

# Supervisor Agreement

1. I agree to provide and develop an effective work experience through training in a specific occupational skill area as indicated in the job description.
2. I agree to provide an orientation to each parent reviewing workplace expectations, rules of conduct, safety, etc.
3. I agree to complete evaluations and timesheets accurately and on time. Failure to do so may result in a delay in payment to the parent.
4. I agree to allow parents release time for activities as requested by the Case Manager.
5. I agree to notify the Case Manager prior to any changes in the work duties, supervisor, schedule, etc.
6. I agree to notify the Case Manager regarding any problems that arise with the parent.
7. I agree to implement a corrective action plan for disciplinary issues in coordination with the Case Manager and the parent.
8. I agree to provide a safe work environment for the parent to grow and develop employable skills.
9. I agree to adhere to all of the specific provisions contained in the WorkFirst Agreement.
10. I have received a WorkFirst Program Orientation.

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Supervisor Signature

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Date

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Case Manager

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Date