

**MATURE ALASKANS  
SEEKING  
SKILLS TRAINING**

Senior Community Service  
Employment Program

SCSEP

OAA Title V

**MASST  
Participant Manual**

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## **WELCOME TO THE MATURE ALASKANS SEEKING SKILLS TRAINING PROGRAM!**

The information found in this booklet is a summary of the opportunities, responsibilities, and privileges you have as a participant in the Mature Alaskans Seeking Skills Training (MASST). This program is known nationally, as the Senior Community Service Employment Program (SCSEP). Title V of the Older Americans Act authorizes SCSEP.

SCSEP is a federal work relief community service-training program with an emphasis on helping seniors return to the workforce. SCSEP/MASST is not intended to be a long-term training program. The program offers participants community service assignments and training in public and non-profit agencies. The dual goals of the program are to promote useful opportunities in community service activities and to move participants into unsubsidized employment to achieve economic self-sufficiency.

The U.S. Department of Labor and the State of Alaska subsidize your training wages while you are participating in the program. You will be asked to review this manual and sign a “Statement of Understanding” form so that we know that you understand the objectives of the program. Our goal is to help you obtain your goal of finding employment!

## **PROGRAM OVERVIEW**

The MASST program is a federally subsidized federal work-relief, community service program designed to accomplish these four objectives:

- foster and promote useful part-time community service opportunities for economically disadvantaged persons who must be 55 or over, low income, unemployed, not job ready, and be an Alaska resident;
- enhance the abilities, skills, and aptitudes of participants to increase their opportunities for improved income and benefits,
- change negative attitudes and stereotypes about older individuals through public education and demonstrated success; and
- conduct projects that promote innovative work alternatives, second career training, and the placement of participants into employment.

MASST provides subsidized, community service-based training for low-income persons who have a family income of no more than 125% of the federal poverty level. Participants are assigned to local nonprofit or public agencies, also called “host sites,” for an average of 20 hours per week at Alaska’s minimum or prevailing wage.

MASST consists primarily of community service on-the-job learning at host agencies. While performing community service you will be updating your skills and will be providing a valuable service to your local community. The program’s greatest accomplishment is to give people a chance to work and to elevate their sense of dignity and self-worth by increasing one’s skills and abilities.

## **PARTICIPANT’S RESPONSIBILITIES**

- Develop realistic goals for unsubsidized employment.
- Participate in developing your Individual Employment Plan (IEP), which will include a target date for employment.
- Learn skills and gain experience to qualify for unsubsidized positions, either at the community service-training site or in the local labor market.
- Maintain a good work ethic: regular attendance, punctuality, and a desire to learn.
- Participate in evaluating and monitoring progress toward completing IEP goals.
- Participate in training and other job preparation activities at the Alaska Job Center or with your MASST staff.
- Conduct active job searches through the Alaska Job Center “AlaskaJobs” employment database, contact local employers, and submit proof with each timesheet.
- Follow-through on job referrals as instructed by the MASST staff.
- Accept an offer of unsubsidized employment compatible with IEP goals.
- Tell the MASST staff when you accept unsubsidized employment and remain in contact for follow-up.

The MASST program is a part-time, temporary federal-work relief-training program and is not regular employment. This means that MASST training wages are not reported to Wage and Hour and you cannot claim unemployment benefits on these wages. This further means that a participant is not an employee of the State or Federal government, nor an employee of the host site. MASST is a training program rather than an employment program.

While participating in the program, you are required to seek regular employment. You must register for work and post a resume online in the Alaska Jobs Exchange System. If you have already posted your resume in AlaskaJobs, you must make sure it is current and accessible online. Otherwise, you must have your resume posted online in AlaskaJobs within thirty days of entering the MASST program.

It is your responsibility to check your resume often to see if employers are interested in interviewing you for a job or to apply for employment. Your registration and resumes stay active while you are engaged in job search and referral activities in AlaskaJobs and/or while receiving services from staff.

It is required that you make note of when you visited employers for employment opportunities and to whom you had a meeting with. If you find it difficult to comply with these requirements, the MASST program may not be suitable for your needs, as only those who are actively seeking employment should enroll.

