2nd Chances LLC. Employee Handbook

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**1:1 Company Mission**

2nd Chances is committed to providing those with non-violent, non-abusive convictions in need with employment placement & growth opportunities in order to finalize the reform intended.

**1:2 Company Vision**

2nd Chances vision is to provide support to those with convictions with the tools needed to move forward with a productive life, giving them objectives, contributing to their families & communities, while reducing criminal involvement for the greater good with respect and dignity

**1:3 Welcome**

A participant of 2nd chances will utilize program help in finding housing. Upon reentry probation officers require you must have an address where visits can be conducted that is also a requirement for 2nd chances. As an enrolled participate we will assist you in finding resources to help obtain housing. Additionally as a participant with 2nd chances we want to connect you with finding community resources that can help with healthcare, education, and support groups . There are policies as a participant and paid consultant you must review and agree to. 2nd chances participants understand and consent to support from program helpers in order to help obtain employment opportunities.

**1:4 Introductions to the company**

At 2nd chances you will identify yourself as an enrolled participant and/or paid consultant. Throughout your participation you will experience employment as a paid consultant and/or an enrolled participant. You will agree to follow and abide by the policies herein. The policies are here to help you understand your rights and benefits. We encourage your feedback and suggestions. If you have any questions that are not addressed in this handbook please address your manager. This handbook is to serve as a guide. Nothing in this handbook is to serve as a contract or guarantee of employment.

**Please sign and date your consent that you have read and understand the introduction to 2nd chances .**

2:1 **Program Rules for enrolled participate**

**2:1A** Once probation or parole are complete you may apply for a Restoration of Civil Rights, the process may take several weeks. Please be patient and stay in touch with your program manager on assistance in submission.

**2:1b** Submit goals sheet and self assessment . In order to help you meet your goals we will ask that you submit a career goal sheet and self assessment of your benchmarks during your time with 2nd chances.

**2:1c** Call program manager daily. If you are not working and working on housing and resources it is imperative that you check in daily to update 2nd chances.

**2:1d** Schedule Face to Face with program manager weekly, We want to stay in touch and make sure you are supported.

 **2:2** Program Rules for paid consultant

**2:2a** Permission to represent is a form you will authorize once a employment has been offered. Your employment may have different terms, such as temporary, contract to hire, or direct hire. You must understand that at any time during employment your position may be eliminated at will. The authorization form will be your approval for a non binding contract terms of employment to include, pay rate, location, and new hire orientation.

**2:2b** You may be asked to complete a background check or drug test during employment offers as a contingency upon job offer.

**2:2c** Complete Client information orientation. You must understand you are an employee of 2nd chances and not of said client you will work for as a contractor or contract to hire. The only exclusion is direct hire employment offers. As an employee of 2nd chances you must agree to follow the client rules of parking, dress code, time entry, scheduling time off, and performance requirements. 2nd chances will be sure you are following client rules as your employer.

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