



**Asociación Nacional Pro Personas Mayores
National Association for Hispanic Elderly
Senior Community Service Employment Program (SCSEP)**

Host Agency Supervisors' Manual



Host Agency Agreements

Host Agency Agreements are to be **signed** and **returned** by the end of each fiscal year.

The following documents are required for the renewal of the Host Agency Agreement:

- Signed Host Agency for the current fiscal year
 - for example: July 1, 2015 through June 30, 2016
- Contact information sheet
 - Each year we ask for an updated contact list for the Host Agency.
- Host Agency supervisors list
 - On this document you can list additional staff members who will be authorized to sign ANPPM SCSEP participants' time sheets.

The contract is to be signed by the agency Executive Director, CEO, or Director. In the event the ED/CEO/Director is unavailable, the Host Agency supervisor may sign the contract in order to meet the deadline.

Failure to submit the contract by the deadline will result in the immediate removal of **all** ANPPM SCSEP participants until we receive all required original documentation in our office.

Participant Health & Safety Regulations

Participants are prohibited from carrying out the following tasks:

- Lifting, pushing, or pulling an object(s) that exceed 15 pounds;

- Climbing ladders, chairs, or any other objects that are elevated above floor level;
- Using power tools;
- Operating machinery;
- The use of large garden clippers or other sharp tools, such as knives;
- Cooking meals on a stove;
- Mopping floors with industrial mops (light dust mops are fine);
- Driving any type of vehicle (host agency or personal)

Any violation of this policy will result in the immediate removal of all ANPPM SCSEP participants from the Host Agency and a temporary suspension of the Host Agency contract will be implemented pending further investigation.

Any ANPPM SCSEP participant found to be in violation of the aforementioned policies will receive a 30-day notice of termination and will be immediately suspended from working at their Host Agency.

Incident Reporting

In the case of work-related illness or injury of a participant, **please notify the ANPPM Project Coordinator (or Administrative Participant) immediately.**

Regardless of the severity of the injury, ANPPM must be made aware of incident so that participants receive information under the Worker's Compensation policy that they are covered under, in addition to interviewing all witnesses. Please ask all those who were present during the incident to write a detailed personal statement of what they remember.

Time Sheets

Time sheets are considered official legal documents and are subject to periodic audits by ANPPM staff, federal, and private auditors.

Participants are responsible for entering the daily start and finish time on their time sheet. Each participant is to complete their own time sheet; this assists them as a component of the job-training experience.

Any falsification of this information, or the recording of time for a participant that is incorrect, may result in immediate dismissal without notice. The ANPPM Project Coordinator will investigate any allegations or suspected falsification involving time sheets such as deliberate recording of inaccurate time or forgery. If the suspected falsification is found to be true, individuals involved may be subject to both civil and criminal penalties under the False Claims Act and participants will be terminated from the SCSEP immediately.

We ask all ANPPM SCSEP participants to complete their time sheets in **blue** ink. Additionally, they are required to submit a copy of their time sheet to our local office **two business days** before the end of the pay period. This can either be faxed or scanned and e-mailed to the Project Coordinator. We will not accept time sheets before this deadline, only on the day of. As the Host Agency supervisor, we do not require your signature on the time sheet prior to the end of the pay period. We will accept an unsigned time sheet to begin our record keeping for payroll; however, the original must be signed by the Host Agency supervisor, preferably in blue ink.

In the section below the hours recorded for each participant, is a blank space where Host Agency supervisors can write the number of hours that participants are being supervised for, as part of the agency's in-kind contribution. This does not reflect the number of hours that the participant was directly supervised by the Host Agency supervisor, but the number of hours that they were supervised by a representative of the agency. Per the Host Agency Agreement, all participants are not to be working alone; therefore the number of hours that participants are supervised should reflect the number of hours that they are physically at their Host Agency.

Participants' Schedules

Every month ANPPM SCSEP participants are required to attend training meetings. On days when the meetings are to be held, they will not be permitted to return to their Host Agencies. This meeting will be reflected on their time sheets under the "Training" column, which they will be paid for a total of four hours.

Additionally, participants will be required to meet with the Project Coordinator to complete documentation on a regular basis. The appointments will be scheduled during their regular work hours and they will leave the Host Agency early on the day of their meeting with the Coordinator. All meetings at the request of the Project Coordinator will be paid under the "Training" column of their time sheet.

If you would like to change the participants' work schedule or if a participant requests a change in their schedule, please contact the Project Coordinator **prior** to the change going into effect.

Sick Leave and Other Permissible Absences

ANPPM SCSEP Participants have a predetermined amount of paid sick leave that is renewed at the beginning of each fiscal year. Once their paid sick leave has been exhausted, participants will not be paid for any missed day due to illness. If participants are sick for more than **three consecutive days**, they are required to submit a doctor's note to the ANPPM office **before** they can return to work.

If participants are unable to make it to their Host Agency due to illness or for any other reason, they are required to call **both** the ANPPM local office **and** the Host Agency to notify of their absence **no later than the beginning of their shift**.

Failure to do so will result in corrective action from the Project Coordinator.

Should a participant fail to show up to work and notify the Host Agency of their absence, please notify the Project Coordinator as soon as possible so that we can attempt to contact them.

Paid holidays are as follows:

- New Year's Day
- Dr. Martin Luther King's Day
- President's Day
- Good Friday (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (1/2 day)
- Christmas Day

Participants will be permitted to make up the hours that they were unable to work if the Host Agency is closed on a day that is not one of the aforementioned paid

holidays. Participants are allowed to make up one hour per day in addition to the hours that they are normally scheduled to work. Make-up hours are reserved **solely** for days that the Host Agency is closed.

Quarterly Evaluations

Each participant's progress in their training and performance is evaluated every quarter by the Host Agency supervisor. This evaluation encompasses the quality of the participant's work, punctuality, ability to work without significant supervision, responsibility and interest in learning and developing new skills, ability to relate with co-workers, general attitude, and their progress in achieving the goals of their training plan. Supervisors and participants are encouraged to include any comments on the second page of the evaluation.

If a participant receives a "Needs Improvement" mark; the Project Coordinator, the Host Agency supervisor, and the participant will meet to identify a plan of action for addressing the concerns of the supervisor and/or participant. This plan will be included in the participants' documentation and the Project Coordinator will continue to follow-up with both the Host Agency supervisor and participant to track their progress of addressing the issues of concern. Should a participant fail to improve, they may be subject to disciplinary action including suspension without pay, or termination from SCSEP if the problem persists.

Participant Transfers

Participants are temporarily assigned to training sites and may be transferred for any of the following reasons:

- Achieved learning/training goals
- To improve job skills
- To resolve work-related conflicts
- At the request of the Host Agency supervisor
- To resolve transportation issues
- Closing of Host Agency site

We ask all Host Agency supervisors to notify the Project Coordinator of any issues regarding a participant's behavior prior to requesting a transfer or removal of an individual. As a job training program, we hope to provide conducive feedback to participants regarding areas that they can improve in and provide them with the opportunity to correct the behavior prior to removing them from their Host Agency training site.