## **ENROLLMENT, INTAKE AND ASSESSMENT**

Once you are determined eligible for the MASST program:

- 1) You will complete the Statement of Understanding, indicating that you understand the intent of the MASST program to find employment.
- 2) You will receive an orientation to the program and a copy of this Participant Manual.
- 3) You will work with MASST staff to develop your Individual Employment Plan (IEP). The IEP identifies vocational goals, training needs, supportive services, and your assignment into a community service experience. Your IEP will be updated a minimum of twice a year, and could be updated more frequently, to ensure that you are receiving the community service experience you need to transition into unsubsidized employment. You will receive a copy of your Individual Employment Plan once it is completed.

- 4) Training Description, Training Host Agreement and Training Schedule: Your MASST or host site supervisor will provide you with a copy of your training description, a training schedule, and an orientation to your community service assignment and host site.

## **LENGTH OF ENROLLMENT**

Periods of enrollment vary based on individual needs. Ideally, you should not be enrolled in the program for more than one year, as this should be plenty of time to gain work experience for unsubsidized employment. Some exceptional situations may be handled on a case-by-case basis by your MASST staff.

It is expected that participants make a daily effort to search for employment with local employers. Federal program regulations state that you may be terminated from the program for not fulfilling IEP goals related to host agency assignments, training, supportive services, job referrals, job interviews, job service registration, job seeking, or other job search activities.

The major purpose of the MASST program is to assist individuals 55 and older to gain unsubsidized employment. It is important to have new learning experiences to help you develop skills that lead to local, in-demand jobs. Your progress in learning new skills, satisfaction, and readiness for unsubsidized employment will be explored with you. It is intended that your community service training serve as a bridge to employment opportunities. MASST staff will monitor your progress at your host site. If you have learned all you reasonably can from the host site, it may be possible to rotate you to another training site if one is available.

As progress toward achieving your IEP goal is monitored, you will be expected to make suggestions, ask for counsel, and discuss resources. If MASST staff and you agree that more training is needed to be ready for employment, then a rotation to another training site for additional training may be considered. A transfer to a different site may be made for the purpose of increasing skills with the goal of obtaining employment or to meet your unique needs. Training alternatives for specific skill or local in-demand training will also be considered.

To fulfill your MASST registration and resume requirement, you must:

- sign into AlaskaJobs and create a user id and password;
- complete the steps to register as an individual;
- follow the instructions to complete your resume;

- make sure you post your resume “Online”;
- check your resume accessibility often. You must have at least one resume “Online”;
- you can only be matched for jobs if your resume is “Online”;
- employers can only see what you choose to display on your resume;
- you must have an email on your resume for employers to contact you for available jobs;
- verify your resume has not “Expired”;
- after 90 days of inactivity, your resume accessibility will automatically be changed to “Expired – Older than 90 Days”;
- you must update your resume and post it “Online”;
- review your resume regularly to ensure that all of your information is current and complete; and
- respond to all job referrals and assistance provided by AlaskaJobs and MASST staff.

## **SUPPORTIVE SERVICES**

The following supportive services may be available to participants in limited amounts:

- a physical examination only. If you choose not to have the exam, you must sign a waiver form, which is required as part of the intake process. Results of the examination are the property of the participant. You are under no obligation to share the results with your host agency or your MASST coordinator. An invoice from the physician must be given to the MASST coordinator for reimbursement within 10 days of the exam;
- interview or training clothes or tools required for the community service assignment or to transition into employment; or
- other services or items that are needed to participate in community service assignment or regular employment that is authorized under MASST guidelines.

To obtain supportive services, the need should be included in the Individual Employment Plan. It is expected that attempts to utilize local community resources to provide supportive services will be addressed prior to requesting federal funds.

## **OPPORTUNITIES**

Community Service Assignment (CSA) provides specific tasks and supervision to enable participants to gain new experiences, learn new skills, or improve their current skill levels. MASST is a subsidized, temporary training activity to prepare participants for regular employment. Participants may be transferred to different host sites to achieve skill development goals. MASST is a community service-training program and is a required partner of the Workforce Innovation and Opportunity Act.

## **PERSONNEL PRACTICES AND POLICIES**

**Wage and Training Hours** - As a participant, you will be paid at Alaska's current minimum or prevailing wage. Community training hours per week are usually 20. Overtime is not permitted in the MASST program, as this is a federal work-relief grant-training program.

