

## **WORK PROGRAM RULES AND AGREEMENT**

**The purpose of the Work Program is to give participating clients the chance to save their money so that they can leave the program financially stable and independent. The time frame for being in the Work Program is normally 6 months, during which time financial goals will be monitored.**

### **1. Your Responsibilities**

You are expected to maintain permanent full-time employment, defined as a minimum of 30 hours per week with a single employer. You will provide all information pertaining to your job that is requested and inform the Shelter Manager if there is any change in your employment status, to include work times and days, pay rate, and pay schedule. You will also provide any necessary information or documentation as verification of these changes when requested.

### **2. Program Fees**

You are required to provide a program fee of \$90.00 by 7 PM each Friday of every week. Not paying on time or missing payments will be grounds for dismissal. While paying in advance is allowed, all program fees are non-refundable should you be terminated or choose to leave early. No partial payments are accepted. All payments are to be made in cash only, after which a receipt will be given.

### **3. Case Management & Savings**

You will meet for case management at least once every 2 weeks. The day of your meeting will be posted on the calendar in the dorms. You are required to obtain a bank account and/or cash card for the purpose of establishing a savings program.

### **4. Bunk & Dorm Area Cleanliness**

Beds will be made up neatly every day. *No makeshift curtains in the form of sheets or towels are allowed to be left hanging during the day.* All personal items will be stored in an orderly and presentable manner on top of the bunk, not on the bed. *No food or drink is to be visible in the dorm area.* Any food or drink found will be confiscated and result in a write-up. Personal food items may be stored in the day room. *All food items stored in the refrigerator will be sealed in a bag or container and marked with a name and date.* Any items inside the refrigerator not marked will be thrown away. Sheets, blankets, clothing, and your own body will be washed and clean before it becomes an issue with odors and insects. All residents are responsible for cleaning up around their bunk area and any mess that they make, regardless of the area.

### **5. Drug & Alcohol Policy**

There is zero tolerance. No drugs or alcohol are allowed on the property, that includes being in your system. Any substance that would cause you to fail a breathalyzer or urinalysis test is strictly prohibited, *even if it was legally prescribed by a physician.* Drug and alcohol testing will take place randomly. A positive result or refusing to take the test will result in immediate dismissal. *Anyone who is aware of anyone else violating this rule that does not immediately inform a staff member will be complicit in these offenses and will suffer the same repercussions as the offender. Whistleblowers will never be named or identified to anyone, nor suffer any retaliation in any way.*

## 6. Curfew, Wake-Up, & Passes

**Quiet Time = All the Time...** hushed language, minimal movement, and dimmed lights for those trying to sleep.

9 PM (10 PM Friday & Saturday): Curfew... this is the time you must be on the property and stay on the property.

This time does not apply if job requirements demand you must work past curfew.

10:30 PM (11:30 PM Friday & Saturday): Lights Out... the time you are in bed, not wandering around or outside.

If you wish to be away from the Mission overnight, you must request a pass, up to a maximum of 48 hours. Passes are not a right, and will be given on a case-by-case basis and must be requested 24 hours in advance. *The Mission will be closed between the hours of 9 AM and 12 PM every Sunday* so that staff and students may attend church services. All program members must be out of the buildings during this time.

## 7. Meals

Breakfast: 6 AM Mon – Fri, 7 AM Sat & Sun. Lunch: 12 PM Mon – Sat, 2 PM on Sun. Dinner: 4:30 PM every day.

The kitchen staff are not responsible for preparing box lunches or to-go meals, although they may do so at their discretion if resources and time allow. *Program clients will not interfere with or harass kitchen personnel while they are in the performance of their duties.* No program clients are allowed in the kitchen unless given explicit permission by the Manager of Operations or Shelter Manager. The kitchen staff tries to hold meals for those getting off work late, but, to ensure that there is enough for everyone, you should let them know in advance of your need.

## 8. Conduct & Appearance

There will be zero tolerance for any use of profanity or the expression in any form of prejudice or discrimination based on sex, race, creed, nationality, culture, ethnicity, or religion. Clothing will be worn modestly covering neck to knees and any logos, pictures, or printing on clothing will be in good taste and decorum. *Tank tops and cutoff shirts are not allowed.* Any tattoos of a questionable or crude nature must be covered at all times. All incidents of violence (including threats of violence), injury, sickness, fire, or other potential or existing hazardous conditions will be reported to the front desk or staff member immediately. *Any electronic devices, including cell phone, radios, or portable DVD players must be operated in silent mode or with headphones so as to be inaudible to those around you.* *There is no smoking of E-cigarettes indoors.* Failure to show reasonable consideration to those around you will not be tolerated.

