on the bulletin board on the work floor

Participant Advisory Committee (PAC):

The PAC consists of staff and participants from FII, things to know about the PAC are:

- It is a way for you to talk about ideas or concerns with the program you work in
- PAC is comprised of participant members and a case manager
- Other staff members that may attend are:
 - Board members
 - President
 - Vice president
 - Human resources
 - Program directors
- PAC meets every three months on the third Thursday of the month
- Notes from meetings are posted on the bulletin on the work floor
- A list of current committee members is posted on the bulletin board on the work floor

STAFF TRAINING & QUALIFICATIONS

To provide you the best services we hire the best staff!

All staff is trained by Functional Industries when hired and complete monthly trainings, these include:

- Vulnerable Adult
- Outcome Measurement
- Blood borne Pathogens
- Positive Interventions
- Grievance
- Baler Training
- Harassment
- Fire Extinguisher
- Right to Know
- Safe Transportation
- Incident/Accident Reporting
- CPR/First Aid
- OSHA
- Cultural Competency
- Emergency Procedures
- Data Privacy
- and more!

Client Rights & Responsibilities

While you are participating in programs at Functional Industries, you have the rights listed below. These rights must be explained to you and you must receive a copy within five working days of service initiation and annually thereafter.

Service Related Rights

- 1. You have the right to participate in the development and evaluation of the services being provided to you.**
 - It is your responsibility to provide input, ask questions, state desires/preferences/goals, use the supports provided to help you with your plan and give feedback about your services.
- 2. You have the right to access information applicable to you in adequate time to assist you in making decisions.**
- 3. You have the right to have services identified in the service plan provided in a manner that respects and takes into consideration your preferences.**
- 4. You have the right to refuse or terminate services and be informed of the consequences of refusing or terminating services.**
 - It is your responsibility to talk to your staff, legal representative, or county case manager about why you wish to stop services.
- 5. You have the right to know in advance, limits to the services available from Functional Industries, including Functional Industries' knowledge, skill and ability to meet your service and support needs.**
- 6. You have the right to know conditions and terms governing the provision of services, including Functional Industries policies and procedures related to temporary service suspension and service termination.**
 - It is your responsibility to follow policies and procedures and to listen to reasons why services are being terminated.
- 7. You have the right to a coordinated transfer to ensure continuity of care when there will be a change in the provider.**
 - It is your responsibility to inform your case manager when you are planning to leave services to ensure coordination with the new provider.
- 8. You have the right to know what the charges are for services, regardless of who will be paying for the services and be notified of changes in those charges.**
- 9. You have the right to know, in advance, whether services are covered by insurance, government funding, or other sources, and be told of any charges the person or other private party may have to pay.**
- 10. You have the right to informed consent or refusal or expression of choice regarding how services are provided, release of information, concurrent services and who is on your service delivery team.**
- 11. You have the right to receive services from an individual who is competent and trained, who has professional certification or licensure, as required, and who meets additional qualifications identified in your service plan.**

Protection Related Rights

- 1. You have the right to have personal, financial, service, health and medical information kept private, and be advised of disclosure of this information by the Functional Industries.**
- 2. You have the right to access your records and information recorded about you in accordance with applicable state and federal law, regulation, or rule.**
 - You have the responsibility to ask your case manager for help if you would like to look at your records.
- 3. You have the right to be free from maltreatment including abuse, financial or other exploitation, retaliation, humiliation and neglect.**
 - You have the responsibility to take care of your personal well-being and safety, to be kind and considerate to others, and to notify your case manager of any particular safety needs or concerns.
- 4. You have the right to be free from restraint or seclusion used for a purpose other than to protect the person from imminent danger to self or others.**
- 5. You have the right to receive services in a clean and safe environment when Functional Industries is the owner, lessor or tenant of the service site.**

