



JANE
ADDAMS
RESOURCE
CORPORATION

Careers in Manufacturing Programs

Fast Track for CNC Operators

Welding Fast Track

Mechanical Assembly Fast Track

Manufacturing Bridge

3D Printing (not currently being offered)

Trainee Handbook

Effective 7/1/23 – 6/30/25

**The following policies apply to all programs within the
Careers in Manufacturing Programs.**



Welcome to Jane Addams Resource Corporation's (JARC) Careers in Manufacturing Programs (CMP). We are excited that you are joining our program.

JARC's goal is to help low-income workers, job seekers and community residents attain financial self-sufficiency through manufacturing skills training and wrap-around supportive services. The Careers in Manufacturing Programs (CMP) provides instruction in vocational and life skills to prepare you for entry-level positions in the metalworking industry.

Please carefully read this trainee handbook, as it provides you with important information regarding JARC's student policies and procedures. JARC's Careers in Manufacturing Programs are approved program of the Division of Private Business Vocations Schools of the Illinois Board of Higher Education.

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Additional Handouts:

- A. Agency and Client Services Standards of Behavior Agreement
- B. Image Release Form
- C. Anticipated Absence/ Late Arrival/ Early Departure Form

D. Curriculum

- i. CNC Fast Track
 - ii. Welding Fast Track and Women in Manufacturing Program
 - iii. Press Brake Fast Track
 - iv. Manufacturing Bridge
- E. IBHE Enrollment Form (CNC, Welding, Mechanical Assembly, Manufacturing Bridge Tracks)
- F. Attendance Sheet (WIOA Registrants receiving an ITA)
- G. Participant Equal Opportunity- Grievance Procedures Form (WIOA Registrants)
- H. Transportation Assistance Agreement

I. Locations:

Administrative Office:

4432 N. Ravenswood
Chicago, IL 60640
P: (773) 728-9769
F: (773) 728-9785

Ravenswood:

4222 N. Ravenswood
Chicago, IL 60613
P: (773) 751-7127
F: (773) 935-5017

Austin (located within Freedman Seating Company)

976 N. Kilbourn Ave.
Chicago, IL 60651

Aspire Center for Workforce Innovation

5500 W. Madison St.
Chicago, IL 60644

Facilities: Combined, the training centers have twelve welding booths (each equipped with MIG, TIG and Stick welding machines), five CNC Machine Centers, seven 3D printers, multiple assembly work stations, and several conventional machine tools. All facilities have classrooms, a computer lab and machine space.

II. Faculty:

Daytime Classes - Ravenswood location

Adonis Summerville, Senior Metalworking Skills Instructor (CNC), 773-751-7124,
Adoniss@jane-addams.org

Catherine Pumphrey, Program Coordinator-CMP, 773-751-7134,
catherinep@jane-addams.org

Augustino Velazquez, Director – Manufacturing Operations, 773-751-7127, augustinov@jane-addams.org

Jose Ramirez, Senior Metalworking Skills Instructor, 773-751-7136, joser@jane-addams.org

Marianna Zapata, Director – Training Services, 773-751-7106; mariz@jane-addams.org

Nissa Papienski, Program Coordinator-CMP, 773-751-7117; nissap@jane-addams.org

Tony Grochowski, Senior Metalworking Skills Instructor (Welding) 773-751-7133, tonyg@jane-addams.org

Evening Classes - Austin Location

Adonis Summerville, Senior Metalworking Skills Instructor (CNC), 773-751-7124, adonsiss@jane-addams.org

TBD, Employment Coach

Emily Peters, Director – Training Services, 773-751-7112 emilyp@jane-addams.org

Erin Hughes, Program Coordinator, 773-751-7108, erinh@jane-addams.org

Hope Wilkins, Metalworking Skills Instructor (Bridge), hopew@jane-addams.org

Jasmine Gooden, Program Coordinator, 773-243-4041, jasmineg@jane-addams.org;

Augustino Velazquez, Director – Manufacturing Operations, 773-751-7127, augustinov@jane-addams.org

Adrian Romo, Metalworking Skills Instructor (Welding), adrianr@jane-addams.org

Juan Nunez, Senior Manufacturing Skills Instructor- Assembly, Fabrication, and Quality Assurance, juann@jane-addams.org

Support and Placement Services

Brittany Bartholomew, Senior Financial Coach, 773-751-7132; brittb@jane-addams.org

James Yoo, Director of Business Services, 773-751-7131; jamesy@jane-addams.org

Rocio Garcia, Client Support and Retention Coach, 773-751-7128, rociog@jane-addams.org

Xochitl Gonzalez, Senior Job Developer, 773-751-7114, xochitl@Jane-Addams.org

Administrative

Emily Doherty, Vice President – Client Services, 773-751-7115; emilyd@jane-addams.org

Guy Loudon, Vice President - BWS, 773-751-9769 ext. 16; guyl@jane-addams.org

Regan Brewer-Johnson, President, 773-728-9769 ext. 21; reganb@jane-addams.org

III. Hours:

Daytime Program (Ravenswood):

Fast Track for CNC Operators Program

Monday thru Friday 9:00am – 2:30pm

Welding Fast Track Program

Monday thru Friday 9:00am – 2:30pm

Evening Program (Austin):

Fast Track for CNC Operators Programs

Monday thru Friday 3pm – 8pm

Welding Fast Track Program

Monday thru Friday 3pm – 8pm

Mechanical Assembly

Wednesdays and Thursdays 10am – 2pm

Manufacturing Bridge Program

Monday thru Thursday 3pm-6pm

There may be occasions when trainees are required to arrive to class early, or leave late, per the instructor's or coordinator's request. This will typically be limited to situations where the class is taken on a field trip or for special events.

