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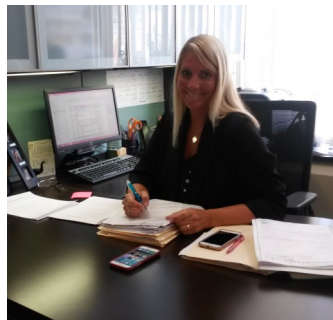
Chautauqua Works

americanjobcenter®

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Executive Director's Message



learn many new skills and/or develop current skills. You will meet lots of new people, increasing your professional network. Most people find jobs through people they know. They often hear about an opportunity at an area business from someone they have met at some point.

Seasonal jobs also help you find out what you love to do as well as identify tasks that you prefer not to do. Both are equally important in determining your next employment goal.

Many area businesses are currently hiring for a multitude of seasonal positions. Do yourself a favor and start the next step in your career pathway by trying something new at a seasonal job. You never know where the experience and contacts you make might lead you!

It is summertime in beautiful Chautauqua County and that means there are many seasonal jobs available! Many people don't even consider seasonal jobs as an option particularly when they are looking for full-time, permanent employment. However, if you aren't considering a seasonal job, you may be missing out.

Seasonal jobs are much more than "just a job". They are an opportunity on many levels. A seasonal job is a fantastic way to build your skills. You will

Chautauqua Works Summer Job Fair Happening Soon!

**Wednesday, July 26th
10:00 am—12 :00 pm
Jamestown Office
4 East Third Street**

Dress professionally and bring updated resumes . Be ready to meet employers who are ready to hire!

Please enter the doorway on North Main Street to enter the Job Fair.

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Beat the Heat and Humidity at Chautauqua Works!

As the summertime heat and humidity increases, you can use our air-conditioned Resource Room to do your job searching on our computers!

All customers must be registered. To find out if you are registered with Chautauqua Works, please call us at **716-661-9553** for our Jamestown office or **716-366-9015** for our

Dunkirk office. If you are not registered, you can complete a Career Center Registration Form upon your arrival.

We are open from 8:30 am to 4:30 pm, Monday through Friday.

We are here for YOU!

Your American One-Stop Career Center welcomes the following new employee: Tasha Coleman, Dunkirk Youth Navigator.

Like and follow us on Facebook at:

<https://www.facebook.com/Chautauqua-Works-280188958769133/>

THE FIRST 100 DAYS AT A NEW JOB

Starting a new job can be overwhelming. To help alleviate some of that stress, here is a First 100 Days plan that will help you avoid rookie mistakes, impress your boss, and endear yourself to your colleagues.

Day 1

Today is all about absorbing as much information as you can, so stick to a 90/10 rule. Make it your goal to listen 90% of the time, and talk 10% of the time. (Pro-tip: most of your 10% should be asking questions!)

Take notes. The amount of new information you'll be receiving makes it nearly impossible to remember everything. Important things to jot down include co-workers' names, job titles, and something memorable about your interaction with them; information about the organization that you won't be able to find in documentation later on; and little nuggets of wisdom you might receive from new colleagues. Don't worry about capturing everything. Much of what you hear on the first day will be reinforced once you begin your job responsibilities, or will be documented in a staff manual.

Take care of your environment. Depending on your job, this might mean getting your computer set up (installing software, bookmarking important websites, saving your usernames and passwords), making sure you have your office supplies and furniture, or getting the right uniform or tools.

The First Week

Ask your manager to set up getting-to-know-you meetings with people who know your work area well or have specific

institutional knowledge to share.

Practice humility. Chances are your boss didn't hire you to "fix" everything; he/she hired you because he/she believes your skills and experience can have a positive impact if you integrate yourself well. Come with a fresh perspective, but be quick to deliver a compliment or acknowledge what's working. A good rule of thumb is to avoid talking about your most recent job as much as possible (e.g. "Well, this is how we did it at...")

The First Month

Study up on your new home away from home. Read your organization's newsletters, websites, social media, annual reports, anything you can find. Have a frank discussion with your manager about any unwritten rules or standards. You can also seek clarification on performance metrics and expectations.

