



WORKING AT THE CAR WASH – CATHOLIC CHARITIES, SAN BERNARDINO

CYEP CalWORKS Youth Employment Program

JULY 2014 ISSUE

It is necessary that all CYEP consumers register at



www.csb-win.org by July 25, 2014.

ONH Partners with CYEP

by ONH Media Club

WELCOME TO ONH

On behalf of the Staff and Board of Directors for Operation New Hope, let us be the first to welcome you to this exciting employment opportunity to gain meaningful work experience. It is our desire that you grow and develop during your employment as an intern.

PAYROLL REMINDERS

Just as a reminder, payroll is from the first (1) through the fifteen (15) for the first pay period, and the sixteen (16) through the end of the month for the second pay period. All timesheets must be signed by both yourself and your immediate site supervisor. It is YOUR responsibility to make sure that an ONH staff member get a copy of your signed timesheet on the next business day of the pay period by twelve (12) noon to insure that your paycheck will be processed in a timely manner. Timesheets received past the stated deadline may be processed upon the next pay cycle.

Payday is on the fifth (5) and the twentieth (20) of each month. If those dates should fall on the weekend, then payday is the Friday prior to the stated payday dates.

AVAILABLE WORK HOURS FOR CYEP

Attention – Attention! Please take note!

As per our contract, all CYEP consumers have a maximum allowed hours to work of 450 hours. Therefore, upon receiving your check each pay period, ONH will provide for you an updated hours in order to keep you informed of your total worked hours. Upon completion of your 450 hours, your assignment will conclude. Any hours worked past the allotted 450 hours can and will affect your Cash-Aid.

It is our desire at ONH to be an asset to each CYEP consumer and not a detriment. It is our desire to assist those consumers seeking full-time employment. For additional questions, please feel free to contact us at:

Operation New Hope
8520 Archibald Avenue
Building 20, Suite A
909.527.3894 Office
909.527.3876 Fax
www.onhcares.com

REGISTRATION

BRING YOUR “A” GAME TO WORK

In work, as in life, the greatest rewards are reserved for those who jump in with both feet, roll up their sleeves, and do their best. It is our goal at ONH to do just that – **Bring Our “A” Game!!**

This includes:

- ✓ Attitude
- ✓ Attendance
- ✓ Appearance
- ✓ Ambition
- ✓ Accountability
- ✓ Acceptance
- ✓ Appreciation

Being successful is not something that simply happens haphazardly, but success is very intentional. Be intention. Be successful. Bring Your “A” Game in everything that you do in life.