Trainees who begin working in a training related job after enrolling into training may continue to attend classes at JARC to complete credentials with a modified schedule at the discretion of the Director of Training Services.

IV. Program Admission Requirements*:

Before being accepted and enrolled into CMP, all trainees must:

- Attend an agency Info Session
- Complete an application
- Complete CASAS testing in math and reading. A minimum of a 9th grade level equivalent is required for advanced training programs, and a 5th grade level equivalent is required for the Manufacturing Bridge Program.
- Complete at least one interview with Program Coordinator
- Provide school with all required documentation determined by funding stream
- Trainees must present appropriate documentation of prior experience. JARC will evaluate prior experience and decide if course credit will be awarded. JARC will also maintain documentation of the experience and of its evaluation. Trainees with relevant experience can progress through the program quicker, shortening the program's length and cost.

* Exceptions made at the discretion of the Director of Training

V. Agency and Client Standards of Behavior:

Program Goals:

The mission of the Careers in Manufacturing Programs at JARC is to provide instruction for students to learn vocational and life skills that will prepare them for entry-level positions in the

metalworking industry. The rules and culture of the manufacturing environment are simulated closely so that program graduates can adjust quickly to manufacturing jobs. The standards of behavior are similar to those found at any manufacturing company.

JARC and its students in the Careers in Manufacturing Programs make a commitment to the following principles:

Agency Duties and Responsibilities:

- To provide training and supportive services in a warm, welcoming, and inclusive environment.
- To provide high quality instruction which aligns with the curriculum requirements as specified in the Skills Inventory Sheet.
- To provide trainees supportive services which include financial counseling, public benefits screening, digital literacy instruction, tutoring, and barriers assessments. To assist trainees with referrals for additional support services as needed. The trainees' time within the classroom is important. With that in mind, Supportive Services appointments may be scheduled outside of normal classroom hours.
- To provide students work-readiness training and assist them with training-related job searches during the class and after graduation.
- Staff and volunteers cannot grant personal favors such as lending money, cars, or other personal items.
- Staff is not allowed to accept gifts or favors from students, in order to maintain a fair and professional relationship with all students.
- To provide reasonable accommodations upon request to enable individuals to perform the essential functions.

Client Duties and Responsibilities:

- To arrive on time and ready to learn every day. Common courtesy is expected.
- Sunglasses, headphones and hats (unless approved by JARC staff) should be removed. Students may not wear t-shirts that advertise alcohol, promote drug use or that might prove offensive to others because of racial, political or sexual content. Foul language is strongly prohibited.
- Cell phones are to be turned off during training. During class, computer and cell phone use is restricted to training related projects and job searches only.
- To abide by JARC's attendance and safety policies. Safety is of primary concern. Behaviors that threaten the safety of self or others are seriously problematic. In particular, using, possessing, distributing, or being under the influence of controlled substances — alcoholic beverages, marijuana, narcotic drugs, stimulants, etc. — are strictly forbidden. JARC reserves the right to drug test trainees at any time. Refusal is grounds for termination.
- Any behavior that disturbs our environment is grounds for termination. Verbal and physical fighting, threats, and harassment are prohibited—*this includes, but is not limited to, harassment based on race, ethnicity, religion, sexual preference, and gender*

identity. Gossiping, forming cliques and talking bad about other students is also considered a form of harassment and can be grounds for corrective action.

- Cheating, stealing, abusing school or classmates' property, and sleeping in class also violate the behavior standards and is grounds for corrective action.
- To actively participate in all classes. To seek extra help from instructors, the ALPS program, or the Director of Training whenever needed.
 - Demonstrate the curriculum requirements as specified in the Skills Inventory Sheet.
 - Complete all projects in a timely manner.
 - Obtain at least one NIMS or AWS credential before exiting the program.
 - Accept responsibility for decisions and actions (or inactions) that affect progress.
- Report on time to all appointments made by JARC on your behalf. All trainees must complete one-on-one appointments with Employment Coach, Financial Coach, and Income Support Specialist. Assignments may be given by the Employment Coach, Program Coordinator, Instructor, Financial Coach, or the Director. Assignments must be completed on time and are considered mandatory. This includes, but is not limited to, job logs. Failure to do so may result in corrective action.
- To work with the Employment Coach, Job Developer, instructional staff and others to secure full-time, permanent employment at or about the time of successful program completion. It is the client's right and duty to conduct a successful job search resulting in training-related employment.
 - Meet with employment coach for mock interviews, resume writing, and other employment related appointments.
 - Keep a personal record of progression toward meeting all employment goals.
- To notify JARC
 - When you find employment
 - When/if you encounter any problems at the workplace
 - When you separated from employment
 - When any of your personal contact information changes

Course Outlines

See attached course outlines for course content.

Grading/Standards of Progress

See attached Skills Inventories. A copy of these progress records will be given to trainees during their program. All projects are graded by pass/fail. Request for previous records can be made through the Director – Training Services. A student will graduate upon successful completion of program training track.

Certificates of Completion are granted to students at program completion. Copies are kept in their student file. Requests for previous certificates can be made through the Director – Training Services.

Per VA policy, trainees receiving GI Bill Benefits for their training at JARC, must receive a pass grade on at least 70% of their program projects to successfully complete they program.

