

**NEMO Workforce Development Board**  
**Program Operator:**  
**Scholars at Work**  
**AEL Instructor Orientation**

***As the worksite supervisor of one or more participants, a representative of the above Program Operator has provided me training in the following area:***

- 1. Purpose, characteristics, rules and regulations of the Program.***
- 2. Provisions of the Worksite Agreement and General Assurances.***
- 3. Participant Training Plan***
- 4. Participant Orientation (expectations, dress code, etc).***
- 5. The Child Labor Provisions of the Fair Labor Standard Act (if applicable).***
- 6. The importance of providing quality and adequate supervision.***
- 7. Workplace safety and workers compensation - reporting participant work injuries (emergency contact information).***
- 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.***
- 15. My responsibilities as supervisor to provide adequate orientation to participants regarding rules, standard practices, and requirements of the worksite.***

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***Signature of AEL Instructor***

***Date***

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***Signature of WIOA Case Manager***

***Date***

***The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can dial 7-1-1.***