

Skill Up Attendance and Stipend Policy – AMWS Training

5.4.16

Rev. 6.8.16

The expectation of attendance in the Skill Up program are that a participant maintain a 95% attendance rate during training. If a participant drops below the 95% the customer will be removed from the program.

Skill Up participants receive a \$45 per day stipend to cover cost of meals, clothing and other incidentals. The stipend is received during the employability skills week and the occupational skills training weeks. If a participant misses time during the training the stipend for the day will be reduced. Participants must notify Coach immediately of any absences. If a participant is a no call/no show they will be immediately terminated from the training. The chart below outlines the amount of stipend per day.

Attendance	Stipend
Full Day	\$45
Absent 1 hour or less	\$40
Absent more than 1 hour and less than 2 hours	\$35
Absent more than 2 hours and less than 3 hours	\$30
Absent more than 3 hours and less than 4 hours	\$20
Absent more than 4 hours and less than 5 hours	\$15
Absent more than 5 hours	\$0

During the internship the participant will be paid wages directly from the employer and follow the employer's attendance policy.

For questions please contact:

Mellisa Leaming

Director of Operations

mleaming@tap.lafayette.in.us

765-807-0888