**Unemployment Benefits** - MASST wages will affect your unemployment benefits. For example, you can earn \$50 without reducing your unemployment benefit payment. Your benefit payment will be reduced by 75 cents for each dollar you earn over \$50. If you do not know how much you earned at the time you report, call the UI claim center within seven days with the correct wage amount. Reporting less money than you earned could result in an overpayment of benefits that you will have to repay. If you have, gross wages equal to or more than 1 1/3 times your weekly benefit amount plus \$50, you will not receive a benefit payment for that week. Social Security benefit payments are not deducted from unemployment. MASST training wages are not reported to Alaska Wage and Hour, as these funds are considered uncovered wages for unemployment.

**Volunteering** - Volunteering at the participant's own training site performing the same duties as described in the participant's Training Description is not allowed. Volunteering is allowed at your host site when performing a completely different task or function than described in the Training Description and no training wage will be earned.



**Mandatory Deductions** - Participants do contribute to federal withholding, Medicare and Social Security. These deductions are automatically taken out of your payroll checks.

Pay Periods – Twice a month. Payroll is issued on the 15th and last day of each month.

**Authorized Leave** - MASST participants are authorized a leave of absence for administrative, medical, personal, death or serious illness of an immediate family member. These leaves of absence cannot exceed 30-day. You must inform MASST staff of your situation and sign the authorized leave of absence form before leaving your host site or program training. All leave is without pay. If you fail to notify MASST, you will be terminated from the program for failure to notify your supervisor regarding the reason for abandoning your training assignment.

### **Rules for Time and Attendance**

An attendance record must be maintained at your training site as documentation for hours reported on your timesheet. Your host site supervisor and MASST coordinator both signed off on your timesheet hours as true and correct. Your timesheet must be submitted as required on the first and sixteen of each month. Failure to comply is grounds for termination.

### **PARTICIPANT MEETINGS**

MASST staff will conduct periodic meetings or teleconferences to transmit information, to provide employment-related information, to provide in-service training, and to discuss other program related issues. These meetings are mandatory. Failure to attend participant meetings are grounds for termination.

Content of these participant meetings will include presentations by MASST staff or outside resource persons covering a variety of topics. Training will include topics such as job seeking skills; skill development; employment opportunities; information on resources for older persons; legislation enacted, pending and proposed, which may affect participants and their peers; consumer education; health care; and retirement planning. Participant meetings are held approximately one to three times a year or as needed. Participants must attend these meetings in lieu of their community service

assignment. Exceptions will be noted in the written meeting announcements sent directly to both participants and their host site supervisors.

## **IEP RELATED TERMINATIONS**

Federal regulations allow for Individual Employment Plan (IEP) related terminations, but all practical steps are taken to avoid this option. Any termination of a participant is subject to the MASST grievance procedure. Host sites always retain the right to ask any MASST participant to be removed from its premises at any time and for any reason. If you are asked to leave a host site premise, please do so immediately.

### **Reasons and Process for Termination**

Participants will not be terminated from the MASST program solely on the basis of their age. Neither DOLWD nor its MASST subrecipients will impose an upper age limit for participation in the program. The DOLWD and its MASST subrecipients will seek to avoid termination whenever possible and will use progressive discipline and corrective action as described below, except in the case of serious violations, such as fraud, violence, or threats to health or safety, and others.

In cases where the DOLWD or its MASST staff terminates a participant, it will refer the individual to other potential sources of assistance. Any termination described below will be consistent with administrative guidelines issued by the United States, Department of Labor. All termination notices will provide the participant 30-day notice before the termination becomes effective and will inform the participant of their right to grieve the termination under the MASST Complaint and Grievance Procedure. This 30-day notice allows a participant time to contest the determination and to offer factors in mitigation. A copy of the grievance procedure will be attached to the termination notice.

**Termination Due to Provision of False Information** –If, at any time, the program coordinator or MASST staff determines that a participant was incorrectly declared eligible as a result of false information knowingly given by the participant, staff will immediately give the participant written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be removed immediately from the host agency and placed on leave without pay during the 30-day notice period.

**Termination Due to Income Ineligibility Determined at Recertification** – If, at any time, the program coordinator or MASST staff finds a participant to be no longer eligible for enrollment, staff will give the participant written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue the host agency assignment during the 30-day notice period.

**Termination Due to Incorrect Initial Eligibility Determination** – If, at any time, the DOLWD or its MASST staff determines that it incorrectly determined a participant to be eligible for the program through no fault of the participant, staff will give the participant immediate written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue training at the host agency assignment during this 30-day notice period.

