

EMPLOYEE SUPERVISION PLAN

EMPLOYEE TRAINING AND SUPERVISION PLAN

Training that must be completed before the employee provides services to the individual the individual is supporting:

- CPR
- First Aid
- Bloodborne Pathogens

Other training that must be completed with expected completion date:

_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

The above training will be arranged by the Employer of Record at no cost to the employee. The employee will be paid during the actual hours of training attendance (minus any time off for lunch).

The employee will not be paid mileage for driving to the training, as this will be the employee's assigned work site for the day.

Failure to attend training will be grounds for dismissal.

A training certificate must be returned to the Employer of Record to verify attendance.

Other training may be required by the Employer of Record to keep CPR and First Aid certifications current, or as needed in order for the employee to perform job duties.

The **plan for supervising** the employee is:

- Observing the work of the employee at least monthly
- Reviewing the Time and Billing Sheet completed by the employee at least twice per month
- Reviewing the employee's documentation at least monthly
- Meeting with the employee at least monthly

Documenting the supervision in the Supervision Log in the employee's file.

cc: Employer and Employee