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**WELFARE DEPARTMENT
CITY OF BERLIN, NH
WELFARE WORK PROGRAM RULES**

Workers are expected to report to work on time and be dressed appropriately for the job.

Workers are expected to perform the tasks assigned to them by the Supervisor and do a good job.

Workers must report to work sober and physically able to perform the tasks assigned by the Supervisor.

Workers are expected to complete the hours as per their work schedule and report to the Supervisor before leaving. For Departments who use time cards workers must punch in at the start and punch out at the end of the work period.

Workers should not leave the job site without authorization from the Supervisor.

If workers take only a 20 minute lunch break, no work time will be added.

If for a valid reason, workers are unable to report to work as scheduled, they must call the Welfare Office at 752-2120 between the hours of 8:30 a.m. to 12:00 noon.

Workers must provide documentation of their attendance to a conflicting interview or appointment in order to be rescheduled by the Welfare Secretary.

Absences for medical reasons must be documented by a doctor and a note from the doctor must be brought in to the Welfare Office to be excused. The recipient will owe whatever hours were not worked and will be rescheduled upon being deemed able to return to work by the physician.

FAILURE TO ABIDE BY THE ABOVE RULES WILL MEAN SUSPENSION OF ASSISTANCE FOR SEVEN DAYS AND FOURTEEN DAYS THEREAFTER IF REPEATED WITHIN SIX MONTHS. WORKERS MUST ALSO MAKE UP THE HOURS NOT WORKED BEFORE THE END OF THE SUSPENSION PERIOD IN ORDER TO BE IN COMPLIANCE TO RECEIVE CONTINUED ASSISTANCE.

I acknowledge that I have received a copy of the City of Berlin Welfare Work Program Rules.

Date

Signature