



# LOTT INDUSTRIES EMPLOYEE MANUAL

Revised March 2009

### **Rights of Ohioans with Mental Retardation and Developmental Disabilities**

The rights of persons with mental retardation and developmental disabilities include, but are not limited to, the following:

1. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
2. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
3. The right to food adequate to meet accepted standards of nutrition;
4. The right to practice the religion of their choice or to abstain from the practice of religion;
5. The right of timely access to appropriate medical or dental treatment;
6. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
7. The right to receive appropriate care and treatment in the least intrusive manner;
8. The right to privacy, including both periods of privacy and places of privacy;
9. The right to communicate freely with persons of their choice in any reasonable manner they choose;
10. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
11. The right to social interaction with members of either sex;
12. The right of access to opportunities that enable individuals to develop their full human potential;
13. The right to pursue vocational opportunities that will promote and enhance economic independence;
14. The right to be treated equally as citizens under the law;
15. The right to be free from emotional, psychological, and physical abuse;
16. The right to participate in appropriate programs of education, training, social development, and habilitation and in programs of reasonable recreation;
17. The right to participate in decisions that affect their lives;
18. The right to select a parent or advocate to act on their behalf;
19. The right to manage their personal financial affairs, based on individual ability to do so;
20. The right to confidential treatment of all information in their personal and medical records, except to the extent that disclosure or release of records is permitted under sections 5123.89 and 5126.044 of the Revised Code;
21. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
22. The right to be free from unnecessary chemical or physical restraints;
23. The right to participate in the political process;
24. The right to refuse to participate in medical, psychological, or other research or experiments.
25. You have the right to be free from financial or any other exploitation.

**LOTT INDUSTRIES EMPLOYEE HANDBOOK**  
Lott Industries is an Equal Opportunity Employer

Thank you for choosing Lott Industries. This handbook explains the rules and regulations of employment with Lott Industries. It also reviews rules and procedures everyone must follow to make work safe. Please take the time to read this book. If you have questions about the information in this book, ask your Habilitation/Vocational Specialist.

If you are not yet a part of Lott Industries, please contact a Lucas County Board of MRDD intake worker at 419-381-8320 to arrange for a tour of one of the facilities or discuss working in a community job with specialist support and training. There are a few things we need from you to help you become employed and to make sure you are safe at work. We need copies of your identification card, birth certificate and Social Security card. It is also important for you to make a doctor's appointment to schedule a physical exam. Once we have this information, you are ready to begin planning your employment goals. You and your team will develop a service and support plan. This plan will explain what supports and services you desire and how Lott Industries and the Lucas County Board of Mental Retardation and Developmental Disabilities will work individually with you to live, learn, work, play, worship and participate as an equal citizen in our community.

Staff of the Lucas County Board of MR/DD will supervise Lott employees. The supervisors are certified through the Ohio Department of MR/DD and are required to have background checks. They are required to participate in ongoing training not limited to rights and responsibilities of people with mental retardation and developmental disabilities, drug and alcohol abuse, ethics, incident reporting, etc.

**Lott Industries Mission**

To provide work skill development and employment opportunities for adults with developmental disabilities

**Quality Policy**

Lott Industries is committed to continual improvement in product, services and delivery of the highest quality to ensure customer satisfaction.

**Environmental Policy**

Lott Industries is dedicated to the continual improvement and scheduled review of environmental goals, and the prevention of pollution, through compliance with federal, state, local and other requirements.

**Work Statement**

Individuals that choose to work at Lott Industries are required to perform work duties during their scheduled work hours. It is important to work with your team to determine if you will work a five day work schedule or a part-time work schedule. If you no longer want to perform work duties talk with your Habilitation/Vocational Specialist or Service and Support Specialist.

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## **GENERAL INFORMATION**

### **Work Hours**

The employee work day is six (6) hours per day plus a half-hour lunch period. Employees choosing to work less than a full schedule may choose Combo Services. On occasion overtime work is offered. Hours will vary for employees participating in programs through Employment Connections.

### **Employee Hours**

Hill Avenue Plant .....	9:15 a.m. to 3:45 p.m.
Holland Road Plant .....	8:00 a.m. to 2:30 p.m.
Telegraph Road Plant .....	8:00 a.m. to 2:30 p.m.
Employment Connections .....	shifts vary

### **Staff Hours**

Hill Avenue Plant .....	8:30 a.m. to 4:30 p.m.
Holland Road Plant .....	7:45 a.m. to 3:45 p.m.
Telegraph Road Plant .....	7:45 a.m. to 3:45 p.m.
Employment Connections.....	7:00 a.m. to 5:00 p.m.
Administrative Offices .....	8:30 a.m. to 4:30 p.m.

