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## What is the Work Ethic Program?

The concept for a regional Garrett County Work Ethic initiative was brought to the Garrett County Chamber of Commerce by employers that felt students were not completing high school with the soft skills needed to be successful employees. With the input of area educators, business leaders, and post-secondary representatives, standards were developed to measure work ethic in students.

### The Work Ethic Program is designed to:

- Supply Garrett County employers with skilled workers.
- Produce an emerging workforce prepared to face the challenges of a global marketplace.
- Be a filter for hiring and selecting candidates that have demonstrated knowledge, skills, abilities, and commitment to work.
- Reinforce the value of positive Work Ethic and commitment to successful employment.
- Recognize a common, identifiable metric of work habits.
- Develop and improve soft skills of Garrett County students.

## Business Benefits and Obligations

### Benefits:

As an endorser of our Work Ethic program, we ask you to participate by following the guidelines below:

- Participating business/organizations will be recognized through various marketing tools i.e., on the Garrett County Chamber's website, at graduation ceremonies, through news releases and articles in circulated publications, etc.
- Businesses/organizations will have the opportunity to provide information on current job trends, hiring processes, general benefits and provide a point of contact for interested students.
- Businesses/organizations will also have the opportunity to provide data/feedback on potential employees with Work Ethic Diplomas.
- Chamber will promote your business when a Work Ethic Diploma recipient is hired through a press release and social media.
- Business will have the ability to participate in the Work Ethic Diploma Reception providing business owners and leaders the opportunity to network with students for potential employment opportunities.

### Obligations:

- Agree that if a student has a Work Ethic Diploma, or is participating in the program, and listed in their resume or application, they are guaranteed an interview as long as they meet job related qualifications for open positions.
- Agree that if a student with a Work Ethic Diploma is hired, they will receive a sign-on bonus of at least \$100. Employers are to determine the qualifying length of employment to receive the

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bonus, not exceeding 3 months or 90 days. Employers are able and encouraged to offer higher bonuses should they desire.

- Businesses/organizations are encouraged to display Work Ethic employer window clings in their business locations.
- **MUST inform Chamber when a Work Ethic Diploma recipient is hired.**

Post-Secondary Institutions are also informed of the requirements to achieve a Work Ethic Diploma so it will be strongly encouraged that a diploma recipient provides this information in their application process to whichever school they are applying.

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### **Program Organizers' Responsibilities:**

#### **The Garrett County Chamber will:**

- Work with school personnel to arrange student exit interviews.
- Provide the actual Work Ethic Diplomas to be provided to the students at the awards assemblies.
- Secure business participation in the program and commitment to students receiving a Work Ethic Diploma.
- Promote the program in local media, social media, on Chamber website and through Chamber Communications.
- Recognize businesses participating in the program, including press releases, social media and website.
- Recognize students participating in the program and those that have received their Work Ethic Diploma, including press releases, social media and website.
- Students wear cords at graduation with asterisk in the graduation program.
- Chamber will provide a banner promoting the program to be used at graduation ceremonies.
- Work with businesses and GCPS and meet twice per year to modify program as needed to benefit students, businesses and community.
- **Organize and execute a Work Ethic Diploma Reception to give recipients and businesses time to network.**

#### **Garrett County Public Schools and Home Schools will:**

- Assign school personnel or parent to oversee the Work Ethic Diploma program for the schools and students.
- Promote the program to students and parents to encourage participation.
- Track and record required points for students.
- Track student participation in the Work Ethic Diploma program.
- Provide student participation reports to the Garrett County Chamber.
- Coordinate with Holly Lane to schedule exit interviews for seniors with participating businesses.
- Provide year-end report of students earning Work Ethic Diploma to Chamber prior to graduation.