- You have the responsibility to tell staff about any emergency situation immediately.
6. **You have the right to be treated with courtesy and respect and receive respectful treatment of your property.**
 - You have the responsibility to tell staff what your likes and dislikes are; tell staff any preferences pertaining to your culture, and help staff to understand you as a person.
 7. **You have the right to reasonable observance of cultural and ethnic practice and religion.**
 - You have the responsibility to tell staff what your likes and dislikes are; tell staff any preferences pertaining to your culture, ethnic practices and religion and help staff understand you as a person.
 8. **You have the right to be free from bias and harassment regarding race, gender, age, disability, spirituality, and sexual orientation.**
 9. **You have the right to be informed of and use Functional Industries' Grievance Policy and Procedures, including knowing how to contact persons responsible for addressing problems and to appeal under MN Statute 256.045.**
 - You have the responsibility to discuss any problem you have with staff before it becomes too serious, to understand that people may see things from different points of view, to listen to other people if they make a complaint about you, to learn about the steps you need to take if you want to make a complaint, and to ask for support in making or dealing with a complaint.
 10. **You have the right to know the name, telephone number, Website, e-mail, and street addresses of protection and advocacy services, including the appropriate state-appointed ombudsman, and a brief description of how to file a complaint with these offices.**
 - See below
 11. **You have the right to access or be referred to legal entities for appropriate representation and/or self-help support services.**
 12. **You have the right to assert these rights personally or have them asserted by a family member, authorized representative, or legal representative, without retaliation.**
 - You have the responsibility to speak up for yourself when you can, to respect other people's rights to speak up for themselves, and to identify someone who will represent you if you are not able to speak for yourself.
 13. **You have the right to give or withhold written informed consent to participate in any research or experimental treatment.**
 14. **You have the right to have Functional Industries adhere to research guidelines and ethics if you are involved in research or experimental treatment.**
 - You have the responsibility to inform Functional Industries of your participation and the guidelines.
 15. **You have the right to associate with other persons or your choice.**
 - You have the responsibility to behave in an appropriate manner, respect the rights and privacy of others, maintain your personal appearance, take part in activities which encourage and maintain friendships, choose your friends, and not bully or put pressure on other people.
 16. **You have the right to personal privacy.**
 - It is your responsibility to respect the privacy of others, tell people your privacy needs, respect others' personal space, take responsibility for your health and safety when alone and to respect others' needs for confidentiality.
 17. **You have the right to engage in chosen activities.**
 - You have the responsibility to take responsibility for your choices, take part as agreed in activities you have chosen, take part in training and engage in employment as you have chosen.
 18. **You have the right to an investigation and resolution of alleged restriction of rights.**
 - It is your responsibility to inform your case manager or the program director if you think your rights have been restricted.

RESOURCE NUMBERS



6112 322nd Street
St. Cloud, MN 56303
Phone: 320-240-9550 or 1-800-775-3196
<http://www.thearcofminnesota.org/>



8161 Normandale Blvd
Bloomington, MN 55437
Phone: 952-838-9000 Fax: 320-240-9315
<http://www.pacer.org/>

Contact the Office of Ombudsman for Mental Health and Developmental Disabilities (OMHDD)

121 7th Place East
Suite 420 Metro Square Building
St. Paul, Minnesota 55101-2117
Phone: 651-757-1800 or 1-800-657-3506
Fax: 651-797-1950
<http://mn.gov/omhdd/>

A flyer for the Minnesota Adult Abuse Reporting Center. The top half features a photograph of two hands clasped together. Below the photo, the text reads 'Minnesota Adult Abuse Reporting Center' in a large, black, sans-serif font. Underneath, in a smaller font, are the words 'exploitation neglect financial verbal emotional abuse physical sexual'. The middle section states 'Minnesota has a new central system for reporting suspected maltreatment of vulnerable adults'. Below this is a bulleted list: '■ State-wide common entry point available 24/7', '■ 844-880-1574 is the toll-free phone number for the general public', and '■ Website access for mandated reporters is mn.gov/dhs/reportadultabuse/'. The text 'Effective July 1, 2015' is centered below the list. At the bottom, there is a small icon of a family (two adults and a child) and the text 'For more information go to mn.gov/dhs/adult-protection/'. A small number 'DHS-6728-040 8-15' is at the very bottom.