VI. Shift Managers

At the discretion of the Instructor, students who display strong technical and leadership skills will be offered a promotion. Students must be in good standing to be considered.

Shift Managers report directly to their Instructor. Primary responsibilities of the Shift Manager include:

- Coordinating activities for students
- Promoting a positive attitude towards students
- Conferring with instructor on a weekly basis
- Supervising and training students, including operation of machines, addressing complaints, problem solving, directing work, planning, etc.

VII. Working Conditions:

Students are regularly exposed to moving mechanical parts and may also be exposed to wet and/ or humid conditions, risk of electrical shock, and vibration. Students are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually loud. Safety is of primary concern and all students and staff are required to report any potential safety hazards.

VIII. Safety Policy:

JARC expects all trainees, instructors and staff members to understand and practice the strict safety guidelines and policies put in place in order to provide a safe and healthy workplace and maintain compliance with the Occupational Safety and Health Act of 1970 and with regulations of the U.S. Department of Labor. All staff and trainees should ensure that the following duties are performed:

- Define hazardous operations, designate safe practices, and select protective equipment or engineering controls.
- Ensure that program and support staff receive instructions and training in safe work practices, use of personal protective equipment (PPE), and in procedures for dealing with accidents or emergencies.
- Ensure that trainees fully understand the training received.
- Ensure that all personnel obtain the protective equipment or engineering controls necessary for the safe performance of their job.
- Ensure that the required safety practices and techniques are being employed through periodic assessment and evaluations.
- Report any accidents - no matter how slight - immediately to a staff member.
- Ensure that action is taken to correct work practices and conditions that may result in accidents and incidents.
- Properly dispose of unwanted and/or hazardous chemicals and other hazardous materials.

GENERAL MACHINE SHOP RULES

CLEANLINESS

- Work areas will be kept clean and uncluttered, and the floor will be kept free of chips, scraps, and oil.
- Floors will be kept clear of objects or cords that could cause someone to trip. Cords should be taped to the floor to eliminate a trip hazard, if necessary.
- Equipment and tools must be cleaned after use.
- All tools must be returned to their proper storage locations at the end of the day.
- Do not use tools that are damaged or in disrepair. They should be repaired or replaced prior to next use.
- All power tools must be turned off and unplugged before cleaning, repairing, or making any adjustments.
- Machines that are in use on consecutive days by an individual user may postpone cleanup until project completion but must be cleaned as needed to prevent excessive buildup of debris or malfunctioning.
- Spilled liquids must be cleaned up immediately.

COMPRESSED AIR

Under Title 29 Code of Federal Regulations (CFR) Section 1910.242(b), the following rules will be followed when using compressed air for cleaning:

- Compressed air must not be used to clean your clothing or yourself.
- Compressed air will not be directed at other people.
- Compressed air used for cleaning work areas, such as work benches, table saws, and drill presses, shall not exceed 30 pounds per square inch at the outlet.
- Chip guarding will be used, and appropriate eye protection will be worn when using compressed air.

GENERAL SAFETY RULES

- Read the operator's manual, or comparable literature, before using any power tool.
- Do not use any tool unless you have been trained to do so.
- Inspect tools before each use and replace or repair any damaged tools or parts before using.
- Never use damaged tools.
- Do not repair tools unless you are trained to do so.
- Only use tools and attachments for the purpose for which they were designed.
- Always select the correct tool, bit, cutter, or grinder for the material that you are working with.
- Never alter a tool unless trained to do so in a safe manner.
- Never use power tools before they have reached operating speed or while they are coming to a stop.
- Never force objects into the moving parts of a machine.
- Never force tools by applying too much pressure.
- Always secure work pieces with clamps or a vise to keep them from moving.

- Keep hands away from cutting edges and moving parts.
- Never leave machines or power tools running unattended unless machine is fully enclosed.
- Never operate machine tools while using personal electronic devices (e.g., cell phones, iPods) or wearing headphones.

PERSONAL PROTECTIVE EQUIPMENT

PPE is designed to prevent personal injury. Examples of PPE include safety glasses or goggles, face shields, safety shields, gloves, respirators, and hearing protection. It is the responsibility of the JARC Instructor and/or trainee managers to ensure that all staff and trainees are using the necessary safety equipment.

PROTECTIVE CLOTHING

- When working with a potentially hazardous material, protective clothing is required.
- Loose clothing, such as neckties, sweaters, flowing sleeves, lanyards, necklaces and other loose/dangling jewelry shall not be worn in the machine shop.
- Rings, bracelets, wristwatches and related items should be removed prior to machine use.
- Do not use heavy work gloves in close proximity to moving machinery. “Surgical” type gloves (those that have low tear strength) are permissible.
- Shorts or pants with cuffs should be avoided during shop use.
- Long hair must be tied back.
- Closed-toed shoes will be worn in the machine shop at all times.
- Reusable protective clothing, such as work gloves, face shields, welding jackets, and welding helmets, must be visually inspected prior to use to ensure that they are in good condition.

EYE PROTECTION

Safety glasses or goggles must be worn in the machine shop. Ordinary prescription glasses are not designed to provide adequate protection against occupational hazards. Prescription safety glasses are recommended for employees who must routinely wear safety glasses in lieu of fitting safety glasses over their personal glasses. Additional eye or face protection may be required when there is a potential for hazardous materials, including chemicals, ultraviolet light radiation, and wood, metal, and plastic shavings or particulates, to come in contact with the eyes or face. Examples of eye/face protection include safety glasses, goggles, and face shields. All protective eye and face devices must meet the American National Standards Institute Z87.1-1989 standard.

