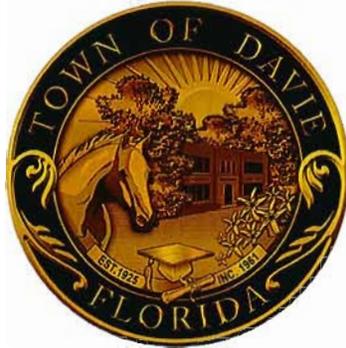


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**EMPLOYEE SUPERVISION
SOP #20-003**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	July 21, 2010	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Steve W. S. Ayers

Author

Butch Plunk

Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

It is the policy of the Town of Davie that all employees will ordinarily have one supervisor. The supervisor represents the link between management and non-management employees. The supervisor's role is to communicate the goals and policies of management to the employees under his or her supervision and to communicate to management the attitudes, suggestions, and complaints of employees.

The work performed by employees of the Town of Davie shall be assigned, directed, and reviewed by supervisory personnel.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. PROCEDURE.

- a. Effective supervisors have the ability to motivate employees through encouragement and enthusiasm. Supervisory techniques such as the following are frequently utilized by successful supervisors:
 1. They treat their employees and the public as individuals, with respect and in a professional manner;
 2. They give recognition for good performance as well as correcting mistakes;
 3. When changes are necessary, they explain in advance and ask for suggestions;
 4. They recommend good employees for promotion even if it means losing them from their own department;
 5. They show their integrity by admitting mistakes instead of shifting the blame to others;
 6. They are impartial and let their employees know the reasons for any decisions that might be interpreted as unfair;
 7. They communicate a desire for good performance by setting performance goals and standards for their employees; and
 8. They develop a feeling of teamwork among their employees.
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- b.** It is the responsibility of each supervisor to ensure that the goals regarding work output established by management are achieved, and that the established Personnel Policies and Guidelines are followed. Included in the latter category of responsibilities are the following:
- 1.** Training employees in specific job duties and recommending special training.
 - 2.** Keeping employees fully informed on all factors relating to their work assignments, work progress, and opportunities for advancement;
 - 3.** Evaluating the performance of adjustment period employees, regular employees, and employees who are being dismissed from employment with the Town of Davie;
 - 4.** Recommending salary adjustments, promotions, transfers, and dismissal of employees;
 - 5.** Scheduling vacations and lunch and rest breaks;
 - 6.** Controlling absenteeism and tardiness, and approving requests for time off;
 - 7.** Verifying employee time sheets and requesting overtime when necessary;
 - 8.** Recommending the hiring of additional personnel or the elimination of any job;
 - 9.** Protecting the safety and health of employees and reporting injuries to employees;
 - 10.** Maintaining neat and orderly work areas;
 - 11.** Implementing suggestion, disciplinary, and problem review procedures;
 - 12.** Ensuring that all rules and regulations are observed by employees.
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