

StreetLeader Contract

September 26, 2005 - May 25, 2006

As a StreetLeader, an employee of UrbanPromise, I agree to abide by the guidelines and policies of UrbanPromise. I agree to strive to do my best in all areas of my life, to be committed to my job and my community, and to seek to be a role model at all times. If I have a conflict with someone at UrbanPromise I will do my best to resolve it with the help of my TeamLeader (TL), Site Mentor and Director. I have read the following policies and understand that I will be held to them while I am working as a StreetLeader. I also understand that the consequence for breaking my contract may involve probation, suspension or dismissal from the StreetLeader program.

Personal Ethic:

We expect all StreetLeaders to maintain a high degree of integrity in their work and in their attitude. This includes the following:

Interaction with children and staff:

- Positive verbal and non-verbal affirmation of children and staff. (Showing kindness and a caring attitude.)
- **Showing respect for children and following a “hands-off” rule with children (no hitting, rough housing, or lap sitting).**
- No negative conduct or communication to children or staff including name-calling, making fun, tone voice, or overall attitude.
- Absolutely no engaging in or tolerating sexual harassment of StreetLeaders, staff or children.

Working with Supervisors:

- Resolving conflicts and making an effort to communicate with supervisors.
- Cooperating with and being respectful of Site Mentors, TLs, Children Ministry Staff, SLs and children.
- Respecting the authority of the Director, TLs and Site Mentors in decisions of discipline, camp structure, etc.

Job Skills:

- Participating in all activities at work (i.e. snack, recreation, homework assistance, clean-up, staff discussions), fulfilling the job description and putting children first while at the job.
- **Starting to work once clocked in, staying at work during work hours (no breaks, no phone calls, no going to store, etc. unless pre-approved by the director).** No phone calls are to be made during work or on UrbanPromise phones unless pre-approved by ASP leadership.
- Participating in mandatory staff meetings and orientation. If employees do not attend, they will be suspended from work.
- StreetLeaders are not to bring guests (friends or family) to work. Neither are they to eat or work on any outside activity during working hours.
- Absolutely no displays of verbal or physical violence threats towards anyone.
- No participation in illegal activities; no illegal substances (including TOBACCO or ALCOHOL) or WEAPONS brought to work.
- If a StreetLeader decides to quit or take a leave of absence, he or she must give at least a two-week notice. Failure to give two weeks negatively affects future hiring and job recommendations.

Dress: StreetLeaders are to dress comfortably and appropriately to work with children. Dress needs to be appropriate for games and recreation. If a StreetLeader dresses up for school, he or she should bring a change of clothes for work. If a StreetLeader is unable to function in his or her job due to dress, they will be sent home. Also, StreetLeaders are not to wear hats or wave caps in the building at any time.

Lateness: StreetLeaders are expected to be on time. StreetLeaders are responsible for picking their own 'Start Work' time, based on when they can make it to work from school. If they arrive to work more than 15 minutes after their official start time they are counted as late. StreetLeaders can be excused for being late up to four times each semester if they call 541-3953 prior to their start time. After those four times, or if they fail to call in, they receive a written warning, probation, suspension, a conference and then possible termination.

Absences: StreetLeaders will receive two excused sick days per semester with pay and two without pay. To be excused, the StreetLeader must call 541-3953 prior to their start time. If a StreetLeader misses work without calling out or above their four days/semester, they will receive a written warning. Each additional absence will result in probation, suspension, a conference and then possible termination. StreetLeaders who anticipate missing work for an extended period of time because of illness can request a leave-of-absence without the usual two weeks notice. StreetLeaders who are required to miss work for school activities will generally be excused without pay if the site supervisor is notified at least 24 hours before and if the StreetLeader brings in a note from the school activity leader. If these absences occur so often that they detract from the smooth operation of the After School Program, the StreetLeader may be asked to take a leave-of-absence.

Evaluations & Pay: All StreetLeaders are evaluated bi-weekly on their General Job Skills, Teamwork, Enthusiasm and Leadership, Positive Attitude, Supervising Children, Caring for Children and Positive Influence. If a StreetLeader consistently receives below average ratings, he or she may be asked to meet with their Site Mentor and develop a job improvement action plan. Each month one StreetLeader from each after school program and one Team Leader will be awarded 'StreetLeader of the Month' and will be recognized with an award and a bonus. StreetLeaders are paid bi-weekly. The first payday of the semester is September 30, 2005. If a StreetLeader has a problem or discrepancy with his or her paycheck, he or she must talk to the SL Administrator so that the problem may be resolved.

Education: Education is an important part of the StreetLeader program. In order to continue working in the program, StreetLeaders must bring in their original report card after each marking period. If a StreetLeader receives below a C- in any subject, he or she must attend tutoring every week until he or she brings up the grade on the next report card. Tutoring will be held every Monday and Thursday from 3:00pm to 5:30pm. S.A.T prep and college prep will be held on Wednesdays from 6:30 to 7:30pm. If a StreetLeader misses tutoring, he or she will be suspended for one day the following week. The 3rd time a StreetLeader doesn't finish their tutoring hours they will be suspended for the rest of the semester. When attending tutoring, each StreetLeader must bring in their own schoolwork in the subjects which they are doing poorly in. If a StreetLeader cannot, for any reason, bring in a report card he or she must attend tutoring until the report card is brought in.

I have read and understood the Contract. By signing, I agree to abide by the Contract for 2005-2006 academic years.

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Work starting Time: _____