PROTECTIVE GLOVES

When working with electrical, temperature, or mechanical/physical hazards, appropriate work gloves (e.g., heat resistant gloves, electrical safety gloves) are required. When working with hazardous chemicals, such as solvents and corrosive materials, chemical-resistant gloves are required. Reference the JARC Chemical Hygiene Plan for further information about the correct selection and usage of gloves when working with chemical hazards.

RESPIRATORS

Per OSHA guidelines, JARC does not issue respirators to trainees. Should you feel the need to use a respirator, you will need to consult with your physician. Should your physician deem a respirator necessary for you to continue in the program, you will need to provide written documentation to JARC's Director of Manufacturing Operations. JARC's Director of Manufacturing Operations has the sole authority to approve the use of respirators deemed necessary for use by a physician.

OTHER PERSONAL PROTECTIVE EQUIPMENT

Other PPE, such as hearing protection, shall be used as needed.

ELECTRICAL SAFETY

Electricity poses a serious workplace hazard. Electrical current passing through the human body can cause electrical shock and result in burns, muscle damage and other physical injury, and nervous/respiratory system damage or failure. In order to minimize risk from electricity, the following procedures should be followed:

- Avoid using electrical devices in wet conditions.
- Use Ground Fault Circuit Interrupters when possible and in all wet locations.
- Use the correct wiring and connectors.
- Avoid long-term (e.g., more than one month) use of extension cords.
- Use and maintain tools properly. **Do NOT use damaged or improperly modified electrical tools or devices.**
- Avoid wearing items such as watch bands, jewelry, etc. that could come into contact with exposed, energized parts.
- Always check cords for wear and damage, and replace any damaged cords.
- Never use a 3-wire cord with a 2-wire plug.
- Never remove the third prong to make a 3-prong plug fit a 2-prong outlet.
- Do not overload outlets.
- Do not use attached electrical cords to move equipment.
- Always verify that the power is off before making repairs to electrical equipment.

Lockout/tagout procedures must be used to ensure power is off.

Instructors or trainees should not attempt to repair fuse boxes or high-voltage equipment. If there is an electrical problem in the machine shop, contact JARC staff immediately. If electrical equipment is damaged or appears unsafe, do not use it and report the situation to the Instructor.

MACHINERY/MACHINE GUARDING

Drill Press

- Always wear eye protection when using the drill press.
- Check the drill press head and table before starting. If the drill press head and table are not secure, or damaged, do not begin work until they have been repaired.
- Select the correct speed for the material and drill being used.

- Remove the chuck key immediately after tightening or removing a drill. Failure to remove the chuck key can lead to serious injury if the machine is turned on.
- Keep hands clear of all moving parts.
- All work pieces must be secured with either a drill vise or C-clamps. Failure to secure the work piece can damage the drill and injure the operator.
- If the drill pulls the work piece loose from the clamps, turn off the drill press. Once the drill press has stopped, remove the work piece from the press.
- Always make sure the drill press is stopped before removing the work piece, chips, or cuttings.

Band Saw

- Always wear eye protection.
- Only use the correct blades for the materials being cut.
- Never feed materials into the blade with your fingers in line with the blade.
- If the saw clogs or jams, make sure that the power is completely off before removing the jam.

Milling Machine (Manual and CNC)

- Do not use the table as a work bench or storage place. Damaging the table will cause the machine to malfunction.
- Be sure you know how to stop the milling machine quickly before operating the machine.
- Make sure that power feed controls are in the neutral position before turning on the machine.
- Handle cutters carefully. Protective gloves may be recommended.
- Secure the work piece firmly in the vice or with appropriate clamps.
- Keep hands on the controls while the machine is running.
- Never try to feel a finished surface while the cut is being taken.

Lathe (Manual and CNC)

- Roll up loose sleeves, and do not wear lanyards, neckties, or other loose items while operating the lathe.
- Be certain the work piece is set up securely and tightly.
- Remove the chuck key immediately after each use. If the chuck key is left in the chuck and the lathe is activated, the key can become a fast moving projectile and potentially cause serious injury.
- Keep hands on the controls while the lathe is running during manual operation only. If lathe is being used in computer numerical control mode, all operator interactions should be at the control panel.
- Keep hands away from chips as they may be sharp or hot.
- Regulate the depth of cut according to the size and type of material.
- Use tools that are properly ground for the particular job.
- Never try to feel a finished surface while the work piece is spinning.
- Stand to one side of the revolving faceplate to avoid being hit by flying objects.

Welders / oxy-fuel Torch

- Wear ultraviolet (UV)-protective safety eye-wear when using the welding machines. Do not directly stare at UV light.
- Secure workpiece with clamps or a welding jig. Be sure to place material where they will not interfere with the welder.
- Always monitor your work until the entire cut/weld is finished.
- If you notice that your material is being vaporized or is producing visible flame, stop the welder. You may need to lower the power setting, or move faster during the welding process, or re-check your standing position. Do not start welding or oxy fuel cutting until the above has been corrected.
- After your finish welding/cutting, the material must be left to cool for at least 10 – 15 minutes to allow for heat dissipation.

