

LETS Program Supervisor's Agreement

Please read and initial next to all items.

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| _____ | _____ | I have read the LETS Program Supervisor Handbook and I accept my responsibilities as a site supervisor. |
| _____ | _____ | I understand that starting a student worker before he/she completes hiring paperwork (especially the I-9) with LETS Program staff is a violation of federal law. |
| _____ | _____ | I agree that I will follow the hiring procedures outlined on page 3 of the LETS Program Supervisor Handbook. |
| _____ | _____ | I agree that I will work with LETS Program staff and with my student workers to ensure that my student workers remain in compliance with LETS and college rules. |
| _____ | _____ | I understand that student workers must work under the direction of a permanent employee, and I agree that my student workers will do so. |
| _____ | _____ | I understand that student workers are not allowed to work from home, and I agree that I will not direct and/or allow my student workers to do so. |
| _____ | _____ | I agree that I will ensure that my student workers are: <ul style="list-style-type: none">• Assigned technology-based tasks that reinforce their education and/or career goals.• Assigned tasks where students directly help other students succeed. |
| _____ | _____ | I agree that I will ensure the accuracy of my student workers' payroll documents and that I will work my hardest to ensure these documents are submitted by the pay period deadline. |

Main Site Supervisor's Signature

Date

Secondary Site Supervisor's Signature

Date