



Supervisor Orientation Questions

Questions:

What is the deadline for payroll submission?

- A. All timesheets have to be approved and submitted on Tuesday. Pay cycle is Wednesday – Tuesday and participants are paid every Friday.

How many absences are the participants allowed?

- A. 3

Do worksite participants have to establish additional mentoring time beyond the 30 hour work week?

- A. No - Build mentoring opportunities into the normal 30 hour work week

What can be done to help participants get to work on-time?

- A. We have two target areas this summer and we are trying to match participants as close to their worksite as possible

Can you make the Handbook available on-line?

- A. Yes

How much can we ask about the private lives of participants in order to make a difference?

- A. It depends on the mutual comfort level between the participant and the Worksite Supervisor

Will we have the opportunity to interview the participants?

- A. No

What are the hours?

- A. 30 Hours per week (maximum)

Can participants use equipment if they are properly trained?

- A. Yes

Can participants report after the start date?

A. Yes - Please coordinate with the Lead Job Coach

Can worksites conduct their own background checks (NNSD)?

A. Yes

Will worksites get the number of participants that were requested?

A. Maybe - the number of requests exceeds the number of applicants (18 to 24)

If sites conduct their own background check, can the expense be reimbursed?

No

Can the background checks be shared with another state agency?

No, background checks cannot be shared with anyone. The program can provide a letter confirming the check has been completed.