



RESPONSIBILITIES OF HOST AGENCY SUPERVISORS

Highlighted below are some of the areas that require the constant attention of the TRAINING SUPERVISORS who are responsible for Trainees.

ABSENCE If a Trainee is absent due to illness for an extended period of time (ie. hospital stay or prolonged illness) please notify your Project Director at the Senior Employment Center ASAP. If the absence will include one or more pay periods, the pay roll department must be notified so as not to expect a time sheet.

If the Trainee goes to the Emergency Room or is Hospitalized for **any reason, even on the weekend**, the Trainee **must** submit to his/her local Project Director [and payroll] a return to work paper signed by a physician, including the date the Trainee is permitted to return to his/her work-training assignment, before the Trainee may return to his/her Host Agency Work-Training Assignment. This return to work note may be faxed to the local Project Director by the physician.

If a Trainee misses days from his/her training assignment due to illness, the Trainee may be required to submit to the local Project Director [and payroll] a return to work paper signed by a physician, including the date the Trainee is permitted to return to his/her work-training assignment, before the Trainee may return to his/her Work-Training Assignment.

NOTE: If a participant returns to the work-training assignment *prior* to submitting the requested "return-to-work paper" OR *before the designated date* written on the "return-to-work paper" from the doctor, the participant is considered to be "volunteering" his/her time and can not be paid for any hours at the work-assignment until the proper "return-to-work paper" has been received specifying the allowed return date.

ACCIDENTS If a Trainee has an accident on the Work-Training Assignment, please notify your **& W/C** local Project Director AND **Sue Henige (330) 762-8666** or **1-800-554-5335, Ext 186**, at the Senior Employment Center National Headquarters. **Please follow the Workers' Compensation Instructions to report the incident, even if the Trainee Does not think he/she is injured.**

EVALUATIONS Periodically the Host Agency Supervisor will be required to evaluate the performance of the Trainee(s) assigned to their site. These **performance evaluations** should be completed in a timely fashion, reviewed with the Trainee, any comments added, signed by both the Supervisor and the Trainee, and returned to your local Project Director. At the END of each Trainee's Training Assignment, an **exit evaluation** will be required and promptly submitted to your Project Director.

Host Agency Supervisor's Responsibilities, cont.

EMPLOYMENT INTERVIEWS The Primary Goal of this program is to aid the Trainee(s) in finding unsubsidized employment. This may require that interviews be scheduled during hours that the Trainee is scheduled at your training site. The Trainee will be paid for this time. Trainees are now required to make three employment contacts every week.

The Host Agency Supervisor is expected to encourage and assist the Trainee(s) in securing unsubsidized employment by:

- 1) providing training that assists in developing marketable skills in conjunction with the Trainee's Individual Employment Plan (IEP) and in cooperation with the Project Director;
- 2) encouraging and allowing the Trainee to attend Job Club or other Training;
- 3) encouraging the Trainee to apply for all appropriate openings at the Host Agency and/or the Community in general AND to accept any viable offers for unsubsidized employment;
- 4) encouraging and allowing the Trainee to schedule and go to interviews, even if they occur during his/her regularly scheduled Training Assignment hours.

ASSIGNMENT DESCRIPTION The Trainee should be assigned **only** those duties that are part of the *Work-Training Assignment Description*, which you completed for the position. If new training or new duties are added or the location of the assignment are changed, a **new Work-Training Assignment Description** must be completed, and **approved** by the local Project Director **prior to the change of assignment**. Adhering to this requirement is necessary to avoid W/C problems and/or to jeopardize the Host Agency Agreement.

MAINTENANCE OF EFFORT A Trainee "will neither displace nor replace any paid employee." The Host Agency is to provide Training Assignment(s) that "Create new and/or expand existing community services," **ONLY**. Any other use of the SCSEP funds is considered MAINTENANCE OF EFFORT and is against Federal Regulations. For example, the Senior Employment Center must be notified if your Host Agency site is in the process of laying off any employees. At that time an evaluation will be completed to determine whether or not the Trainee may continue to work at the Host Agency site. Should it be determined by the Sponsor and/or DOL that a Trainee has been participating in a Maintenance of Effort assignment, the entire wages and fringes spent on the Trainee(s) in the assignment(s) so determined at any Host Agency must be repaid to the DOL for the duration (all months and/or years) of such assignment(s). All efforts will be made to retrieve these monies from the said Host Agency. (Please see both the Agreement and the Manual)

MANDATORY QUARTERLY MEETINGS Quarterly meetings are scheduled for all Trainees. It is **MANDATORY** for all Enrollees to attend these meetings. Supervisors are expected to support the Trainee's attendance at these meetings. A Trainee's failure to attend may result in loss of wages and/or termination from the program.

Host Agency Supervisor's Responsibilities, cont.

TIME SHEETS It is the responsibility of the Host Agency Supervisor to verify that *Time Sheets* are filled out correctly and that the hours reported reflect the **actual hours** that the Trainee was **on the assignment**. Trainees **may not** “bank” hours; trainees **may** make

up hours missed for illness or non-paid Holidays during the **same two-week pay period, ONLY**. Trainees may report no more than 40 hours in any one week on a time sheet; working extra hours not approved by the SPONSOR, will be the responsibility of the HOST AGENCY to pay to the Trainee. Under the new regulations, this is considered unsubsidized employment, and the Trainee will be terminated as “employed.” *Time sheets may only* be signed by Supervisor(s) who have signed the *Authorized Signature Form*.

VOLUNTEER Trainees **may not volunteer** to perform their usual work-training assignment duties. They may volunteer for the Host Agency **but not for the duties that are a part of their work-training assignment description**. Host Agency status may be jeopardized by permitting Trainees to volunteer for their usual work-training assignment duties, as this violates the wage and hour law.