

Your Staff and Job Training Programs: Building a Cohesive Team

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Job Readiness

- Creating a resume
- Interview skills
- Successful Job Search
- Conflict Management
- Problem Solving
- Financial literacy
- Goals
- Communication Skills





Green Corps – Franklin Park Conservatory and Botanical Gardens

Attendance Expectations

Because we serve the needs of our guests, it is extremely important that employees meet attendance expectation. The following procedures are in place to guide you in understanding the attendance expectations:

- If you are going to be absent or delayed, you must contact your supervisor at least one hour prior to the start of your scheduled shift. If you cannot reach your supervisor and your position is critical to operations, you must call Security.
- Your supervisor may require documentation and reason for absence.
- If you fail to notify your supervisor of an absence, counseling up to and including termination will occur.

Failure to follow these expectations, or excessive absences or tardiness, may result in corrective counseling, up to and including termination. It is important to remember that FPC must continue to maintain excellent service and hospitality to its guests – which requires enforcement of attendance expectations. To the extent possibly, you need to make your supervisor aware of your need to leave early for any reason.

Cell Phones

While at work, employees shall refrain from using cell phones for personal reasons. Use of personal cell phones should be made away from guest areas and during break times or before and after working hours. Long distance calls for personal reasons should not be made on FPC's phone equipment.

Smoking

For the safety and enjoyment of our guests and employees, all FPC public areas (including offices) are designated as non-smoking. If you must smoke, please do so outside of the buildings in areas designated for smoking. Smoking breaks must align with already approved break times.

Green Corps Agreement of Understanding

- 1 I agree to always practice a respectful attitude towards managers, leaders, co-workers, guests and visitors.
- 2 I agree to execute tasks to the best of my ability and contribute 100% effort on a daily basis.
- 3 I agree to participate in all activities, lessons and discussions.
- 4 I agree to always use proper language, tone and body language toward managers, leaders, guests, co-workers and visitors.
- 5 I understand that theft, vandalism, insubordination, sexual harassment, violent behavior, verbal or physical abuse will not be tolerated.
- 6 I understand that drugs, alcohol, fireworks, matches, lighters, weapons or other items that can endanger people or property are strictly prohibited.
- 7 I understand that the use of electronic equipment (i.e. cell phones, iPods, iPhones or any other devices) during work- study hours is prohibited.
- 8 I understand that smoking and vaping is only allowed in designated areas and is not permitted while in any FPC public areas.
- 9 I agree to always come to work in proper uniform and prepared to work in all weather conditions.
- 10 I will notify my supervisor if I am going to be absent from Green Corps. Failure to notify my supervisor of my absence will mean counseling and could include termination.
- 11 I understand that all absences known in advance will be reported in writing to the Program Coordinator. This includes: appointments, funerals etc.
- 12 I will contact my supervisor at least 1 hour prior to my scheduled shift if I will be delayed or absent.
- 13 When absent, I will be required to bring documentation and reason for absence.
- 14 I agree to arrive to Green Corps on time (7:20 am) and ready to work.
- 15 I agree to report any change in personal information (address, phone numbers) to my supervisor within one week of change.
- 16 I understand that failure to comply with any of the above behavioral policies will result in disciplinary actions up to and including termination from Green Corps program.





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Questions