Grinder

- Ensure that the grinder is mounted securely.
- Always use the work rest, and maintain its distance within 1/8" of grinding wheel.
- Maintain the adjustable tongue guard within 1/4" distance of grinding wheel.
- As the grinding wheel wears down, readjust the tool rest and tongue guard. When you can no longer adjust them, replace the wheel.
- Ensure the grinding wheel manufacturer's recommended speed, as posted on the wheel, is compatible with the RPM rating of the grinder motor.
- Visually inspect new grinding wheels for imperfections before installing. Do not install a wheel with visible irregularities.
- Ensure you "ring test" the new grinding wheel.
- Ensure the outer wheel guard is securely in place.
- Ensure the power transmission cover is securely in place.

MACHINE GUARDING

Machine guarding is required by OSHA under 29 CFR 1910.211. A guard is a barrier that prevents the entry of the operator's hands or fingers into any part of a machine or piece of equipment where they may be cut or caught between moving parts, between moving and stationary parts, or between the material and moving parts of the machine. Guarding is required of machine tools. Hand-held, portable power tools or manual tools are not required to be guarded. Machine guarding provided by the manufacturer should never be removed from the machine.

HAND AND PORTABLE POWER TOOLS

When using hand tools, keep the following safety procedures:

- Safety glasses should be worn whenever working with tools.
- Wear protective gloves when appropriate.
- Clean grease and oil from hands and tools to prevent slipping.
- Only use tools that are in good condition.
- Only use tools for their designated purpose.

- Use the correct size tool for the job.
- Always cut away from your hands and body.
- All power tools must be turned off and completely stopped before they are set down by the operator.

Exposure Control Plan

Personal Protective Equipment (PPE)

The following is the personal protective equipment needed to engage in any potential exposure to blood or Other Potentially Infectious Material (OPIM):

- Disposable Gloves (Latex, or Nitrile)
- Splash Proof Safety Goggles
- Splash Proof Face Shield

Preventative Measures

- Treat all blood and OPIM as infectious.
- Cover all exposed skin with clothing or PPE.
- When cleaning a walking / working surface do not handle broken glass, tooling, razor blades or any other sharp objects with your hands. Always use mechanical means such as a dustpan and broom.
- When cleaning machinery or equipment, engineering controls should be used whenever possible like a brush or other cleaning device when there is evidence of bio-hazardous waste or OPIM. In addition, be aware that sharps can become stuck in equipment, and can pose hazards to you or others. If you do have to use your hands, wear gloves and **NEVER REACH WHERE YOU CAN'T SEE.**
- Wash hands immediately after removing gloves or contact with blood or OPIM.
- Do not consume or store food or drinks in areas where blood or OPIM could be present.

Reactive Measures

In the event that blood or OPIM comes in contact with your eye, mouth, nose, broken skin or under the skin, the following procedures should be done:

- Immediately wash or rinse the exposed area for 10 to 15 minutes.
- Immediately following washing, notify staff and seek medical attention.

Bloodborne Pathogens:

Bloodborne pathogens are disease causing microorganisms that may be present in human blood and other body fluids. The three most commonly encountered bloodborne pathogens are hepatitis B virus (HBV), hepatitis C (HCV) and human immunodeficiency Virus (HIV). Bloodborne pathogens are transmitted when the pathogens from infectious body fluids enter the bloodstream through cuts or other breaks in the skin. They can also enter through mucus membranes. Bloodborne pathogens are **not** transmitted by casual contact.

JARC expects trainees to report all bloodborne events to instructors and staff who are considered first responders. JARC also provides all trainees the following information they need to work safely with bloodborne pathogens in case of an accident or injury on the shop floor.

IX. Drug and Alcohol Policy:

JARC is committed to maintaining a safe, productive work environment to both students and staff. Students should discuss their participation in training with their doctor and ensure prescription drugs do not affect the operation of heavy machinery.

A student who is under the influence of illegal drugs, unauthorized controlled substances or alcohol can pose a serious threat to his or her safety and the safety of others. The manufacture, distribution, possession, use of illegal drugs, unauthorized use of controlled substances or alcohol on JARC's premises is prohibited.

JARC reserves the right to drug test any CMP trainee at any time including after accidents, injuries, or if staff deem a trainee's behavior to be unusual or erratic. If a trainee is requested to submit to a drug and alcohol test, they must complete it immediately. If a trainee tests positive for prescription drugs, they must produce a prescription for the drug within 48 hours. A trainee's refusal of a drug and alcohol test or failure to bring in prescription documentation can result in termination. JARC utilizes Concentra for drug testing. Their offices are located at:

1030 W. Chicago Ave.
Chicago, IL 60642

JARC will arrange for transportation of a trainee should they be required to complete a drug test. Any violation of JARC's Drug and Alcohol Policy may result in corrective action measures. In deciding what action to take, JARC will take into consideration the seriousness and nature of the violation, the student's current standing in the class, the student's future employability, and the impact of the policy violation.

X. Sexual Harassment Policy:

Jane Addams Resource Corporation will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of its students or staff. It is our policy that all students have the right to learn in an environment free from any type of illegal discrimination, including sexual harassment. Any student found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.

Sexual harassment is defined as:

- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - 1.) verbal actions, including using vulgar, kidding or demeaning language; or
 - 2.) physical conduct which interferes with a student's work performance.
- Making sexual advances or requests for sexual favors a term or condition of acceptance into the program

While JARC encourages healthy friendships among its students, both students and staff must be sensitive to acts of conduct which may be considered offensive and must refrain from engaging in such conduct.