### **Bad Weather**

When bad weather makes transportation difficult, it may be necessary to either delay or cancel transportation. Lott Industries facilities will be open if transportation is canceled or delayed. If you have another means of transportation, you are encouraged to come to work. When transportation is delayed two hours employees will be picked up two hours later than usual. In addition, the Transportation Department will call your home with a recorded message if there are delays.

If the Lucas County Board of MRDD is closed, Lott Industries will also be closed. Employees working through Employment Connections will need to contact their community employer to determine whether their work schedules have been changed because of bad weather. Some Employment Connections crews work on bad weather days. Call Employment Connections or your supervisor to check. Listen to your local radio or TV station for announcements on closings and delays.

### **Pay Determination**

Employee pay is in compliance with regulations of the United States Department of Labor. Employees receive a paycheck every two weeks starting the third week of employment. Social Security and State and Federal taxes are taken out of each pay. Pay is based on a piece rate or an hourly rate according to performance or past earnings. Employees are not paid for habilitation.

### **Piece Rate Pay**

Pay on most production work is determined by a piece rate. Each piece you do is worth a certain amount of money. Your pay is determined by multiplying the piece rate by the number of pieces you produce.

**Hourly Pay**

Some jobs are paid on an hourly rate. Some of these jobs are material handling, grounds keeping and janitorial.

Some jobs are paid an Average Hourly Earning. Average hourly earning is used if an employee does not have a performance evaluation for a non-piece-rated job. Average hourly earning is determined by dividing the gross wages you received in the previous quarter by the total number of hours worked in that quarter.

When working through Employment Connections on a crew, employees are paid according to their work performance or number of hours worked. If you are employed by a community business, you are paid minimum wage or greater depending on the employer's pay scale.

The amount earned may affect SSI benefits received or continued eligibility for Social Security Disability. It is your responsibility to report your earnings and any change in employment status to Social Security. Contact your Habilitation/Vocational Specialist or Service & Support Specialist for assistance with this process.

**Direct Deposit**

If you would like your paycheck deposited directly into your savings or checking account, contact your Habilitation/Vocational Specialist.

**Missing Pay Checks**

If your check is lost, damaged or outdated (over 180 days) you must follow the guidelines below:

1. All requests for check replacements must be in writing to the Payroll Department.
2. When the damaged or outdated check accompanies the request, the check will be reissued within one week.
3. Lost checks will be reissued after 30 days. This is to allow time to confirm that the check has not been cashed and to stop payment at the bank.

If your check is lost, contact the Payroll Department right away at 419-380-4000.

**EMPLOYEE BENEFITS****Worker's Compensation**

An employee who is injured in the course of, and arising out of, his/her employment for Lott Industries may be eligible for Workers' Compensation benefits. Contact the facility nurse or your supervisor if you are injured at work.

**Benefits**

The Lott Industries Board of Directors will determine in November if benefits will be paid for the upcoming year based on business conditions. This information will be communicated each December.

## **RULES AND REGULATIONS**

These rules are for the protection, safety, and well-being of each employee. These rules must be strictly followed.

### **Safety and Work Rules**

Lott Industries follows State and Federal safety and health regulations. Employees must act in a safe manner to avoid accidents.

Employees must follow the rules below:

1. Employees must conduct themselves in a manner appropriate for the workplace.
2. Come to work on time and perform work duties until the end of the work day.
3. Call the supervisor when you are unable to work or if you will be late.
4. Come to work clean and neat. Your supervisor will discuss types of clothing to be worn in your work area.
5. Respect your coworkers and supervisors.
6. Follow the directions of the supervisors.
7. Follow the work rules for each work area.
8. Report unsafe working conditions to the supervisors.
9. Do not bring entertainment equipment and cell phones in the work area.
10. No fighting or other acts or threats of violence allowed.
11. Do not bring any kind of weapon to work. Weapons will be taken by management and criminal prosecution may occur.
12. Talk to the supervisor if you have a problem at work.
13. Do not have or use illegal drugs or alcohol at work. Criminal prosecution may occur.
14. Smoke only in designated outside areas at designated times.
15. Employees may only leave the work area if given permission by their supervisor. If you wish to meet with your Habilitation/Vocational Specialist or Service and Support Specialist, ask your Supervisor to arrange an appointment.

