



Project REACH Participant Guidelines

Project Overview

Project REACH (Resources and Education for the Advancement of Careers at Hopkins) is an Incumbent Worker Career Acceleration Program funded by the Department of Labor. This project is designed to help current employees within the Johns Hopkins Health System (JHHS) acquire the skills and knowledge to fill vacant healthcare occupations with a focus on those that are experiencing critical and chronic shortages. A few features of this program include: assessments of basic skills and career interest for all applicants, the assignment of career coaches, and salary release support for most participants (only for those pursuing school full-time – 12 credits/semester).

Employee Eligibility for this Project

1. JHHS employee with full-time employee status (full-time as defined by department or affiliate not to go below 30 hrs/wk).
2. Full-time permanent employment for at least one year prior to the submission of the application.
3. Completed Project REACH application and manager recommendation form
4. Not in active discipline at the time of application
5. Must remain in good standing throughout the Project REACH process and training.
6. Must be actively employed (physically present and able to perform their job duties)
7. U.S. citizen or permanent resident

Application Process

1. Employees will fill out a Project REACH application and have their managers complete their recommendation form. If an employee bids out of the original department listed on the application any time during the REACH process they must secure their new manager/departments approval to participate in Project REACH.
2. Employees must recognize that filling out an application and receiving a manager's recommendation doesn't automatically mean that they are in the program. Project REACH is a training program with many steps before one is officially considered a participant. Participation depend upon:
 - a. Completed application & manager recommendation
 - b. Earning a score on the assessments that indicate your readiness for training



- c. The individualized educational plan employees have worked out with their career coaches
 - d. The availability of positions
 - e. Signing the service contract
 - i. If employee start training and receive salary support before signing the contract they will be held to all of the provisions listed in the contract (see attached)
3. Once all portions of #2 have been met, and the employee is ready to start training, the employee must work with their current department to arrange the 16 hours of release time they will need to attend training. The employee will be paid their current hourly wage for the 16 hours of release time through Project REACH. The remaining 24 hours of the employees wage will be paid by the current department. Thus, a Project REACH participant's work week (working 40 hrs/wk) will work out as follows:
- 16 hrs of salary release
 - 24 hrs of work in your department
 - 2 days off
4. Project REACH holds all participants to the same attendance and performance standards as Johns Hopkins Health System when enrolled in training programs either on or off site. Any occurrences or inappropriate behaviors conducted during training will be reported to current managers and may negatively impact your employee record, and may result in your removal from the program.

Employee Training Expectations and Obligations

1. You will participate in and complete the college or training program supported through Project REACH based upon the educational plan developed with your career coach. If attending college, you must maintain a full-time student status (a minimum of 12 credits each term).
2. Employee **must** submit his/her grades to Career Coach and Benefits Office if attending college on a periodic basis to be determined by the Career Coach of the Benefits Office.
3. You will remain an employee in good standing (not in active discipline) in your current department, and a student in good standing while attending college or participating in the training program throughout the duration of your involvement with Project REACH. Failure to do so could result in your rejection/withdrawal from the program.



4. If you fail to fulfill any part of this contract you will be obligated to repay JHHS for the monetary support you received. More information regarding this obligations may be found in your Agreement.
5. Project REACH holds all participants to the same attendance and performance standards supported by the Johns Hopkins Health System when enrolled in training programs either on or off site. Any occurrences or inappropriate behaviors occurring during training will be reported to current managers and may negatively impact your employee record, and may result in your removal from the program. If this occurs, you may be responsible for repaying JHHS for the monetary support you received.

Post- Training Employment and Obligations

1. Employer agrees to make every effort to offer you employment in your trained field for up to six months after the successful completion of your training.
2. The service payback to JHHS for this opportunity equals 1:1 ratio. For instance, for every year of support received during training, you agree to work an additional year for a JHHS employer, and remain an employee in good standing.

EMPLOYEE NAME (Please print & sign)

DATE

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