Sexual harassment can occur in many forms including verbal (which includes phone calls or voicemails), physical, or written (which includes text, email or other written forms). JARC staff takes all incidents of sexual harassment seriously whether they occur during class or outside of class time. Students are encouraged to report any possible incidents of sexual harassment to staff immediately. JARC will promptly and discreetly investigate any harassment claim and no student will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

It is, also, expressly prohibited for a student to retaliate against other students who bring sexual harassment charges or to assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination.

Harassment based on sexual preference and gender identity will also not be tolerated. Any student engaging in such conduct will be subject to immediate discipline, up to and including termination.

XI. Equal Opportunity:

Jane Addams Resource Corporation shall not directly or indirectly discriminate against any applicant of CMP or individual accepted into CMP on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, gender identity, marital status, parental status, military discharge status, source of income or membership in a union or membership in an organization whose primary purpose is the protection of civil rights or the improvement or living conditions and human relations.

Access for Disabilities

It is the policy of JARC to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in class activities or to meet class requirements. To discuss your needs for accommodations, students with disabilities are encouraged to contact:

Emily Doherty, VP – Client Services
4432 N. Ravenswood, Chicago, IL 60640
773-751-7115, or Emilyd@jane-addams.org

XII. Attendance Policy

JARC's attendance policy closely matches the attendance policies of manufacturing employers. Its purpose is to prepare trainees for the expectations and standards employers will have for them as new employees. It's important that trainees communicate with their Program Coordinator on any anticipated attendance issues or concerns throughout their time in the program. Communication is a key piece of program success.

Attendance and arriving on time are required. Both are important skills that JARC employer partners will require in new employees. JARC is unable to recommend trainees for employment if they do not have consistent attendance. JARC's attendance policy is a points-based system. If a trainee receives 3 points, they will be let go from the program.

Trainees requiring a leave of absence from the program can request one from their Program Coordinators. The request will then be reviewed by both the Program Coordinator and the Director – Training Services. Staff will respond with a decision on the request within 10 business days.

Clocking In and Out

All trainees must “punch in” at the start of their shift and “punch out” at the end of the day using the time clock. If a trainee does not clock in or out, even if the trainee is in class, they will receive 0.5 point.

If the trainee informs their instructor that they forgot to punch in or out within 24 hours, no points will be issued. A JARC staffer must be able to verify they were not late/left early for this to apply. If a trainee forgets to clock in or out more than 2 times, they will receive 0.5 points for each time after that.

Conditional acceptance period

- During the first 10 class days, all trainees are accepted on a conditional basis. This is to model a probationary or conditional period like when a new employee starts a job.
- Similar to when someone is new at a job, any incident during this period will be viewed as more serious. Any absence or tardy during this time will result in a write-up and an extension of two more weeks of the conditional acceptance period. During this conditional acceptance period, a second absence or tardy may result in immediate program dismissal.

After clearing the conditional acceptance period

- The Program Coordinator must be informed by the student of any absence (tardy, partial or full) ahead of time. Failure to do so is considered a “No Call/No Show” and is grounds for immediate dismissal.
- If a trainee needs to request a ½ day or full day off of class, they must complete an Anticipated Absence/ Late Arrival/ Early Departure Form. This form must be submitted to the Program Coordinator at least 48 hours prior to the absence. If a trainee does not turn in this form 48 hours in advance of the absence, s/he may be subject to corrective action measures. It is at the discretion of the Program Coordinator if the requested absence/late arrival/early departure will be considered excused.
- After clearing the conditional acceptance period, a trainee has one ‘free’ sick day for illness or a family emergency. The trainee must call their Program Coordinator before the start of class to inform them of the illness/emergency. If the illness or emergency

continues for more than one day, documentation will be required. If they do not provide documentation, 1 point will be given per day.

- Trainees begin with 0 points. Missing a full day counts as one 1.0 point. A tardy or partially missed day is counted as 0.5 point.
- The Program Coordinator and Director of Training's will decide if the trainee earns points. Earning 3 points is grounds for dismissal from the program.

Documentation of absences

- The Program Coordinator or Director may excuse students from class at their discretion (i.e. job interviews, appointments with the unemployment office, etc.). However, trainees must present documentation explaining the reason for the absence. Providing documentation does not guarantee that their absence is excused. However, if a trainee does not provide documentation, they will earn a point.
- Students who are members of the Armed Forces, including reserve components and National Guard, may be readmitted to CMP if they have to suspend enrollment by reason of serving in the Armed Forces

Trainees receiving GI Bill® Benefits through the VA

- GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.
- JARC will certify a veteran's enrollment in a program approved by the Illinois State approving agency. **Clock hour schools:** This certification, in part, requires JARC to report to the Illinois State approving agencies the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the Illinois State approving agencies, the JARC must report this issue to the U Illinois state approving agencies. **Credit hours schools:** If a veteran's credit hour adjustment results in a change of pursuit as defined by the Illinois State Approving Agency JARC must report this issue to the Illinois state approving agencies. This report may result in a lesser monthly payment from the Illinois state approving agencies to the veteran and possible overpayments from the Illinois state approving agencies to the veteran and JARC.
- JARC strongly advises veterans to pursue their training as specified in the Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified.
- If a Veteran's payment from VA is pending, JARC will not prevent their enrollment, impose a late fee, require alternative funding, or deny access to any resources available to other students who have satisfied their tuition and fees.
- Veterans using VA benefits for tuition may be required to produce their Certificate of Eligibility by their first day of class, provide a written request to be certified, or provide additional information to properly certify their enrollment.
- JARC will evaluate veterans for attendance and grades at the end of each month for all approved programs.

- A student must maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill program.