HOW YOU ARE PAID

Our U.S. Department of Labor Special Minimum Wage certificate is posted on the bulletin board on the work floor. We must renew the certificate every two years. It authorizes the payment of special commensurate wages to workers with disabilities as compared to workers without disabilities in the same type work. This allows each program participant to earn wages at his/her own rate. If the program participant is earning less than minimum wage the certificate requires us to pay the program participant an amount that matches her/his quantity and quality of work.

This means Functional Industries, Inc. must base each program participant's pay on the type, quantity, and quality of work he/she completes compared to workers without disabilities in the same or similar work.

- Your pay will depend on the type of job you do, your quantity and quality of work
- Some jobs pay an hourly rate at the minimum wage
- Some jobs pay an hourly rate commensurate wage with your ability, quantity and quality of work
- Other jobs pay by each piece you complete:
 - The more pieces you complete the more money you will earn
 - Your pay may go up and down depending on your speed, number of pieces and quality of work
- Your wages are taxable earnings under state and federal law. We are required to withhold FICA.
- Your income taxes and withholdings are determined by your filing status and your annual gross income.

You are not paid for:

- Class time, recreation, therapy, and social time
- Time when you refuse to work or do not work
- Being absent without paid time off (PTO)
- When work is not available

Appropriate Workplace Attire

The following dress code guidelines are to assist in maintaining a professional image, regardless of individual positions.

The following items are not to be worn in the performance of duties for FII:

- **Open toed shoes (for all positions where production/program work is performed; this includes work floors, crews, activity rooms & program rooms)**
- **Tank tops with narrow straps that expose underclothing**
- **Clothing that is see through, has holes, or is low cut, exposing underclothing or skin**
- **Tank tops with large arm holes, exposing underclothing or skin**
- **Half shirts, or shirts that expose the midriff**
- **Short shorts**
- **Short and/or tight skirts**
- **Clothing that displays inappropriate sexual, violent, or otherwise offensive material or language**

If you do not adhere to this policy, you will be asked to turn clothing inside out, remove the clothing (hats, coats, etc.) or be excused to change your clothing before you will be permitted to return to work.

*Non-adherence to this policy may result in disciplinary action.

Disciplinary Policy

Process for dismissal from FII:

- 1) verbal warning (document date & verbal warning that was given)
- 2) written warning (#1)
- 3) written warning (#2) with 1 day suspension (individually based; specific incident will be taken into consideration to determine “in or out of house” suspension)
- 4) written warning (#3) with 2 day “out of house” suspension
- 5) written slip of termination

Reasons for dismissal from FII:

- 1) behavior that is dangerous to self or others (may result in immediate termination)
- 2) use of liquor/illegal drugs on premises
- 3) theft
- 4) unsatisfactory job performance
- 5) continued abuse of personnel policies
- 6) inability to benefit from programs and/or services

Electronic Devices (cell phones):

- 1) verbal warning (document date & verbal warning that was given)
- 2) written warning (#1) performance improvement plan (PIP) completed with team
- 3) written warning (#2) PIP completed with team
- 4) written warning (#3) PIP stating that for the following 2 weeks you have lost your privilege of having your phone at work. If you arrive to work with your phone you will need to sign it in with FII staff and sign it out at the end of your work day.
- 5) Meeting with team to discuss program movement as you are not following the rules and policies of the OES program.

Case Managers have the authority to dismiss consumers; approval from the Director of Rehabilitation Services is required.

Functional Industries Grievance Policy

Policy

It the policy of Functional Industries to ensure that people served by Functional Industries have the right to respectful and responsive services. We are committed to providing a simple complaint process for the people served in our programs and their authorized or legal representatives to bring grievances forward and have them resolved in a timely manner.

Procedures

Service Initiation

A person receiving services and their case manager will be notified of this policy, and provided a copy, within five working days of service initiation.

How to File a Grievance

1. The person receiving services or person's authorized or legal representative:
 - a. Should talk to a staff person that they feel comfortable with about their complaint or problem;
 - b. Clearly inform the staff person that they are filling out a formal grievance and not just informal complaint or problem; and
 - c. May request staff assistance in filing a grievance.
2. If the person or person's authorized or legal representative does not believe that their grievance has been resolved they may bring the complaint to the highest level of authority at Functional Industries.