**(a) Termination Due to 48 Month Participation Limitation**

A participant must be terminated when he or she meets the 48-month Individual Durational Limit Policy. The DOLWD staff or its MASST subrecipients will give the participant written notice at one year, six month and then 30-day before the 48-month maximum participation date explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be allowed to continue the host agency assignment during the last 30-day notice period.

**(b) Termination Due to Becoming Employed During Enrollment**

If, at any time, the DOLWD or its MASST subrecipients finds a participant to be employed while enrolled in MASST without having notified the DOLWD or its MASST subrecipients of the employment, staff will immediately give the participant written notice explaining the reason(s) for termination and will terminate the participant 30 days after it has provided the participant with written notice. The participant will be removed immediately from the host agency and placed on leave without pay during the 30-day notice period.

**(c) Termination for Cause**

Participants will be terminated for willful misconduct, including intentional violations of reasonable program rules and directives, or for failure to comply with the terms of the Individual Employment Plan (IEP) without good cause. For cause termination requires that participants commit willful misconduct

before termination is appropriate, rather than as a result of mere negligence, inadvertence, incapacity, or incompetence. This type of termination can occur quickly because it is important to remove the problem participant from the vicinity of the host site and its other employees. Examples of the kinds of behavior that will warrant termination include:

- absence from training work area;
- behaves unethically and ignores the agency's code of conduct;
- cannot do the job after training, coaching, repeated practice, and a reasonable amount of time;
- causing an imminent threat to health or safety;
- damaging/misusing property;
- failure to comply with written policies and procedures;
- failure to keep commitments;
- failure to report for training;
- falsification of time sheets or other official records;
- fighting or other physical aggression;
- frequent tardiness;
- gambling at the host site;
- incompetence or failure to respond to training;
- insubordination, that is, intentionally refusing to carry out the direction or instructions of a host agency supervisor or its MASSIT staff member(s) provided there were no extenuating circumstances;
- intentional disclosure of confidential or private information obtained from the host agency, subrecipient, or job center;
- lacks integrity;
- lying, obscene/abusive, bullying of co-workers, harassing or threatening language or behavior;
- misbehavior or rudeness toward other employees or customers;

- non-compliance with substance abuse policy;
- physical violence or intentional destruction of property;
- possession of/concealing a weapon;
- refusal to comply with IEP without good cause including:
- refusal to accept training opportunities outlined in the IEP;
- refusal to accept a new community service assignment to enhance skill development in support of IEP goals;
- refusal to accept supportive services that will enhance his or her ability to participate in a community service assignment consistent with the IEP;
- refusal to participate in all offered services such as job search or resume writing; or
- refusal to accept two job offers and/or referrals to job openings;
- refusal to cooperate with the recertification, assessment, or IEP process;
- repeated refusal by the participant to perform specific actions;
- sexual harassment;
- sleeping during training hours;
- theft of property;
- threatening violence or committing a violent act;
- three or more unauthorized absences from the host agency/training site without good cause or proper notice;
- training abandonment;
- training under the influence;
- using community service site or its property for personal business;
- viewing pornographic sites or movies at host site computers on work time;
- violation of break time including failure to return from an approved break by the required date without due notice or good cause;

IEP terminations are not appropriate when:

- occurrences are not within the control of the participant;
- the situation is impacted by the death of a closely related person or partner;
- the training or job places undue hardships on the participant that exceed the demands of the community service assignment;
- the proposed employment is more costly to the participant than the MASST position; or
- other reasons should be considered on a case-by-case basis.

## **DISCIPLINARY/TERMINATION PROCESS**

Outlined below is the disciplinary process for terminating a participant. Case notes must document the details explaining the cause of the events and improvements or actions required to remain in the program and a statement that failure to make improvements or complete the IEP-related tasks will result in termination from the program. The DOLWD and its MASST subrecipients reserves the right to move directly to termination for serious violations such as violence, threatening behavior, or fraud, but normally the termination process will include the following steps.

Step one: Documented Verbal Warning – The MASST staff member verbally warns the participant, then completes case notes of the warning in the participant’s file. This gives the participant an opportunity to correct their behavior or conduct, or their failure to comply with the IEP requirements, except in cases involving serious harm or imminent threat to health, safety, property, etc. MASST staff will document the details explaining what happened and what is expected of the participant as next steps.

