

## **WORK EXPERIENCE PROGRAM (WEP) SUPERVISOR FREQUENTLY ASKED QUESTIONS**

### **1. HOW DO I REQUEST WEP PARTICIPANTS FOR MY SCHOOL/OFFICE?**

Superintendents, personnel directors, principals or other organization heads may request WEP participants online from the WEP unit by downloading, completing and faxing the [WEP Request Form](#).

- Only participants with federal and state fingerprint clearance will be sent to school sites or offices located within a public school.
- Participants are available to fill a variety of clerical office positions.
- WEP participants are not authorized to work inside classrooms.

### **2. WHAT IS REQUIRED WHEN A PARTICIPANT FINDS A JOB?**

After a participant secures employment, either within or outside the DOE, the participant is required to notify the WEP office at (718) 935-2281 to arrange for a successful termination from WEP.

When WEP participants secure employment, they should notify their site supervisors, who should instruct the participants to inform the WEP unit.

All program participants who secure outside employment must supply the WEP unit with the following information: name of employer, start date and salary. They must also provide a copy of their first pay stub.

### **3. WHAT ARE THE BASIC RULES AND REGULATIONS OF WEP SITE SUPERVISORS?**

The goal of WEP is to restore the participant his or her independence through self-support. This is accomplished by helping participants improve their skills as well as assisting them in developing new ones.

Often participants need to be both encouraged and supported in the process toward self-sufficiency. The site supervisor is a key component to the success of WEP.

Attentive supervision is critical; supervisors are required to:

- Explain the duties and responsibilities of the job.
- Keep a file on each participant, including copies of time sheets/time cards, excuse notices, etc.
- Train and oversee assigned tasks.
- Discuss dress code.
- Provide back-up supervision in case the supervisor is out of the office or unavailable.

Each WEP site supervisor is issued a *Supervisors Resource Manual* after submitting a completed WEP Request Form.