That person is: **Rod Pederson**

They may be reached at: **763-233-5161**

Response by the Program

1. Upon request, staff will provide assistance with the complaint process to the service recipient and their authorized representative. This assistance will include:
 - a. The name, address, and telephone number of outside agencies to assist the person; and
 - b. Responding to the complaint in such a manner that the service recipient or authorized representative's concerns are resolved.
2. Functional Industries will respond promptly to grievances that affect the health and safety of service recipients.
3. All other complaints will be responded to within 14 calendar days of the receipt of the complaint.
4. All complaints will be resolved within 30 calendar days of receipt.

5. If the complaint is not resolved within 30 calendar days, Functional Industries will document the reason for the delay and a plan for resolution.
6. Once a complaint is received, Functional Industries is required to complete a complaint review. The complaint review will include an evaluation of whether:
 - a. Related policy and procedure were followed;
 - b. Related policy and procedure were adequate;
 - c. There is a need for additional staff training;
 - d. The complaint is similar to past complaints with the persons, staff, or service involved; and
 - e. There is a need for corrective action by Functional Industries to protect the health and safety of persons receiving services.
7. Based on this review, Functional Industries must develop, document and implement a corrective action plan designed to correct current lapses and prevent further lapses in performance by staff or Functional Industries, if any.
8. Functional Industries will provide a written summary of the complaint and a notice of the complaint resolution to the person and case manager that:
 - a. Identifies the nature of the complaint and the date it was received;
 - b. Includes the results of the complaint review; and
 - c. Identifies the complaint resolution, including any corrective action.

FII staff will not retaliate against you or create barriers to services for filing a grievance.

The complaint summary and resolution must be maintained in the person's record.

Right to Know

The Safety Officer of Functional Industries will provide training on harmful/hazardous substances to employees prior to assigning employees to a job that involves working with or exposure to harmful/hazardous substances. Identification of harmful/hazardous substances is to be documented on a material safety data sheet. This substance, determined by MN Commissioner of Labor and Industry to present a significant risk to workers health and safety, or imminent danger of death or serious physical harm as a result of foreseeable use, handling, accidental spill, exposure or contamination. This may include noise, heat and radiation.

Employees have a right to refuse to work under imminently dangerous conditions or if required information and training are not provided by FII. A copy of current information on harmful/hazardous substances will be posted in the work place where the substance is used. The Safety Officer will provide refresher training on this information at repeated intervals no greater than one year.

1801 Building Work Rules

The purpose of these rules is to provide a safe, productive, positive and respectful work environment.

1. Attend work on your scheduled days. If you are going to be in late or absent, please call into the Buffalo attendance line at 763-233-5199
2. Personal issues requiring time away from work, such as doctor's appointments, counseling appointments or other matters, should be scheduled **during nonworking hours** if possible.
3. Time off requests must be turned into your case manager for approval, with at least a days notice of time off needed.
4. The use of all tobacco products, and electronic cigarettes, is only allowed in designated smoking areas that have been established outside of the 1801 building and vans, both at FII and at all crew sites. The designate smoking area is on the South side of the building by picnic tables at FII. (Smoking on the grass and ramp is forbidden.)
5. Please report to your work area on time. If you need to leave your work area for any reason, please let your table staff know, prior to leaving your work area.
6. No food or drinks are allowed on the production floor, this includes all candy and chewing tobacco, as it can contaminate product. Chewing gum is allowed but must be kept away from the product. A regular sized water container 20 oz. or less, clear/see through, with a cover and spill proof will be allowed depending on work assignment
7. Individuals whose teams have requested that they wear personal music device with ear pieces at work may do so. **Please note crew sites do not allow personal music devices.** If this becomes a distraction you will be asked to put them away.
8. Items that are unnecessary for work will not be allowed on the work floor during work time. This includes but is not limited to hats/bandanas, extra CDs, extra clothing, sunglasses, books, magazines, etc.
9. All phone calls must be made during break time. If you must make an emergency call during work time, please talk with your table staff, then your case manager.
10. Cell phones are to be used at break time only. Electronic devices including but not limited to lap tops, IPOD, IPADS, cell phones, etc
 - ☞ Cannot use to take pictures or videos of other individuals due to confidentiality and privacy
 - ☞ Turn off cell phones when on the work floor. Turn off cell phones and all electronic devices on FII buses (this includes travel time to and from crew sites) and vans.
 - ☞ All electronic devices need to be Charged at home
11. Buying, selling, borrowing or trading, stealing, giving or accepting of **any** items, including food, cigarettes and/or money, is **not allowed**
12. Pop and other beverages must be consumed during break. No open containers in cubbies, they **will be discarded**.
13. Use appropriate personal boundaries, good judgment and respect individual's race; color; religion; gender; age; and disability, by not using offensive language, name-calling, profanity, throwing or slamming things, touching others or taking others' possessions. This behavior will not be tolerated.
14. Being under the influence of or possessing alcohol or illegal substances is prohibited on Functional Industries property.
15. For safety reasons, lunch breaks must be taken on site at FII or the crew site you are assigned to.