Step two: Written Warning – The MASST staff member will complete a warning letter and discuss it with the participant. This letter should be given in person if possible or via the telephone or email. The warning letter and required next steps will be sent to the participant indicating that the participant has to correct their behavior or conduct. A copy of this letter will be placed in the participant’s file detailing the requirement(s) to correct their behavior or conduct. This warning letter should make it clear that if the participant refuses to comply with the requirement(s) to correct their behavior or conduct or to make improvement(s) or fails to complete the IEP related tasks that terminations from the program will result. This step may also be the final step prior to terminating the participant.

Step three: Termination – A MASST staff member will write a letter to the participant informing them of the reason(s) for termination from the program and the effective date, which must be a minimum of 30-day after the issuance of the letter.

This letter will specifically reference the infraction and include the person’s right to grieve the termination in accordance with the Complaint Procedure in this Participant Manual. MASST staff will meet with the participant in person or via the telephone to:

- a) inform the participant that he or she is being terminated from the program;
- b) review the 30-day termination letter;
- c) inform the participant of his or her last day at the training site or inform the participant that he or she is being placed on a 30-day unpaid leave of absence until the exit date. During this time MASST staff is available to assist the participant in job search activities;
- d) inform the participant of the right to appeal the decision by implementing the Grievance Procedure outlined in this manual;
- e) have the participant sign the exit paperwork; and
- f) have the participant sign their last time sheet.

MASST staff will update the case notes and place the notification of termination in the participant’s permanent file. At the point of termination, the participant will be given the written grievance policy on how to appeal the termination.

## **GRIEVANCE POLICY**

This policy provides for an administrative review or appeal process for informal and formal resolution of program or discrimination complaints for applicants and participants. Complainants may seek redress for either program or discrimination complaints. Program complaints pertain to whether program staff applied the law, regulations, and professional protocol appropriately while making program decisions. Discrimination complaints concern whether program staff made decisions on a prohibitive basis. Program complaints may be appealed through program staff whereas discrimination complaints may also be filed with State and Federal agencies.

The State of Alaska expects most concerns to be resolved through informal discussion and direct dialogue. However, it recognizes that some concerns and differences of opinion may not be resolved in this manner. This policy establishes the

mechanism and process for the fair and timely review and resolution of training related grievances. Nothing in this policy shall be construed to contradict prevailing laws and requirements for complaints or equal opportunity matters.

Informal Resolution Procedure - Complainants may pursue informal resolution of program problems or grievance at any time. The grievance process is intended to allow the grievance to be resolved at the earliest date and at the lowest supervisory level possible. MASST participants are expected to discuss work-related problems and grievances with MASST staff within a reasonable amount of time. These meetings can take place either in person or via a telephone conference. Both parties may offer any additional information or facts that have led up to this grievance.

The MASST staff should:

- a) attempt to resolve complaints informally;
- b) arrange to meet with the complainant and other interested parties;
- c) ascertain facts with all service providers prior to meeting;
- d) retain on file a brief report regarding facts, issues discussed, and outcomes; and
- e) close the case if the complainant, program staff, and other interested parties reach a mutually satisfactory resolution.

The complainant may seek formal resolution regardless of outcome or attendance at the informal meeting if the reason is service denial or termination. Complainants may file formal complaints at the Local or State level, and may request a hearing as a final resolution.

### **Formal Procedures for Grievances**

The grievance procedures is included in the participant manual and is reviewed with new participants as part of orientation and again to all participants targeted for Exit Due to Cause. The participant may only grieve service denial and termination. A written grievance shall first be submitted in writing to your local MASST coordinator. The coordinator shall schedule a meeting(s) with the participant within 14 calendar days of the grievance being formally submitted. These meetings can take place either in person or by a telephone conference.

- A) If the grievance can be resolved during this meeting, the local MASST coordinator shall provide written documentation of the resolution, submit the



documentation to the participant, and place this information into the participant file.

- B) If the grievance cannot be resolved during this meeting, the local MASST coordinator shall schedule a meeting with the SOA MASST/SCSEP coordinator within 14 calendar days following the meeting with the participant.

The meeting shall consist of the following process to resolve the issue(s) during the meeting with the SOA MASST/SCSEP coordinator or designee, the local MASST coordinator, and participant.

