



**Series:** 1200 Human Resources

**Policy Name:** **Standards for Supervision**

**Policy Number:** 1223

**Origination Date:** 11/01/2013

**Revision Date:** July 1, 2018

**Attachment:** Supervision Agreement

**Policy:** Communities Connected for Kids expects that all members of staff are supervised at a minimum of once every three months.

**Procedure:**

**The principles of the process are:**

1. To ensure that all employees carry out their responsibilities as required by Communities Connected for Kids.
2. To establish objectives and priorities with each employee that reflects agency goals.
3. To assist in the professional development of the employee.
4. To support employees in their efforts to carry out the agency mission and goals.
5. To identify employees' strengths and help to develop those strengths.

**Successful supervision relies on respectful, open, and direct communication.**

1. All employees should have an identified line manager who, in addition to fulfilling a day to day responsibility for supervising the work of their assigned employees, should also provide a regular and planned opportunity for employees to discuss their work on an individual basis. There will only be interruptions/cancellations in extreme circumstances.
2. A supervision agreement will be drawn up between the supervisor and the employee within their first 90 days of employment. This agreement will be reviewed annually at the time of their performance assessment. The agenda will be discussed between the supervisor and the employee.
3. The content of supervision will be recorded in the Communities Connected for Kids supervision log. The supervisor will retain a copy of the supervision record which must be stored in accordance with policy.
4. Concerns regarding the supervision process by either party will be discussed and attempts made to resolve those issues. The next level manager will be involved if resolution cannot be achieved.



Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018