Promotion of Bridge Trainees

Completion of the Manufacturing Bridge Program does not guarantee acceptance into JARC's advanced training programs. Decisions on acceptance into JARC advanced training programs, (CNC, Welding, and Mechanical Assembly) will be made at the discretion of the Program Coordinator and the Director of Training Services.

XIII. Holidays:

All students will receive the following days off:

Spring break: 4/1/24 – 4/5/24
Memorial Day: 5/27/24
Juneteenth: 6/19/24
Summer Break: 7/1/24 – 7/5/24
Labor Day: 9/2/24
Indigenous Peoples Day: 10/14/24
Thanksgiving: 11/28/24 and 11/29/24
Winter break: 12/23/24 to 1/3/25
Dr. Martin Luther King, Jr Day: 1/20/25

Students may have additional days off, however weather-related closures are rare. Schedule changes will be at the discretion of the Director - Training Services and communicated to students via their Instructor and Program Coordinator.

XIV. Transportation assistance cards:

JARC recognizes that trainees in our Careers in Manufacturing Programs are making sacrifices to participate in the program. Some trainees may require assistance to meet the cost of transportation to and from class each day. Therefore, JARC will assist with transportation costs when funds are available. Trainees may receive a Ventra, Metra, PACE, or a gas card each week. JARC cannot guarantee replacement if a trainee loses a card. JARC cannot reimburse students for mileage on their cars, bikes, or shoes.

Cards will be distributed as follows:

- Your Program Coordinator will be the primary JARC staff person distributing the cards on Monday of each week.
- If you are not in class on a Monday, you must then request that week's transportation assistance from your Program Coordinator.
- You will be asked to sign for each card to confirm receipt.

A student should not:

- Receive a Ventra, Metra, or PACE card and then drive to training.
- Receive a gas card and then take public transit to training.
- Receive a card and then bike or walk to training.
- Receive a card and then give that card to a friend or family member for use unrelated to training.

If you have already received that week's card and your transportation plans change, please update your Program Coordinator immediately. JARC trusts our trainees to abide by this policy and ask questions when a situation is unclear. Failure to follow this policy may result in loss of receipt of transportation cards for the remainder of the course.

XV. Corrective Action Procedures:

Students are subject to accountability action when performance, attendance, or misconduct issues arise. A staff member can also meet informally with the student in order to correct the issue and offer coaching. If this does not work, the following progressive corrective action will be initiated. The purpose of initiating corrective action procedures is to make it clear to the trainee which behavior is unacceptable, and to correct it so the trainee can be successful in training and on the job. The Program Coordinator and the Director of Training are the primary staff who issue corrective action. In cases of illegal conduct, gross misconduct, and conduct jeopardizing the health and safety of students and staff, disciplinary action may be initiated with being placed on probation or program dismissal.

- **Verbal remediation** – Within 10 days of the incident, staff will meet with the student to discuss the issue and create a plan on how the issue needs to be resolved in a timely manner.
- **1st Written Warning** – If the student's conduct still has not improved, or has failed to meet the guidelines of the remediation, the written warning will outline steps that need to be taken in order to correct the existing issues.
- **2nd Written Warning/Probation** - If the student's conduct still has not improved, or has failed to meet the guidelines of the 1st Written Warning, the 2nd written warning will specify that the conduct or performance still has not improved. The student will be placed on probation and will be warned that if the outlined steps to correct the issue are not followed, the next action will be program dismissal.
- **Termination** – If after the 2nd Written Warning, the student's performance or conduct still has not improved, the Director of Training Services will meet with the student and advise the student of their termination from JARC.

XVI. Termination of Training:

All JARC students are subject to termination of the program at the discretion of the Director of Training Services. Termination will be defined as a release of the student from the enrollment contract for inability to perform tasks assigned by instructors, illegal conduct, and gross misconduct, conduct jeopardizing the health or safety of other students or staff, or multiple violations of the Student Standards of Behavior Agreement.

A JARC student may also elect to discontinue their own training at any time by notifying the Director of Training in writing of this decision.

Per VA policy, trainees receiving GI Bill Benefits to attend CMP, who are dismissed for failing to meet standards of academic progress, may not be re-admitted using their GI Bill Benefits.

XVII. Grievance Procedures:

Students are encouraged to discuss concerns or issues with staff. They may also elect to submit a grievance. A grievance is a formal complaint concerning the terms of enrollment, the student standards of behavior agreement, or any other such concern that a student may have regarding their training with JARC and its staff.

A student may file a grievance only on their own behalf. A student may not file a grievance on behalf of another party.

Resolution:

If a student finds that they would like to file a complaint, they should take the following steps:

- 1.) The student should address the complaint in writing to the attention of the Director of Training Services. The Director of Training Services will confirm receipt of the complaint within five (5) business days. The Director of Training Services will attempt to resolve the complaint within five (5) business days of confirming receipt of the complaint.
- 2.) If a solution is not reached or if the complainant is not satisfied with the solution offered, the student should address the complaint in writing to the attention of JARC's President. The President will confirm receipt of the complaint within five (5) business days. The President will attempt to resolve the complaint within five (5) business days of confirming receipt of the complaint.

Students can also file a grievance through the Illinois Board of Higher Education's (IBHE) online complaint system at <http://complaints.ibhe.org/>, accessible through the agency's homepage (www.ibhe.org). The IBHE online complaint site includes step-by-step instructions and key information about the complaint process. IBHE can also be contacted at 1 North Old State, Capital Plaza, Suite 333, Springfield, IL 62701-1377, or 217-782-2551.

