

Clean Acres Recovery Housing

Work Policy and Contract

1. Upon admission into Clean Acres all residents will be required to pass a drug screen and background check for Clean Acres on behalf of New Housing Ohio. This will qualify him/her as being an employee and for participation in any of the work programs that Clean Acres has to offer.
2. Every Resident is required to participate in a work program(s). A minimum wage of \$8.25 per hour will be paid and may be adjusted depending upon the program type. The pay period is bi-weekly and pay day is on Thursday. If the resident is current on all his/her rent/charges with Clean Acres, their earned net pay will be deposited into his/her bank account by direct deposit. If he/she owes on their account with Clean Acres, a portion based upon amount owed, of his/her charges will be deducted from wages first towards their bill, and any remaining amount will be direct deposited to his/her bank account. This amount will be discussed with the resident by the House Manager prior to the deduction.
3. At Clean Acres, it is understood how a person can get behind on their bills. To help with this, every resident will be required to establish a personal budget and work with the House Manager to stay on his/her budget. This budget will address all the debt that he/she has incurred, including but not limited to court fines, probation fees, child support, driver's license reinstatement fees, insurance, credit cards, Clean Acres, etc. By establishing this budget and following its guidelines, our hope is that by the time he/she leaves Clean Acres, a solid foundation will be developed, not only financially but in other life skills as well.
4. All Resident's will be required to complete any work/chores designated to them in a safe and timely manner in the scheduled time frame at the discretion of the House Manager. Failure to show up or complete the work assignment(s) is grounds for consequences and/or discharge from Clean Acres at the discretion of the House Manager.
5. Our Goal is to provide the safest work environment possible. To accomplish this, every resident is required to follow all safety procedures and use all the necessary safety equipment for any of the tools/machinery he/she is using.
6. After successfully completing the first 60 days at Clean Acres and the programs Sowing Seeds/Seedlings/Reaping Harvest, upon review by the House Manager, the resident may be eligible for outside employment. If deemed eligible, the resident is responsible for acquiring employment and making arrangements for transportation to and from said employment.
7. Upon being successfully employed, every resident is still required to follow all House Rules/Policies. See current Clean Acres House Rules/Policies for specific reference to outside employment. Residents agree to follow their approved budget to reduce his/her debt and obtain his/her budget goals. This will be reviewed by the House Manager.
8. Failure to follow any/or all the Rules/Policies can result in consequences and/or discharge at the discretion of the House Manager.

Resident Signature: _____

Date: _____

House Manager: _____

Date: _____