The SOA MASST/SCSEP coordinator or designee shall facilitate the meeting either in person or via a telephone conference and render a determination in writing. The determination, including the justification for the determination must be submitted in writing to the participant. A copy of the determination will be maintained in the participant file.

The participant has the right to request an administrative review from Department of Labor and Workforce Development (DOLWD), Division of Vocational Rehabilitation (DVR) of this determination. There are two levels of appeal in the Department. The first or lower appeal is filed to the Appeal Tribunal. This is a separate and independent unit of the Department that has a staff of Hearing Officers who hear and decide appeals.

The second or higher appeal is to the Department itself. These second level appeals are decided by the Commissioner of Labor.

In most cases, you must receive a decision from the Appeal Tribunal before you can appeal to the Department. If you disagree with the Department's decision, you can file an appeal to Superior Court.

The process for filing an appeal regarding the administrative determination is for the participant to present the appeal in writing within twenty (20) days of the final program's action to State of Alaska DOLWD DVR Director, P.O. Box 115516, Juneau AK 99811-5516 The participant must include the following information in order to be processed:

1. The complainant's full name, address, phone number, and/or other means of contacting complainant;

2. the name, address, and telephone number of the subrecipient's or organization that the charge is filed against;
3. the complainant's MASST program of registration;
4. a clear and concise statement of the facts, including pertinent dates constituting the alleged violation;
5. copies of pertinent correspondence, if any;
6. the remedy the complainant seeks;
7. the names, addresses, and telephone numbers of any witnesses;
8. whether the individual has filed the same or similar charge regarding this matter;
9. the name, address, and telephone number of a person who always knows where to contact the person wishing to file a charge; and
10. the complaint must be signed and dated. Anonymous complaints will not be processed.

Submission must be via certified mail, return receipt requested to State of Alaska, DOLWD DVR Director, PO Box 115516, Juneau, AK 99811-5516.

The DVR will request that the participant's Subrecipient provide a written statement regarding their views of the situation to be submitted within fourteen (14) days.

The grievant is responsible for the cost of their representation. A written decision will be rendered within 15 days of the date of the hearing. The decision will be final.

Accessibility: Outreach and reasonable accommodation shall be made for individuals with limited English-speaking, writing or reading ability, hearing impairment or other disability that restricts the normal access to or processing of an alleged program or discrimination grievance.

Withdrawal of Grievance: The grievant has the right to withdraw the grievance, in writing, at any time.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS** All aspects of the MASST program must abide by the following laws regarding discrimination in the workplace:

- Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin;
- Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex based wage discrimination;
- Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older;
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
- Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government; and
- Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

If you think you have been subjected to discrimination under Title V program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Alaska State Commission for Human Rights by contacting them:

Alaska State Commission for Human Rights 800 A Street, Suite 204  
Anchorage, AK 99501-3669  
Anchorage Area Phone: 907-274-4692  
Anchorage Area TTY/TDD: 907-276-3177

Toll-Free Complaint Hot Line (in state only): 1-800-478-4692 TTY/TDD Toll-Free Complaint Hot Line (in state only): 1-800-478-3177 or you may file a complaint with the U.S. Equal Employment Opportunity Commission:

U.S. Equal Employment Opportunity Commission Federal Office Building  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061  
Phone: 206-220-6883 or 1-800-669-4000  
TTY: 206-220-6882 or 1-800-669-6820

## **DRUGS IN THE WORKPLACE**

The MASST program recognizes the importance of a safe and healthy work environment for all participants. Being under the influence of any drug, marijuana, and/or alcoholic beverage on the job poses serious risks to a person's health and safety and jeopardizes the public trust that has been placed in the MASST program.

Consequently, the MASST program has developed the following policy, in accordance with the Drug-Free Workplace Act of 1988.

**Policy:** The MASST program absolutely prohibits any use, consumption, sale or purchase, transfer or possession of any controlled substance by any participant while on duty or while on a training site or MASST premises. In addition, participants are strictly prohibited from being under the influence of alcohol, marijuana, and/or any controlled substance while performing training site assignments or attending MASST sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition and permitted only to the extent that the use of such medications does not adversely affect the participant's work ability, job performance, or the safety of the participant or others.

**Violation of Policy:** A participant who violates the above policy shall be subject to disciplinary action up to and including termination from the program. Sanctions may include, but not be limited to, a requirement that the participant participate in a drug or alcohol abuse assistance or rehabilitation program.