### **Physical Contact Rules**

The place of employment is considered a public place. Typical social greetings or good-byes are appropriate. All intimate physical contact, including sexual self-stimulation, is always inappropriate in a public place.

**Smoking Areas**

Lott Industries is a non-smoking organization. Smoking is not permitted inside the buildings or in vehicles. Ask your Supervisor where your facility's smoking area is located.

**Attendance**

Employees report to work five (5) days a week unless specified in their individualized plan, it is a holiday, calamity day or the employee is ill. You are required to call your Supervisor, Habilitation/Vocational Specialist, or Facility Secretary when you will be absent from work, If you do not call your facility, the absence could be considered an unauthorized leave. There are circumstances when you may need a leave from work. Leaves can be approved through a written request. Contact your Habilitation/Vocational Specialist or Adult Options Manager if you need to request a leave.

A Medical Leave will be granted up to thirty (30) days for medical reasons only. An extension may be requested if the medical leave exceeds thirty (30) days. A doctor's release will be required when returning to work following all significant illness, injury or medical procedures. If an employee is absent more than thirty (30) work days in a row their employment with Loft Industries will end (for employees who are scheduled to attend only part-time, thirty (30) consecutive days absence will be counted as each day the facility is open). If the employee wishes to return, they must go through the admission process.

**Transportation**

If you utilize the Lucas County Board of MRDD Transportation Department and you are absent two (2) days in a row, the Transportation Department will no longer stop for you. If you miss two (2) or more days in a row, you must call the Transportation Department at 419-385-6021 to receive service. If someone drops you off at work on a particular day and the Transportation Department is taking you home in the afternoon you must report your arrival to the facility receptionist. The receptionist will arrange with the Transportation Department to take you home in the afternoon.

**Employment/Enrollment Records**

Be sure to tell your Habilitation/Vocational Specialist when there are any changes in the following:

1. Home address or phone number
2. Person to be notified in emergencies
3. Legal change in your name or guardianship
4. Change in medications.

**Lunch & Breaks**

Employees have 30 minutes for lunch. Employees may not leave the building during that time so you must bring a lunch with you. Vending machines with snacks, soft drinks, and meals are available. Each facility schedules an afternoon break.

1. Employees eat lunch and take breaks in the area assigned to their groups.
2. Employees will remain in the break area during lunch and break times.
3. Each employee will clean up his or her area after eating. Trash should be put in trash cans.

- 4. Food and beverages are not allowed in the work area.
- 5. Smoking is permitted only in the designated outside smoke areas. Smoke only in this area at designated times.

When working through Employment Connections lunch and breaks vary from job to job. Your supervisor can give you more information.

**Production Meetings**

Production meetings are held regularly to discuss your employment. During these meetings, management will provide information about safety, production concerns, and quality control issues. We encourage you to share your ideas and concerns during these meetings.

**Employee Advocacy and Advisory Council**

Representatives of employee work teams meet monthly in each facility. These teams are called Employee Advocacy and Advisory Councils (EAAC). They discuss work, habilitation issues, safety problems, and other matters of interest. EAAC is another means of communication between employees of Lott Industries and management. On a quarterly schedule, representatives from facility EAAC teams meet with the President of Lott Industries, Director of Adult Options, Assistant Superintendent, and Superintendent to discuss program-wide issues. If you are interested in participating or have issues you would like to discuss, please contact your facility's EAAC members and advisors.

**Personal And Company Property**

Put personal belongings in the locker or area assigned to you by your supervisor. You should purchase a small padlock if you wish to lock your locker. Please do not leave food in your locker overnight. Stealing company property or the property of other workers is not allowed. If an employee's personal property is lost or stolen, every attempt will be made by staff to locate the items. Lott Industries, the Lucas County Board of Mental Retardation and Developmental Disabilities, and staff will not assume liability for the loss, damage or theft of an employee's clothing or property.

**Complaint Procedure**

If you feel you are not getting fair treatment, talk to your Habilitation/Vocational Specialist about the procedure for making complaints. If you are not happy with working conditions or habilitation services, if you feel you have been treated unfairly, or believe your personal rights have been violated, you may register a complaint. Take your concern to your Habilitation/Vocational Specialist, Habilitation Coordinator, or Adult Options Manager either in person or in writing.

