



Series: 1200 Human Resources
Policy Name: **Assigning Supervisory Responsibility**
Policy Number: 1222
Origination Date: 11/01/2013 **Revision Date:** July 1, 2018
Regulation: None
Policy: It is the policy of Communities Connected for Kids to ensure consistency when assigning supervisory responsibilities.

Procedure:

The organization will consider the following:

- Communities Connected for Kids will ensure high quality and consistent delivery of services to children and families through its supervisory process. Supervisors will be recruited based on their education, experience and skills.
- Individual job descriptions shall outline the experience necessary and the educational requirements for each supervisory position within the agency.
- The maximum number of workers reporting to a Supervisor shall not exceed eight (8) people. Ratios will be adjusted to relevant criteria including educational background and skill level of those supervised, skills of the supervisor, variances due to turnover, vacation, and other factors, and mode of supervision.
- Ratios of supervisor to staff will also be adjusted for the complexity and intensity of services as well as additional agency responsibilities of the supervisor.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018