



Employment & Training Solutions

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 Participants.

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

If the Participant goes to the Emergency Room or is Hospitalized for **any reason, even on the weekend**, the Participant **must** submit to his/her local Project Director [and payroll] a return to work paper signed by a physician, including the date the Participant is permitted to return to his/her work-training assignment, before the Participant 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 Participant misses days from his/her training assignment due to illness, the Participant 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 Participant is permitted to return to his/her work-training assignment, before the Participant 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 **must be sent home until the proper “return-to-work paper” has been received specifying the allowed return date or the designated date written on the “return-to-work paper” has been reached.**

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

EVALUATIONS Periodically the Host Agency Supervisor will be required to evaluate the performance of the Participant(s) assigned to their site. These **performance evaluations** should be completed in a timely fashion, reviewed with the Participant, any comments added, signed by both the Supervisor and the Participant, and returned to your local Project Director. At the END of each Participant’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 Participant(s) in finding unsubsidized employment. This may require that interviews be scheduled during hours that the Participant is scheduled at your training site. The Participant may be paid for this time. Participants are now required to make a designated number of employment contacts every pay period. The Host Agency Supervisor is expected to encourage and assist the Participant(s) in securing unsubsidized employment by:

- 1) providing training that assists in developing marketable skills in conjunction with the Participant's Individual Employment Plan (IEP) and in cooperation with the Project Director;
- 2) encouraging and allowing the Participant to attend Job Club or other Training;
- 3) encouraging the Participant 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 Participant to schedule and go to interviews, even if they occur during his/her regularly scheduled Work-Training Assignment hours.

ASSIGNMENT DESCRIPTION The Participant should be assigned **only** those duties that are part of the *Work-Training Assignment Description*, which was 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 Participant "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 Project Office 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 Participant may continue to train at the Host Agency site. Should it be determined by the Sponsor and/or DOL that a Participant has been participating in a Maintenance of Effort assignment, the entire wages and fringes spent on the Participant(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)

REQUIRED MEETINGS Required meetings are scheduled for all Participants. It is **MANDATORY** for all Participants to attend these meetings. Supervisors are expected to support the Participant's attendance at these meetings. A Participant'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 Participant was **on the assignment**. Participants **may not** “bank” hours; Participants **may** make up missed hours during the **same two-week pay period, ONLY**. Participants may report no more than 40 hours in any one week on a time sheet and no more than 40 hours for any two-week payroll period; working extra hours not approved by the SPONSOR, can be cause for termination of the Participant and cancellation of the Host Agency Agreement. *Time sheets may only* be signed by Supervisor(s) who are on the *Supervision Report* and have signed the *Authorized Signature Form*.

VOLUNTEERING Participants **may not volunteer at their assigned Host Agency for any reason or activity**. Host Agency status may be jeopardized by permitting Participants to volunteer. However, Participants may volunteer at any other agency.

Please read all additional SCSEP rules in the Handbook for Participants and Supervisors.