Violation of these Work Rules may result in a meeting with your support team and/or disciplinary action.

You are encouraged to use the grievance procedures if you feel that you are not being treated fairly.


TRANSPORTATION GUIDELINES

If you are going to be absent, coming in late or leaving early from work you will need to:

1. **CALL** ~ Into FII's Buffalo attendance Line at 763-233-5199 **before 6:30am** and leave a short message pertaining to your reason for not attending work.
2. If you ride Trailblazer 1-888-743-3828 or Tri-Cap 1-800-600-7498, you are responsible for calling them directly to let them know you will not be riding in the AM, PM, or both.

VEHICLE RULES FOR PASSENGERS

1. Please refrain from talking to the driver unless it is necessary.
2. Please use your inside voice when talking. (NO yelling across the vehicle)
3. No eating or drinking is permitted in any of the transportation vehicles
4. Please remember to take all of your belongings with you when you exit the vehicle.
5. Please use appropriate personal boundaries, good judgment and respect others, by not using profanity, throwing or slamming things, touching others or taking others' possessions.
6. All passengers must remain seated and wear their seat belts while in the vehicle.

 Please do not change seats and do not take your seat belt off until the vehicle stops.
7. Cell phones are NOT to be used while on any of the transportation vehicles.
8. If you are found to not be following these rules, an assigned seat may be given to you to ensure your safety as well as the safety of others.



Vertical Baler Policy

Policy Statement

Functional Industries is committed to providing a safe work environment for all personnel. Only trained individuals who are age 18 or older are authorized to operate the Vertical Baler.

My signature below certifies that I understand that **I am not authorized** to operate the vertical baler located at Functional Industries, Inc.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Lisa Zwart.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Functional Industries, Inc.		4. Employer Identification Number (EIN) 41-1223547	
5. Employer address 1801 Hwy. 25 N, PO Box 336		6. Employer phone number 763-682-4336	
7. City Buffalo	8. State MN	9. ZIP code 55313	
10. Who can we contact about employee health coverage at this job? Lisa Zwart ~ Director of Human Resources			
11. Phone number (if different from above) 763-233-5165		12. Email address lzwart@functionalindustries.org	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

- All employees.
- Some employees. Eligible employees are:
Full time employees in benefit tier(s) I-III

•With respect to dependents:

- We do offer coverage. Eligible dependents are:
Employee's legal spouse and dependent children (through age 26).
- We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

Forms



The following forms will be reviewed with you and your team at your intake meeting. You will review these forms every year at your annual meeting.

- My rights (copy given to participant)
- Appropriate work place attire
- Disciplinary action policy
- Grievance policy
- Right to know
- OES work rules
- Transportation Guidelines
- Vertical baler sign off
- Market Place
- How you are paid

My signature below certifies that the following handbook and forms/policies have been presented to me in a format which I understand:

Participant Signature/mark: _____

Date: _____

Guardian Signature: _____

Date: _____