

MISSOURI'S Community Action Poverty Simulation

STAFF INSTRUCTIONS

EMPLOYERS

INCLUDED IN THIS PACKET

- 2 Employer Instruction Sheets
- Work Attendance Form
- Salary Schedule
- 2 name tags
- 2 transparency markers
- 2 Pens
- 10 Applications for Employment
- Blank Employment cards
- 5 sets of paychecks (5 sets Preprinted; 1 set of blank)
- Timer/stopwatch
- 30 Pencils
- 4 Sets of Worksheets (1 for each week)

TIME FRAME

This simulation is divided into four 15-minute "weeks" representing one "month" in the life of a low-income family.

GENERAL INFORMATION

You have six tasks

- Clock employees in and out
- Hand out discussion sheets
- Hand out paychecks
- Approve or reject leave requests
- Hire new employees
- Fire employees

RESPONSIBILITIES

1. Transportation Pass / Clocking In & Out

- Collect 5 passes for each full-time employee and 3 passes for each part-time employee at the beginning of the week.**
Collect 1 for each job seeker who comes in during the week.
- If a person does not have enough passes, send him/her to Quik Cash to buy more.
- Record attendance on the Work Attendance Form by putting a check mark in the "Worked" column. **Employees must present their Employment card when "clocking in." Have the employee put their employment card with transportation passes on the table and have a seat to begin their work time, as the employee comes in mark the "time in" on their employment card.**
- A work week is 7 minutes of the first 10 minutes for full-time employees and 4 of the first 10 minutes for part-time.

- If an employee is unable to work due to family or health reasons they will have to take leave without pay.**

2. Discussion Sheets

- Week 1 – give each employee Sheet 1 and have them fill in their family situation
- Week 2 – give each employee Sheet 2 and have them fill out how they plan to deal with their situation
- Week 3 – give each employee Sheet 3 to fill out
- Week 4 – give each employee Sheet 4 and have them fill out their current situation whether it improved or declined.

3. Paycheck Distribution

- Every week give paychecks to those who have "worked".
- Checks remaining at the end of the "week" are returned to the folder.

4. Approving/Rejecting Leave Requests

- If an employee comes to you with a request for time off, you may approve/reject as you see fit.
- You can consider the employee's attendance record in making your decision.
- If leave is granted place a check mark in the "Leave Taken" column.

5. Hiring

- You have a limited number of job openings, and may hire only one person per week. If you fire someone, you may hire an additional person to fill that position.
- Job seekers may come to you directly or by referral from other agencies.
- When a job seeker comes in have them pick up an application from the end of the table and fill it out and bring it back.**
- Review the job application and tell them to return next week for an interview.
- When they return, ask them about their experiences and skills.
- If you decide to offer them a job, offer them a salary based on the Salary Schedule.
- If they accept the job, add his/her name and salary to the Work Attendance Form and give them an employment card.
- Remind him/her that his/her first paycheck will not come until they have worked a week.
- When they finish their week, fill out a blank check and give it to them.

6. Firing

- a. If an employee does not show up for work one week, when they return, tell them they are fired and take their Employment Card.
- b. You may also fire employees for other reasons, such as taking too much time off from work – remember you have your bottom line to consider!

Due to having to take children to child care, or get children to school, the employee has the flexibility of getting to work anytime during the first 3 minutes of the week, but is "late" if more than 3 minutes into the week.