The Second Month

Now that you've got a bit of experience under your belt, start taking responsibility for your own professional development. Subscribe to relevant blogs, join a professional association, and identify trainings or books you need.

Do a favor for someone in your organization. Big or small, it doesn't matter. If you're paying attention to others, you should be able to recognize an opportunity to make someone's day. Not only will you get the immediate satisfaction of helping someone out, but your colleague will remember it later.

Seek out a mentor within the organization. Having a mentor (or several) can im-

prove your job performance, grow your network, and even help you advance more quickly within your organization.

The Third Month

Improve a process. By this point you've learned a thing or two about the inner workings of your organization, and it's time to take advantage of your fresh perspective and prior experience. Have you noticed a task you have to do over and over again? Perhaps you can automate it. Whatever you decide to do, make sure it doesn't impede anyone else's work, and be sure to let your manager know about the change you made.

Investigate something outside of your job responsibilities. Now that you've begun to shine in your particular role, it's time to broaden your horizons. Chat up colleagues at lunch about a new project they are working on, or wander over to a different department during your coffee break. The more you know about what's going on outside of your immediate responsibilities, the more likely it is you'll be able to make valuable connections across the organization.

Request a three-month review with your manager. Prepare for it by jotting down notes about your accomplishments to date, and any new challenges you'd like to take on. Ask questions about how you're doing and be ready to accept your manager's feedback.

<http://idealisticareers.org/the-first-100-days-at-a-new-job/>

Before you start your new job: Review all of the research you did on the organization when you applied. Re-read staff bios, the organization's website, and notes you took during your interview.

Types of Discrimination at the Workplace

There are various kinds of workplace discrimination:

Race discrimination

Treating a job candidate or employee unfairly because of their race or any related characteristics is illegal. Color discrimination, which is when someone is treated unfairly because of their skin color or complexion, is also prohibited.

Religious discrimination

It is illegal for an employer to treat employees unfairly or adversely based on religious beliefs and practices. Companies are required to make reasonable accommodations for employees who need time, space, or other amenities to observe their spiritual practices.

Disability discrimination

Under the ADA, or Americans With Disabilities Act (ADA) of 1990, it is illegal to take adverse action against qualified job candidates or employees. Employers cannot refuse to hire disabled candidates, pay them an unfair wage, or deny reasonable accommodation to a person otherwise qualified to perform a given role.

Pregnancy discrimination

Passed in 1978, the Pregnancy Discrimination Act (PDA) protects employees, jobseekers, and non-delivering expectant parents. Under this law, employers must treat preg-

nancy in the same way that they would handle a temporary illness or other non-permanent condition. You can't be fired, denied a job or promotion, or have your pay reduced because you are expecting a child.

Age discrimination

These laws prevent employers from specifying age preference in job descriptions, internships, or other company documents, like promotion criteria. The Age Discrimination in Employment Act, protects employees over 40. Companies are also prohibited from denying benefits, compensation, and incentives based on age.

Sex and gender discrimination

There are multiple laws that protect the rights of people to receive equal pay for equal work. Under the law, job content, not title, "determines whether jobs are substantially equal." It is also illegal to specify preference for a particular sex or gender in a job posting or description.

LGBTQ+ discrimination

The U.S. Supreme Court determined in 2020 that an employer who fires an individual merely for being gay or transgender is a violation of Title VII of the Civil Rights Act. It is also illegal to deny fair compensation, employment, or workplace benefits based on sexual orientation or gender identity.

How to file a discrimination complaint

Workplace discrimination claims can be filed through either **your state department of labor or the Equal Employment Opportunity Commission.** Here's a step-by-step guide:

1. Collect information

At a minimum, you'll need to provide the name, address, and phone number of both the person being discriminated against and the business you're filing the complaint against.

However, it can help to also have the contact information for any witnesses to the abuse or unfair treatment.

2. Document your experience

Include names and details such as time, date, and location. In order to establish harassment, you'll need to show that the contact or behavior was persistent and unwanted, so document all relevant incidents. It will help to demonstrate a pattern of hostility.

3. Submit your information

You'll want to submit your completed account of the incident to the organization that you chose. You don't need a special form or referral in order to submit your complaint.

