



## **Transitional Employment Basic Commitments of all Parties**

### **Clubhouse to Employer:**

1. Screen the proposed job in advance to determine its suitability for Transitional Employment (TE).
2. Clubhouse Placement Managers learn all aspects of the job.
3. Assist the member through the personnel process.
4. Clubhouse Placement Managers train the members, adding to the productivity; until all parties are satisfied the member is ready for independent work.
5. Ongoing contact between the member and staff in the Clubhouse, as well as periodic site visits.
6. Guaranteed coverage:
  - a. Trade shifts between members on the placement to accommodate appointments.
  - b. The other member on a job may work on occasional full day.
  - c. Club Placement Managers cover.
7. Additional training with member on site, when needed.
8. Expeditious placement changes needed.
9. Placements last for approximately six months.
10. Successful maintenance of TE is given the highest priority by the club.
11. No benefit package is required.
12. No unemployment benefits needed.

### **Clubhouse to Members:**

1. Every member has a right to placement opportunities.
2. The Clubhouse assists members in preparing for TE through the prevocational day program.
3. The Clubhouse assists in clarifying, reporting and resolving the effect of TE on the member's financial support.

### **Member to Clubhouse:**

1. Placements are a Clubhouse asset, held in trust by members and Placement Managers. Both should uphold the reputation of the Clubhouse in quality of work and relations with employer and everyone they work with.
2. Members will continue to be involved in the Clubhouse.
3. Members are encouraged to attend TE dinners/meetings.
4. Member acknowledges that they will be paid the prevailing wage.

### **Employer to the Clubhouse/Members:**

1. Provide half time jobs at the minimum wage or better (prevailing rate).
2. Allow the Clubhouse to determine which member will be given a placement opportunity.
3. Not use TE as a screening mechanism for hiring full time independent workers.
4. Not make substantial changes in TE jobs without consultation.