



## Resource Center Rules and Regulations

HOURS OF OPERATION:  
Monday-Friday 8:00a.m. To 5:00p.m.

To maintain and ensure that the resources are available to all of our customers, the following rules will be strictly enforced:

### USE OF WORKFORCE CONNECTION EQUIPMENT:

- ✓ All WorkForce Connection clients will fill out the first time Client Profile.
- ✓ Registration will expire every year, at which point the WorkForce Connection Center will require you to re- register.
- ✓ Clients will check in at the front desk every day through the Envoy system, prior to using the center's equipment.
- ✓ The computers are especially configured for customer use; please do not make any changes. Anyone making changes to the computer settings will be asked to leave.
- ✓ Our Career Resource Center offers complimentary resource materials to you at no cost, computers, fax machine, copier, phones, job board, and newspapers. **EQUIPMENT IS TO BE USED STRICTLY FOR JOB SEARCH RELATED ACTIVITIES ONLY. DO NOT REMOVE JOB POSTINGS FROM THE FACILITY.** You may make copies of the job postings with permission from WorkForce staff.
- ✓ Misuse of the Center's equipment/materials is grounds for dismissal. Staff may monitor your job search activity at ***any time***.
- ✓ Usage of computer workstations is limited to a one-hour time limit per person, per day. If staff determines that you are not using the resources appropriately, you may lose the privilege of using the resources entirely. Inappropriate use will be determined at the discretion of staff. These workstations ***WILL BE TURNED OFF*** at time of closing.
- ✓ Complete your copying, faxing and your telephone calls no later than 5 minutes prior to the facility's closing time.
- ✓ Telephone limits will be enforced when other clients are waiting. If staff determines that you are not using the resources appropriately, you may lose the privilege of using the resources entirely. Inappropriate use will be determined at the discretion of staff.
- ✓ The Center has continuous in-house employee recruitment, therefore, you are encouraged to wear business casual attire and maintain good hygiene when visiting the center.
- ✓ Keep your valuables with you at all times. **WORKFORCE CONNECTION WILL NOT BE RESPONSIBLE FOR LOST AND STOLEN ITEMS.**
- ✓ Photocopying, Printing, Scanning, is limited to "10" pages total, per person, per day. Copies will be made by the WorkForce Connection Staff. **THIS RULE IS STRICTLY ENFORCED.**
- ✓ No outside materials or equipment can be used in the WorkForce Connection facility. **(\*i.e. paper, personal devices, laptops, etc.)**
- ✓ Staff will not hold any computer station for more than **5 minutes** if you leave the WorkForce Connection Facility, at which time staff will make computer available for other clients. **(\*i.e. personal calls, restroom usage or personal business, etc.)**