XVIII. Refund Policy:

Tuition:

Fast Track for CNC Operators Program: \$8000

Welding Fast Track Program: \$8000

Fast Track for Press Brake Operators: \$6000

Mechanical Assembly Fast Track: \$6000

JARC does not charge its students any fee including for registration, applications, books, or credentialing. JARC will not accept any tuition from any student prior to enrollment nor accept down payments. Each student will be enrolled in a funding stream at JARC's discretion.

For trainees enrolled in the program under GI benefits through the VA, please see attached refund addendum. For all the trainees, the refund policy is as follows:

When a student gives written notice of cancellation, JARC will provide a refund in the amount of at least the following:

1. When a notice of written cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition shall be refunded.
2. When notice of cancellation is given after midnight of the fifth business day of class, JARC may retain no more than \$150.
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, JARC may retain no more than 10% of the tuition.
4. When a student has completed in excess of 5% of the course of instruction JARC may retain an amount computed prorated by days in class plus 10% of the tuition up to completion of 60% of the course of instruction.
5. When the student has completed in excess of 60% of the course of instruction, JARC may retain the entire tuition.

JARC shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

All student refunds shall be made by JARC within 30 calendar days from the date of receipt of the student's cancellation. A student may give notice of cancellation to JARC in writing. The unexplained absence of a student for more than 15 days shall constitute constructive notice of cancellation to JARC. For purposes of cancellation, the date shall be the last day of attendance.

JARC shall refund all monies paid to it in any of the following circumstances:

- 1.) JARC did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
- 2.) JARC cancels or discontinues the course of instruction in which the student has enrolled.
- 3.) JARC fails to conduct classes on days or times scheduled, detrimentally affecting the student.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

Refund policy for trainees receiving GI Bill benefits:

This policy follows requirements from the VA. All tuition, instructional charges, and fees for veterans is subject to the following pro-rata refund policy. All refunds are made within 40 days of student withdrawal/termination from school. This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

Percentage of days in class completed by student
At notice of cancellation

Percentage of tuition, instructional
charges and fees that school may retain

In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

XIX. Job Placement Assistance

Eligibility:

In order for JARC to assist in your job search, you must:

- Complete job logs when assigned. Job logs must be complete and turned in on time.
- Attend and be punctual to all Employment Services appointments and arrive professionally dressed.
- Respond to employer calls and emails within 24 hours. This can also include requests from employers such as drug testing, pre-employment screening, physical exam, etc.
- Respond to staff within 24 hours and communicate with staff about any job-related activity such as:
 - 1.) Scheduled interviews
 - 2.) Receiving job offers
 - 3.) Accepting or declining job offers

A student must notify the Director of Training of any criminal conviction that occur during their time in training no later than 5 days after such conviction. This includes violations that occurring outside of JARC's premises. Failure to do so may result in corrective action and/or discontinuation of training and Employment Services.

Requirements:

Upon completion of 30, 90 and 180 days at your new job, JARC will require that you complete all of the necessary documentation required below:

- Copy of offer letter or verbal verification of start date, wage, position, benefits, and hours per week
- Company name, address, and contact person for future verifications
- Copies of your first 4 weeks of check stubs
- Student signature on required funder forms
- Completion of a post-placement financial well-being survey

All students must inform the Job Developer of any changes in their employment status including:

- New employment or promotion,
- Completion of probationary period,
- Change in wage,
- Change in benefits,
- Separated from employment

Incentives:

JARC maintains an incentive program for completion and submission of the above named documents. A student will be granted a check for \$50 when all of the documentation has been submitted to the Job Developer. Employment must be full time (over 32 hours per week) and training-related to be eligible. A student can only receive this incentive one time.

XX. Community College Credit Hours:

The Richard J. Daley College and JARC have agreed to use manufacturing industry skills standards and certifications established by the National Institute for Metalworking Skills (NIMS) and the American Welding Society (AWS) as the standard for articulation between their respective programs.

JARC graduates who earn specified NIMS and AWS credentials while enrolled in its Careers in Manufacturing Programs (CMP) or Manufacturing Skills Programs (MSP) and who complete the program may be granted credit for college courses upon enrollment in the Manufacturing Technology program at Richard J. Daley College. Below are the certifications that qualify and their alignment with classes offered in the certificate and degree programs at Daley College:

Industry Credential	Equivalent Course at Daley College	Credit Hours
NIMS Measurement Materials and Safety (MMS)	340MFGT – 111-1 Machining Processes 1	3
AWS D1.1 GMAW (or MIG) Qualification	340MFGT 151, Introduction to Welding	3

NIMS Job Planning, Benchwork and Layout (JPB&L)	340MFGT – 112-1 Machining Processes 2	3
NIMS CNC Milling: Program, Setup and Operate	340MFGT – 123 CNC Milling Operations and Programming	3
NIMS CNC Turning: Program, Setup and Operate	340MFGT – 137 CNC Turning Operations and Programming	3

*JARC graduates who have completed both CNC Milling and Turning (Program, Setup and Operate) may also receive credit for 340MFGT 140 – CNC Fundamentals at the discretion of Daley College.

Daley College degree or certificate seekers should contact their Manufacturing Technology Program for more information:

Phone: 773-838-7786, Address: 7500 S. Pulaski, Building 300, Chicago, IL 60652, Website:

<http://www.ccc.edu/colleges/daley/departments/Pages/Manufacturing--Technology.aspx>