



TERO WORKER REQUIREMENTS

Job Placement & Retention Expectations

STAY ACTIVE WITH TERO

- Contact the TERO Office at least once each month to remain Active & Available for referrals.
- Update TERO immediately if your phone number, address, email, employment status, or work availability changes.
- Report new skills, licenses, certifications, training, or work experience so TERO can match you with the right opportunities.
- Respond promptly when a contractor or subcontractor contacts you by phone regarding a referral or job opportunity.

WHEN YOU ACCEPT A REFERRAL

- Once hired, you are an employee of the contractor or subcontractor - not the TERO Office.
- Follow the employer's handbook, safety requirements, work schedule, attendance rules, and jobsite expectations.
- Provide any identification, licenses, or documents required by the employer.
- Contact TERO if a serious employment or jobsite concern arises.

WORKPLACE RESPONSIBILITIES

ATTENDANCE Show up. Be on time. If an emergency affects your attendance, communicate with your employer as soon as possible.	PERFORMANCE Be prepared to work. Follow direction. Work safely. Complete assigned duties to the best of your ability.
ATTITUDE Be respectful, professional, and willing to work as part of the crew. Workplace conduct matters.	COMMUNICATION Ask questions when needed, address concerns appropriately, and keep both your employer and TERO informed when necessary.

YOUR PERFORMANCE MATTERS

A successful TERO placement helps build contractor confidence and creates future opportunities for you and other Tribal workers. Maintain good standing with your employer and the TERO Office. Termination for cause may affect your eligibility for future TERO referrals.

TERO WORKER ACKNOWLEDGEMENT

I have reviewed these TERO Worker Requirements and understand my responsibilities for maintaining active referral status and meeting workplace expectations.

TERO Worker Signature

Date