

CAREER INSTITUTE

Specializing in Career, Education and Life Planning

Frequently Asked Program Questions

1. How much will I be paid?
\$12.00 per hour
2. How many hours can I work?
Up to 40 hours a week until September 30, 2010
3. When do I get paid?
Every other week. Please refer to the Payroll Schedule to see what day your timesheet is due, and when payday is.
4. How will I be paid?
Your check will be mailed to the address on your W-4. You will **not** be able to pick up your paycheck from the Career Institute office as a payroll company mails the paycheck to the address on your w-4.
5. Do I get paid for my breaks and lunch?
No. You are only paid for the hours you are working.
6. How do I turn in my timesheet?
You must fax your timesheet to (909) 481-3947. It must be received by 5 pm on the date listed on your Payroll Schedule. You should keep your original timesheet for your records.
7. What if I forgot to fax in my timesheet on the correct day? Can I fax it in late?
Yes, you may still fax in your timesheet, BUT **you will not be paid during that pay period.** Your timesheet will be held until the next pay period when it will be paid.
8. I faxed my timesheet but didn't receive a confirmation. Can I call to make sure you got it?
Yes, you may call (909) 481-5151.
9. I've moved. How do I change the address on my paycheck?
You may change your address on the website: www.cinow.org
10. I lost my paycheck. How do I get a new one?
We will first check that the address is correct. If it is, and your paycheck was never received, we will check the bank to see if someone tried to cash it. If we need to cancel and re-issue the check, there is a \$25 fee.
11. How do I cash my check?
Please refer to the How to Cash Your Check page given to you during orientation. It is also available on the website under the Summer 5K tab.
12. I don't like my training site. Can I be moved to a new site?
We have tried to make an appropriate placement for you. Not all training sites are ideal; please make every effort you can. Use this experience as a learning experience. If you are being asked to do inappropriate tasks not listed on your training description, please speak with your training supervisor. Because there are limited training sites, changing to a new site will be difficult and time consuming.
13. I have a concern regarding my training Supervisor. What should I do?
Speak first with your training Supervisor. Make every effort to resolve the issue. If you are still experiencing concerns, speak with your Career Mentor.
14. Do I get sick time or vacation time?
No.
15. What if I want to take a few days off for vacation?

You should discuss it first with your training supervisor. If they agree to let you have unpaid time off, you take a day(s) off. Remember, you are only paid for days you work. Any days off should not be marked on your timesheet.

16. I had an accident/was injured while at the training site? What should I do?
If it is an emergency, go to the nearest medical facility with your Training Supervisor. If it is not an emergency, call your Career Mentor. They will come to the training site and take an incident report. You will not be paid for any time off due to illness or injury. Career Institute may only pay you for hours you work. It is against the law to say you are hurt when you are not. There are very serious fines and punishments for falsifying a claim.
17. What if I need specialized shoes, uniform, tools for my training site?
Please let your Career Mentor know as well as your Cal Works ESS Worker. Your Cal Works ESS Worker will provide those for you.
18. What if I have an excusable (medical emergency for yourself or family member) reason for not attending my training sit that day?
Call your training supervisor as soon as you know you will not be able to report to your training site. Then call your Career Mentor.
19. What if I miss the bus or my car won't start?
Call your training supervisor and let them know you will be late. Take the next available bus. Ask a friend or family member to give you a ride. Do what it takes to get to your training site.
20. Can my training experience be terminated early?
Yes. If you are late multiple times, have multiple absences, have performance issues, non-compliance issues, falsified your timesheet, stole or vandalized property at your training site, etc; you may be asked to leave the training site.
21. Can I be put on another training site if my previous experience was terminated?
No, unless under *extreme* case-by-case circumstances.
22. Could I be hired at my training site?
It is possible that you could be. It is your responsibility to become the best asset you can. However, it is not our agreement with the training site that they hire you.
23. When my training experience is completed, will the Career Institute help me find a job?
No. We hope that once your training experience is complete, you will have the knowledge to find a job on your own. You should have gained valuable skills and abilities from your training experience to give you courage to interview well and become a valuable employee.
24. Will I be drug-tested?
It is possible. Every training site is different. Some might do drug tests before you begin your training experience, some might have random drug testing, and others might not drug test at all. It is in your best interest to not do drugs at all.
25. Can I apply for Unemployment once my training experience is complete?
If you are required to apply as part of your Medical/Medicaid regulation, then please comply with those regulations. If not, please know that this is a federally funded program and you are receiving subsidized monies, you will not be approved for unemployment. Unemployment is only received by employees working at a job. You were not working at a job; you were on a training site. Please do not waste your time filling out the forms, the state worker's time processing the forms, and the career Institute's time denying the application.
26. How will this have an effect on my public assistance?
You should not be affected at all. Because this is a subsidized training experience, it will not show as income earned. If however, you had a job and were receiving your paychecks directly from your employer, that would be un-subsidized work.
27. What is the on-site monitoring visit?
Your Career Mentor will visit your training site every other week to make sure your timesheet is filled out daily, evaluate your progress and make sure everything is running smoothly.