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- Home School Parents will provide a completed score sheet to Holly Lane to confirm all requirements are met.
- Present Work Ethic Diploma to students at annual student awards assemblies. Home School Diplomas will be handed out a separate ceremony at the Chamber of Commerce.
- Provide cords for qualifying students with Work Ethic Diplomas at graduation ceremonies.
- Work with Chamber to modify program as needed to benefit students, businesses and community.
- Participate in the Work Ethic Diploma Reception.

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## Northern/Southern High School Students

### Work Ethic Diploma Criteria for Qualification - Class of 2024

\*\* To receive the Work Ethic Diploma, the student must earn a minimum of (13) points.\*\*

#### 1. Discipline Standard

(1 pt.) - No more than three discipline referrals throughout high school career.

(2 pts.) - No more than one discipline referral throughout high school career. (3 pts.) – No discipline referrals throughout high school career.

#### 2. Attendance Standard

(1 pt.) – Student has maintained an attendance rate of 96% throughout high school career.

(2 pts.) – Student has maintained an attendance rate of 98% throughout high school career.

#### 3. Absence Standard

Minimum (1 pt.) – Student has no more than one unexcused absence throughout high school career.

Maximum (2 pts.) – Student has no unexcused absences throughout high school career.

#### 4. Work Experience

Minimum (1pt.) - Student has completed 20 hours of internship, job shadow or work experience (based on formal evaluation from employer).

Maximum (2 pts.) - Student has completed 40 hours of internship, job shadow or work experience (based on formal evaluation from employer).

#### 5. Community Service/Internship Project Standard

Minimum (1pt.) - Student has completed 125 hours of community service.

Maximum (2 pts.) - Student has completed 175 hours of community service.

#### 6. Overall Grade Point Average Standard

(2 pts.) Student has an overall grade point average equivalent to a B

(3 pts.) Student has an overall grade point average equivalent to an A

#### 7. Team Work Standard

(1pt.) Student involved in a school team, club or group.

(2 pts.) Student involved in multiple school teams, clubs or groups, or holds a leadership position in the team, club or group.

#### 8. Drug Free

(5 pts.) Through voluntary testing, student provides written proof of being drug free at the end of senior year.

#### 9. Exit Interview (Seniors Only) - Resume Required

Student participates in exit interview conducted by member of the business community. Please bring a copy of your resume with you for the exit interview.

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## **Garrett County Home School Students**

### **Work Ethic Diploma Criteria for Qualification - Class of 2024**

**\*\* To receive the Work Ethic Diploma, the student must earn a minimum of (13) points.\*\***

#### **1. Attendance Standard**

(1 pt.) – Student has maintained an attendance rate of 98% throughout high school career.

(2 pts.) – Student has maintained an attendance rate of 100% throughout high school career.

#### **2. Absence Standard**

Minimum (1 pt.) – Student has no more than one absence throughout high school career. Maximum

(2 pts.) – Student has no absences throughout high school career.

#### **3. Work Experience**

Minimum (1pt.) - Student has completed 20 hours of internship, job shadow or work experience (based on formal evaluation from employer).

Maximum (2 pts.) - Student has completed 40 hours of internship, job shadow or work experience (based on formal evaluation from employer).

#### **4. Community Service/Internship Project Standard**

Minimum (1pt.) - Student has completed 125 hours of community service.

Maximum (2 pts.) - Student has completed 175 hours of community service.

#### **5. Overall Grade Point Average Standard**

(2 pts.) Student has an overall grade point average equivalent to a B

(3 pts.) Student has an overall grade point average equivalent to an A

#### **6. Team Work Standard**

(2 pt.) Student involved in a recreational team, community club or local organization.

(3 pts.) Student involved in multiple teams, clubs or organizations, or holds a leadership position in the team, club or organization.

#### **7. Drug Free**

(5 pts.) Through voluntary testing, student provides written proof of being drug free at the end of senior year.

#### **8. Exit Interview (Seniors Only) - Required**

Student participates in exit interview conducted by member of the business community at the Garrett County Chamber of Commerce.