**Having a Problem at Work?**

The goal is for you to have your WBL job placement for the entire **semester** that you are enrolled in WBL. I do realize that problems can arise at work. Here are the steps you should take if any problems should arise:

1. **Speak to your WBL teacher & parents.**

**\*\*After step 1 is completed, here are other steps that may be appropriate:**

1. Meet with your supervisor to go over issues. Your WBL teacher can give you tips on what to discuss in the meeting.

**\*\*After step 2 is completed:**

1. I do realize that some problems at work do not resolve. This would require a 2-week notice to your current job and for you to look for another job during those 2 weeks. This class is based on the hours that you work. If you do not have a job, your grade will be affected.
2. Once another job is secured, you will need to have the [Training Plan](https://cobbk12org-my.sharepoint.com/%3Aw%3A/g/personal/emily_varner_cobbk12_org/Ef26q5hjdMFMq25z78QlG0wBEaVPXKwvZJvvuiMExpfu9A?e=tJccCL) printed (or pick up a copy from your teacher) & signed by you, your supervisor, your parent & turned into your WBL teacher **BEFORE** your hours can be counted for a grade.
3. Fill out a [Change of Job form](https://forms.office.com/Pages/ResponsePage.aspx?id=-x3OL5-ROEmquMR_D8kYLaSAbPgXNsRGoJSGNSmrQAFURDhRTkhQUjEyWVFTMFZZMTMySzlXRzE2Uy4u) **BEFORE** your hours can be counted for a grade.