Work study agreement for Interns at Restoration Institute.

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. At the beginning of the job
2. This is a non-profit faith based Ministry. Therefore spiritual life discussions will happen here though agreement does not determine status.
3. We pray for safety and productivity (a sustainable, safe, work pace)
4. We pray to profit spiritually and economically.
5. We wear appropriate work clothes, gloves, safety glasses if needed
6. Our conversation is professional and free from offensive language
7. We all want to make money to support our families and ourselves.
8. We commit to get along all day without ridicule or gossip of co-workers
9. Meals? Together or in shifts? Shared or on our own.
10. Know that I am watching you. You can watch me too.
11. Some areas are for staff only, and those who have earned the privilege to be there.
12. ON the job
13. We act, dress, and speak professionally and with purpose. We’re not vultures\*.
14. Expect interruptions. If it happens anywhere, it is more likely to happen here.

Personal crises and changes to the work plan tend to be more frequent at a job like this. Try not to take it personally.

1. We continue to encourage each other and try to communicate clearly.
2. We remain open to constructive advice. We can all get better at what we do
3. We keep hydrated
4. Smoking is allowed outside, but not in my face and there are no special smoke breaks.
5. If we have requirements for insurance or from the client we will obey them.
6. Insubordination to any of these points can result in immediate removal from the campus.
7. We may close the day with a quick de briefing, (questions to discuss)

What did we want to get done today?

Did we get it done?

What went right?

What needs improvement, what tools do we need, and how can we do that?

1. After the job
2. No ridicule or gossip about co-workers after work, gossip
3. Prepare to come back prepared.
4. Communicate about the next expected work date/ time.
5. Text the job lead if you are going to be late or not coming

Signed by intern,

Signed by Job site Lead,