From "Discrimination in the Workplace: A complete overview and what to do about it", Allaya Cooks-Campbell, BetterUp, 10/6/21

*About three in five people have experienced age discrimination in the workplace—
BetterUp, 10/6/21*

Avoiding Work From Home Scams

As you search for work from home job opportunities, it's important that you make sure they are legitimate. Scammers may pose as companies or [independent contractors](#) to try to offer you fake remote jobs.

What are work-from-home scams?

Work-from-home scams are when deceitful people create fake job postings to benefit themselves. They may use these to steal your personal information or financial assets. As work from home jobs become more popular, scammers are starting to target this market with seemingly lucrative job offers. They may pose as a company or reputable person to get you to trust them.

Here are several general tips:

- Do not respond to calls, text messages or emails from unknown numbers or suspicious addresses.
- Never share sensitive personal or financial information over email, text messages or over the phone.
- Do not click any links in a text message from a number you do not recognize. If a friend sends you a text with a suspicious link that seems out of character, call them to make sure they weren't hacked.
- Consider adding your number to the [National Do Not Call Registry](#) to prevent telemarketing calls.
- If you think you've been a victim of a scam, contact your [state consumer protection office](#) and report it to the [National Center for Disaster Fraud](#).

- File a report with local law enforcement if you have lost money or possessions due to a scam.

How to tell if a work from home job is a scam:

1. The job is too good to be true

If you find a job offer that is unbelievable, it's likely fake. Trust your intuition if a work-from-home opportunity seems too good to be true. For example, if a company is offering an extremely high salary or incredible perks, enter the situation with a bit of skepticism. Likewise, if the company is offering you an amazing job that you aren't qualified for, this could be a sign of a scam.

2. There is little information on the company

When researching a company, they should have a website and some kind of social media presence. If you can't find anything about it online, it may be time to move onto a different job application. If you do find a website but can't figure out what kind of work they do, this is also a sign of a scam. Many scammers use vague descriptions to get a wider pool of candidates.

3. A second contact cannot confirm the legitimacy of the job offer

It's a smart idea if you can get in touch with someone else from the company. Try to find this contact information on your own, rather than asking the employer. You could ask this person to provide more information about the company. Keep in mind that many scammers work with a team, so this doesn't necessarily guarantee a job offer is legitimate.

4. There are warnings online

Use a search engine to look up

the name of the company or employer. Search results may show you that other people have experienced this scam. If you see job boards with warnings about a company, this is often a red flag. Likewise, if there are poor online reviews about the company, this can tell you to look for a job elsewhere.

5. The employer is overly eager to hire

Most legitimate employers are busy with their own work and don't have time to respond to you right away. Real employers make candidates feel comfortable, so if a company is pressuring you to accept the job, stop responding to them. Likewise, a good employer wants to screen candidates to find the right fit. If they are willing to hire you on the spot or require little credentials for high-level work, it's likely a scam.

6. You have to pay to work

A common scam is when employers claim that you need to invest some money into your work to get started. Employers are the ones who are supposed to pay you, not the opposite.

7. The employer communicates poorly

When emailing with the employer, they should seem professional and well-spoken. If words are misspelled or punctuation is off, this is a sign of a scam. When you receive an email from an employer, make sure to look at their email address to see if it looks like other employers'.

Please be careful when you review a work from home opportunity. Do your homework!

From "5 Common Work From Home Scams (And How to Spot Them)", Indeed.com, 12/13/22

Scammers are on duty 24/7. Please be aware that your identity, finances, and well-being need to be protected at all times.

What are Excused and Unexcused Absences From Work?

What is an excused absence?

An excused absence is time away from work that has been approved by an employee's supervisor or manager. Excused absences include absences for reasons like vacations, which are scheduled in advance. They also include some unscheduled absences, such as in the event of an illness or unexpected emergency. An excused absence can include events that the employee cannot schedule outside of work hours, such as military service, jury duty, surgical procedures and funerals.

How to get an excused absence?