## 9. Fraternalization

Intimate relationships and financial transactions of a personal nature with other individuals on Mission property is strictly forbidden between guests, staff, volunteers, and other program clients. *Relationships, flirting, and friendly banter with the females of Bethel Village is forbidden and will result in your immediate dismissal.* There will be no borrowing or lending of any items with Recovery students, to include cigarettes and money. At no time will you allow Recovery students to use or look at your cell phone. Students not on Mission business are restricted from the Work & Transition living areas or day room and you are not allowed in theirs.

## 10. Vehicles & Personal Property

The Panama City Rescue Mission is not responsible for any damages, theft, and loss of personal belongings while you are a resident here or after you leave. *Any property left after your departure from the Mission will be considered abandoned after 7 days* and either thrown away or donated to the thrift stores for sale. All personal items on Mission property are subject to search at any time. *There is no parking in front of the Mission for program clients.* If you own a vehicle, you must register it with the Mission and obey all the parking policies. *There will be no storing or holding of another individual's personal belongings, especially 5-night guests.*



### 11. Leaving the Property & Loitering

Members of the Work Program are forbidden from hanging around, smoking, or otherwise loitering in the courtyard, outside the front entrance, back parking lot, or Allen Avenue roadway. Before you leave, you must sign out indicating the date, time, and destination of your departure and sign back in when you return. No other individual is authorized to sign you out or back in. Any appointments or interviews that you may be required to attend are your responsibility.

### 12. Study Sheets & Sunday Meeting

All Work Program clients are required to read and fully complete a different spiritual study sheet on a topic of their choosing twice a month. *These study sheets are due by 7:30 AM on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.* Completed study sheets will have your name on the front and placed in the appropriate basket for later pick up. There is a group meeting every Sunday at 6 PM in the dining room, which you are highly encouraged to attend.

### 13. Miscellaneous

*While you are on the property, you must wear your program badge at all times.* The interior and certain outside areas of the Panama City Rescue Mission are smoke-free. You will only smoke in the designated area in the back yard. No personal pets of any kind are allowed inside the Mission or on its property. *Work and Transition Program participants may not use the front desk phone.* This phone is for Recovery students and official Mission business.

I, \_\_\_\_\_, understand that the Panama City Rescue Mission Work Program is operated to assist individuals in improving their quality of life conditions. I understand that participation in the Work Program is completely voluntary and is based on my continued effort to improve my life patterns through sound financial responsibility, securing permanent housing, seeking spiritual growth, and demonstrating consideration for myself and others.

By signing below, I state that I have read and understood these rules and agree to follow them. I also understand that these rules are not all-inclusive, that exceptions and alterations to these rules may occur, and that further rules and guidelines may require my compliance to continue participating in this program. I am aware that any deviation from the rules, guidelines or goals, written or oral, may result in my immediate dismissal from the Work Program.

\_\_\_\_\_  
Work Program Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelter Manager

\_\_\_\_\_  
Date



**MEMORANDUM FOR RECORD**

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

**SUBJECT:** Work Program Timeframe

I, \_\_\_\_\_, understand that my participation in the Panama City Rescue Mission Work Program is limited to a maximum of 6 months.

My entry into the Work Program began on \_\_\_\_\_ and will, therefore, end on or about \_\_\_\_\_. I acknowledge that I will not be allowed to transfer to the Transition Program upon my entry into the Work Program.

I also understand that my participation in the Work Program may be terminated at any time for any reason, but especially due to the inability to follow the rules or failure to pay the required program fees in a timely manner.

I am aware that with the exception of unusual cases and, at the discretion of the Support Supervisor, all participants in the Work Program will have a required waiting period of 1 year from their exit date before they are allowed to apply to the Work or Transition Program again.

Signed,

\_\_\_\_\_  
Work Program Applicant

\_\_\_\_\_  
Michael Brust  
Shelter Manager  
Panama City Rescue Mission



**MEMORANDUM FOR RECORD**

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

**SUBJECT:** Program Fee Agreement

I, \_\_\_\_\_, agree that my first program fee of \$90 to the Panama City Rescue Mission will be on Friday, \_\_\_\_\_, and no later than 7 PM of every Friday thereafter until the end of my tenure in the Work Program.

By signing, I understand that not paying the program fee, or not paying on time, may result in my termination from the Work Program, requiring me to vacate the premises immediately. I acknowledge that all fees are payable in cash only and no partial payments are allowed. I also understand that all payments are non-refundable.

Signed,

\_\_\_\_\_  
Work Program Client

\_\_\_\_\_  
Michael Brust  
Shelter Manager  
Panama City Rescue Mission