**Host Agency Responsibility:** Because training sites provide day-to-day supervision for participants, those host agencies shall be required to assume primary responsibility for the enforcement of this policy as an expressed condition of their training site status. A training site that knowingly permits the violation of this policy or which otherwise fails to ensure a workplace free of drugs and alcohol or substance abuse, shall risk the immediate loss of MASST program participants.

## **POLITICAL ACTIVITIES**

No MASST participant or MASST staff person may be permitted to engage in partisan or nonpartisan political activities during hours for which they are paid with MASST funds. If a participant has questions about political activities, please contact your MASST staff.

## DEFINITIONS

There are many terms associated with the MASST program. Here are several of those terms with a brief explanation of what they mean.

**Alaska Job Center Network/One Stops** - “One Stop” is a place where a person needing employment and/or public assistance can go to find help. MASST participants are encouraged to visit their local Alaska Job Center Network as often as possible.

**Assessment** - An assessment will be conducted on every participant to determine the participant’s needs, skills, aptitudes and goal(s) of the MASST program. An assessment is considered part of the enrollment and intake process and is reflected in the participant’s IEP.

**At-Will Employment** - An employment, having no specified term, may be terminated at the will of either party on notice to the other even if the reasons were based on a misunderstanding. It is noted that participants are not employees of the State or Federal government or its training host site. They are participants in a federal work-relief training program.

**Breaks** - Alaska host sites are not required to provide training breaks to participants.

**Break in participation** – Reason for approved break in participation are family health, personal, administrative, or other and can only be approved up to thirty days.

**Eligibility** - To be eligible for the Mature Alaskans Seeking Skills Training, a person must be 55 or over, low income, unemployed, not job ready, and be an AK resident.

**Enrollee/Participant** - Individuals enrolled in the MASST program.

**Host Agency** - Community service agencies that provide training assignment opportunities for MASST participants.

**IEP** - Individual Employment Plan - This plan serves as the guide to the unsubsidized job goal for all MASST participants. It is reviewed and updated as needed on a regular basis.

**Intake** - Intake is used to describe the two-stage process for application and enrollment for the Mature Alaskans Seeking Skills Training (MASST).

**Non-Covered MASST Training Wages** – The program is a training program not employment and does not report uncovered wages to Wage and Hour, as this is a federal work relief community service-training program and not employment.

**Priority of service** - Age 75 or older, veterans, severe disability, frail, old enough for but not receiving Social Security Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, low employment prospects, failed to find employment after using Workforce Innovation and Opportunity Act Title I, or is homeless or at risk of homelessness. A new priority of service are individuals who have been incarcerated within the last 5 years or are under supervision following release from prison or jail within the last 5 years.

**Subsidized Training/Training Position** - A work relief training experience funded by the United States Department of Labor, Older Americans Act, Title V and State of Alaska to help you learn marketable job skills to help you obtain local employment.

**Unsubsidized Job/Regular Employment** - Unsubsidized employment means employment in which no government funds are used to subsidize directly the wages earned by a participant.

**Workforce Innovation and Opportunity Act (WIOA)** - WIOA includes five titles: Title I—Workforce Development Activities—authorizes job training and related services to unemployed or underemployed individuals and establishes the governance and performance accountability system for WIOA; Title II—Adult Education and Literacy—authorizes education services to assist adults in improving their basic skills, completing secondary education, and transitioning to postsecondary education; Title III—Amendments to the Wagner-Peyser Act—amends the Wagner-Peyser Act of 1933 to integrate the U.S. Employment Service (ES) into the One-Stop system authorized by WIOA; Title IV—Amendments to the Rehabilitation Act of 1973—authorizes employment-related vocational rehabilitation services to individuals with disabilities, to integrate vocational rehabilitation into the One-Stop system. MASST is a required partner of WIOA.

## MASST PARTICIPANT MANUAL CERTIFICATION

I have reviewed the MASST Participant Manual. I understand that I must be seeking employment as a requirement for entering into this program. I further understand that if I fail to submit proof of my job searches with my timesheet, I will be removed from the program for not looking for work. Any questions I have regarding this manual should be directed towards my local MASST staff.

**I attest that I am seeking employment.**

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Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

My signature below certifies that the Mature Alaskans Seeking Skills Training Participant Manual and its contents have been reviewed with the above participant and that they have a copy to read as needed.

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MASST Staff Signature \_\_\_\_\_ Date \_\_\_\_\_