The specific steps you need to take to get an excused absence can vary from one business to the next. However, you likely need to take the following steps:

1. Communicate in advance, if possible.

If you are planning to take time away from work in the future, such as for a vacation, you typically need to let your manager know that you need to take time away from work, when you want to take time and how many days. Some companies have specific processes you need to follow, such as submitting your request through an HR platform.

2. Communicate as soon as possible for unscheduled leave.

If the time that you're taking away from work isn't scheduled in advance, then you should contact your employer as soon as possible to let them know that you cannot come to work. If you're unable to make the call yourself, then have another person make it on your behalf.

3. Provide documentation. Some employers may want to see documentation associated

with your absence. For example, if you are sick for over three days, your employer may require you to submit a doctor's note attesting to the fact that you were sick and unable to go to work.

What are unexcused absences?

An unexcused absence is when you take time away from work without the permission of your employer. Unexcused absences aren't scheduled or authorized by an employer. For example, if an employee decides to take a personal day without communicating with their employer or making advanced arrangements, that is generally an unexcused absence.

Examples of commonly excused absences:

Personal leave

Employees commonly use personal leave for a variety of reasons, including illnesses, family emergencies or an accident. They may also use personal leave for mental health days, birthdays or weddings. Some companies include personal leave as a benefit for employees, while other companies allow employees to take personal leave as an excused absence, unpaid.

Employers aren't legally required to provide paid personal leave. However, some employers offer benefits like vacation time, sick leave and personal days to remain competitive and attract job seekers. Personal days can typically be used whenever and for whatever purposes the employee wants, as long as they follow the correct procedures for requesting time away from work.

Medical or sick leave

Sick or medical leave is another type of excused absence. Of-

entimes, to have sick time excused, you need to have a doctor's note as proof that you visited a healthcare professional and possibly that you are also cleared to return to work.

Jury duty

Employers are legally required to allow employees to serve on jury duty without any repercussions in the workplace. That means that if an employee is summoned for jury duty, that time away from the office will be an excused absence. That said, employers aren't legally required to pay employees for their time serving on a jury. The state does offer some reimbursement for the employee's time.

Voting

While laws can vary from one state to the next, most employers are required to allow employees time to visit the polls during an election to vote. The most common providing for voting is that employees are allotted up to two hours of time off. Some states require an employer to notify their employees about the policy for taking time off to vote.

School activities

Some states require companies with 25 or more employees to allow them to use their [paid time off](#) for absences related to school activities. Other states require businesses to let employees have an excused absence for school-related activities, although the time may be unpaid.

If you are still in doubt about excused/unexcused absences, please talk to your HR representative.

From "Excused Absence vs. Unexcused Absence (Definition and Examples).", Indeed.com, 2/3/23

Usually three or more unexcused absences are grounds for dismissal from work.

Chautauqua Works

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LOCATIONS

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www.chautauquaworks.com

Find us on Facebook!

[www.facebook.com/
Chautauqua-Works](https://www.facebook.com/Chautauqua-Works)



Back Page: Chautauqua/Western NY Data.

The Western New York region's private sector job count grew by 10,700, or 2.0 percent, to 537,000 in the year ending May 2023. Job gains were largest in professional and business services (+5,300), leisure and hospitality (+4,200), private education and health services (+1,800), manufacturing (+1,300) and other services (+700). Losses were focused in financial activities (-1,500), information (-500) and trade, transportation and utilities (-500). Government sector jobs increased by (+1,100) over the year (New York State Department of Labor).

The current unemployment rate for Chautauqua County is 3.4% is as compared to 5.1% in January 2023. The current rate is now below New York State's unemployment figure of 3.9% and below last year's rate of 4.2% (New York State Department of Labor).

Check out our Facebook Page!

Our Facebook page is updated daily to inform job seekers of open positions throughout Chautauqua County. These positions are either full or part time, temporary or permanent and provided by numerous employers as well as the New York State Department of Labor. Job descriptions and information on how to apply are featured. Please visit our Facebook page and like/follow it!



Chautauqua Works On-Line!

Chautauqua Works has its own webpage:

www.chautauquaworks.com

This website features events, linkages to websites for job seekers, business services, information on our youth, disability, and veteran programs, and other valuable employment resources.