If you need additional assistance, you may call:  
 Family & Community Supports ..... 419-381-8320  
 Ombudsman .....419-385-5771

**Confidentiality of Records**

All the information you provide for employment remains privately filed and locked. Only people working with you on your programs are allowed to see your file. Any outside

agencies or professionals can only review your file with you or your guardian's permission. You may review your file or retain copies by making an appointment with your Habilitation/Vocational Specialist.

## **HEALTH AND SAFETY**

Each facility employs a nurse. Staff at each facility is also trained in first aid and CPR.

### **Physical Examinations**

All employees must have a medical examination when entering Lott Industries and every three years. Your physician must complete the Medical Evaluation form. All new employees must also have a tuberculin test (PPD preferred) and will be screened for Hepatitis B. Employees are encouraged, but not required, to receive the Hepatitis A and B inoculation series. Contact your facility nurse for a form. Services will be suspended if medical information is not kept current.

### **Medication**

If an employee takes medication during the work day and can take the medicine without help, we encourage him/her to do so. However, this would have to be discussed and written in the Individualized Plan. If assistance is needed with medication the facility nurse can store a supply of the medication and give it to the employee. The nurse must have on file a form called Permission to Administer Medication. This form must be signed by your physician and your parent/guardian. Employment Connections does not employ a nurse. If you have medical needs, discuss them with your supervisor.

### **First Aid and Emergency Care**

First Aid will be given by the facility nurse. If an employee is injured or becomes ill while at work and are unable to return to work for the day, arrangements will be made for the employee to go home. If it is a life-threatening or serious illness or injury, 911 will be called.

A doctor's release will be required to return to work following all significant illness, injury or medical procedures.

### **Drug Free Work-Place and Substance Abuse**

The manufacture, distribution, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances including alcohol is prohibited. Only physician prescribed drugs documented in facility records are allowed at the place of employment. The place of employment includes Lott Industries properties, the Lucas County Board of MRDD properties and non-facility worksites. Management will seize any such substances discovered at the place of employment. Criminal prosecution may occur.

Employees requesting work in secured employment areas, such as document destruction, must pass a drug screen and background check. Ongoing random drug screens will be performed.

### **Safety Drills**

Fire drills will be conducted at least once a month. Tornado drills will be conducted monthly during the spring and summer. These drills are important to protect the safety and welfare of

everyone in the building. Everyone must participate in these drills.

### **Grooming/Hygiene**

Employees are expected to maintain good grooming and hygiene. That means employees should report to work each day freshly bathed and wearing clean, neat clothing.

### **Dress Code**

Personal safety is important. Many jobs at Lott Industries involve working with moving, sometimes hot machinery. Proper dress is necessary to avoid industrial accidents. All clothing should be chosen with this in mind. Your supervisor will give you specific information for your work area. Listed below are the Lott Industries dress code guidelines:

1. Safety equipment must be worn when required. The law requires that safety equipment be worn for some jobs. This may include eye protection, hearing protection and gloves. Lott Industries will provide Safety Equipment when it is required.
2. Closed-toe shoes or safety shoes are required. No open-toed shoes are permitted on the work floor.
3. Very long hair should be pulled back and held in place with a hair net or other means so it does not get caught in industrial equipment or moving parts.
4. Pants and shirts must be worn. Shorts, short skirts, and halters cannot be worn. Wearing clothing that exposes large areas of the body is unsafe and may cause injury.
5. Large rings, earrings, long necklaces, and shirts with loose and flowing sleeves cannot be worn. Wearing these items could result in them being caught in industrial equipment or moving parts.
6. Men and women must wear undergarments.
7. Some community employers through Employment Connections require uniforms or stricter dress codes. When working in the community employees must follow the employers dress code guidelines.

## **LOTT EMPLOYEE SERVICES**

### **Work Evaluation**

Individuals entering Adult Options may participate in a comprehensive work evaluation. Assessments are made on work behaviors, personal interests, academic achievement, productivity, communication skills, and knowledge of independent living. The assessments are summarized in an individualized evaluation report. The report provides direction for initial service recommendations.

### **Individualized Service Plan**

Once the work evaluation is completed an Individualized Service Plan (ISP) is developed. You, your parents/guardians, staff, and other involved persons work together to plan and carry out the ISP. Long term goals and short term goals are developed. Services are designed based on your needs and interest.

### **Employment Connections Assessment and Training**

Employment Connections Assessment and Training provides opportunities to individuals who are interested in exploring work opportunities. A combination of paid work, non-paid work, community exposure and classes assist to determine the individuals interests and abilities. This assessment program lasts between one to six months to assist employees in determining appropriate employment options. Recommendations from the assessment team result in either a referral for community employment, mobile crew, or work floor.

