

CalWORKs Work-Study Supervisor Reference & Acknowledgment Form

Purpose: This form outlines department supervisor responsibilities for CalWORKs Work-Study students after hire. Please review, check each responsibility to confirm understanding, and sign at the bottom.

Supervisor Responsibilities (Post-Hire)

Timecard Oversight & Payroll

- ☐ Review and approve student timecards for accuracy.
- ☐ Submit timecards by the payroll deadline.
- ☐ Work directly with Payroll to correct any errors.

Attendance & Performance Monitoring

- ☐ Monitor student attendance and punctuality.
- ☐ Address performance issues directly with the student.
- ☐ Follow college employment policies for corrective action or termination if needed.

Work Assignment & Supervision

- ☐ Assign tasks appropriate to the student's role and skills.
- ☐ Provide guidance, training, and constructive feedback.
- ☐ Ensure a safe and professional work environment.

Communication & Reporting

- ☐ Notify the CalWORKs office of issues affecting student eligibility or performance.
- ☐ Maintain timely, professional communication with the student.

Program Compliance

- ☐ Ensure duties comply with CalWORKs, labor laws, and campus employment policies.
- ☐ Maintain confidentiality of student information.

Acknowledgment: By signing below, I acknowledge that I have read, understand, and agree to fulfill these responsibilities for CalWORKs Work-Study students.

Supervisor Name: _____

Department: _____

Signature: _____

Date: _____