

ATTACHMENT 4

**WORKSITE AGREEMENT**  
Worksite Supervisor Orientation

As the worksite supervisor of one or more participants, a representative has provided me with information in the following areas, and I understand and agree to:

1. The purpose of the program
2. Worksite Agreement and General Assurances
3. Participant Training Plan
4. The Child Labor provisions of the Fair Labor Standards Act
5. Participant Orientation (expectations, dress code, etc.)
6. The importance of providing quality and adequate supervision
7. Workplace safety and workers compensation – reporting participant work injuries
8. Responsibility to follow participant's payroll procedures
  - a. Daily recording of work hours
  - b. Timesheet completion
  - c. Timesheet submission
  - d. Payroll processing (check delivery)
9. Participant Attendance (reporting changes in work schedules, tardiness, absences, etc.)
10. Participant performance and reporting participant performance issues
11. Termination (when necessary)
12. Confidentiality
13. Complaint and grievance procedures
14. Program monitoring and my responsibilities

Program Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

By signing this I am attesting that program staff has reviewed the above information with me and I understand my roles and responsibilities as a worksite supervisor.

Worksite Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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