### **Mobile Crews**

Mobile crews are community based crews that work in a variety of employment settings including packaging, shipping and receiving, grounds keeping, bus washing, janitorial, scanning and imaging. Crews work a variety of shifts and are required to perform at competitive levels. Crews consist of 5-8 employees with an assigned supervisor.

### **Community Employment**

Employment Connections will assist individuals who are interested in pursuing independent community employment. *Job Developers* can assist with determining an appropriate employment goal and setting up a plan to work towards achieving the employment goal. Once employment has been secured the services of a job coach would be arranged. The role of a *Job Coach* is to evaluate the work setting and develop a task list of job duties to train the new employee. Job coaches provide one-on-one support to assist the employee with learning the new job, experiencing the job tasks and understanding the employer's expectations. Once the employee starts to become independent, the job coach begins to fade from the employment site. As the coach fades the follow-up person, a *Vocational Specialist*, is assigned to provide follow up support to meet the needs of both the employee and the employer.

### **Facility Employment**

Vocational Habilitation Services are designed to teach and reinforce real work expectations such as responsibility to complete work when available, good attendance, task completion, problem solving, social/peer interactions, supervisor/employee roles, and job safety. Job instruction and training is provided based on the skill needs of the individual. Those who choose this service should be able to complete a full day of work (6 hours per day). If work is unavailable, appropriate habilitation options will be provided.

### **Facility Employment/Adult Day Support (Combo Service)**

Vocational Habilitation and Adult Day Support is designed for those interested in a combination of work and habilitation services. The expectation for these consumers is that work will be scheduled two (2) hours per day. Other habilitation services opportunities will be available the remainder of the day.

### **Senior Options**

Senior Options is a full time 12 month program offered as an option for Lott employees wishing to retire or participate in retirement activities. Contact your Habilitation/Vocational Specialist if you are interested in retirement activities through Senior Options.

### **Health Services**

A nurse at each Adult Services facility provides first aid treatment and health care

instruction. The nurse may refer individuals to community health services.

**Employee Funds**

Lott Industries and the Lucas County Board of MRDD support and promote independence and choice for all consumers concerning the use of their money. Employees are encouraged to carry and use their own money for snacks, lunch, daily activities and special events as appropriate and approved by the Individual Service Plan team and the written plan. Contact the Adult Options Manager in situations where the employee, family, guardian or Individual Service Plan team thinks different arrangements are necessary.

**Sign Language Interpreter**

The Sign Language Interpreter provides interpreting services to employees who are deaf, hard of hearing, deaf-blind, or use sign language to communicate. Contact your Habilitation/Vocational Specialist if you are interested in Interpreter information.

**Occupational Therapy Services**

Employees with physical limitations may receive services from an Occupational Therapy Assistant to assist you with job performance activities. Adaptive equipment is sometimes used to maximize an individual's work potential.

**Travel Training Services**

Individuals are encouraged to use public transportation to get to and from work. An individual who is interested in using TARTA or TARPS, the public bus system, can receive individual instruction from a travel trainer. Using public transportation may be necessary for job placement in the community. Training in pedestrian safety, bicycle safety, as well as studying for a temporary driver's permit, can also be provided.

## NOTES

Lott Industries Business Office  
3350 Hill Avenue Toledo, Ohio 43607  
Telephone 419-536-5564  
Fax 419-536-5598

Lucas County Board of Mental Retardation  
and Developmental Disabilities  
1154 Larc Lane Toledo, Ohio 43614  
Telephone 419-380-4000

Intake & Referral  
Family & Community Supports  
1155 Larc Lane Toledo, Ohio 43614  
Telephone 419-381-8320

Hill Adult Services Center  
3350 Hill Avenue Toledo, Ohio 43607  
Telephone 419-534-4980  
Fax 419-534-4990

Holland Road Adult Services Center  
1645 Holland Road Maumee, Ohio 43537  
Telephone 419-891-5215  
Fax 419-891-5225

Telegraph Adult Services Center  
5500 Telegraph Road Toledo, Ohio 43612  
Telephone 419-476-2516  
Fax 419-478-8263

Employment Connections  
3350 Hill Avenue Toledo, Ohio 43607  
Telephone 419-536-5564  
Fax 419.536.5598

Senior Options  
1155 Larc Lane Toledo, Ohio 43614  
Telephone 419-385-5771  
Fax 419-380-5199