



Douglas Soil & Water Conservation District

Staff Supervisory Policy

Revised: 11/01/2023

Approved: 12/20/2023

1. Purpose

This policy will provide an outline to the role and responsibilities of the board director that has been motioned and assigned the staff supervisor. This policy sets out how staff can expect to be supervised and provides the supervisors with the main points of effective supervision.

2. The aims of supervision

- makes sure staff know what is expected of them
- makes sure staff contribute to the district's mission & goals by carrying out their duties effectively and efficiently
- ensures good practice, and challenges/manages poor practice
- makes sure issues relating to health and well-being at work are addressed
- supports the continuous professional development of staff
- makes sure equality is promoted and diversity valued, personally and within the organisation.

3. Definition of supervision

Supervision is a regular one-to-one meeting between the supervisor (appointed board director) and the supervisee (staff member) to meet organisational, professional and personal objectives. Supervision forms an essential part of performance management.

4. Supervision agreement

Upon hiring, each staff member agrees to the supervision of their work by the board approved supervisor. Board and staff may make recorded suggestions on how to better improve supervisory duties throughout the year. The supervisory policy should be updated once a year to make sure that supervision is keeping up with the board and staff's expectations.

5. Planned and informal supervision

'Planned' supervision involves regular, private, one-to-one meetings that take place on an on-going basis between a member of staff and the same supervisor. Even when staff and supervisors work closely together, they still need to meet for private one-to-one time on a regular basis. The sessions should focus on the worker, their

performance, their development, their well-being and any issues relating to their work that do not arise on a day-to-day basis.

Discussions and decisions about work issues, challenges or new information will also happen in group meetings or informal discussions.

6. Minimum frequency

The frequency of planned supervision meetings is once between each monthly board meeting. These should be regarded as an absolute minimum. The supervisor should agree with each worker how often supervisory meetings are held.

7. Supervisors' responsibilities

- Check in each staff member at least once between each board meeting.
- Make sure staff is on track with goals outlined by the board and the annual work plan.
- Help staff achieve goals through guidance, understanding, and suggestions.
- Report any issues that arise with the staff to the board of directors as necessary.
- Staff Supervisor may approve or deny staff purchases in accordance with the financial policy.
- Staff Supervisor may approve or deny staff work priorities in accordance with the Annual Work Plan and Long Range Business Plan.

8. Workers' responsibilities

Staff are to ensure time is blocked out in their schedules to attend each supervisory meeting. They are to address any issues they may encounter during their job as they happen and work with their supervisor to resolve them. Staff are responsible for upholding the district's mission and working toward the goals outline in the Long Range Business Plan, Annual Work Plan, and any additional goals assigned by the board or supervisor.

9. Disagreements, Violations, & Termination

Disputes should be dealt with through discussion wherever possible. Both the supervisory and the staff member can decide if any dispute will be elevated to the attention of the board. The supervisor may place any member of the staff on temporary leave with pay until the board can convene and find an appropriate solution to a dispute.

District staff are at-will employees and termination must be agreed upon by the majority of the board. Supervisory duties can be switched to another board member at any time by motion of the board as well.

10. Records, Storage, and Confidentiality

Both the supervisor and staff member are responsible for recording supervision sessions. The record should be detailed enough so that it can be audited later. An outline of decisions or action points with reasons and a summary is usually enough. Any disagreements about content should be recorded.

The supervisor can keep hard or electronic copies of supervision records. They may be reviewed in specific circumstances. Supervision notes should be placed into each employee's file monthly.

Supervision records are private but not confidential. They are the property of the district, not the individual. Supervisors will occasionally need to discuss what happens during supervision sessions with board members. This should always be with the knowledge of the worker.

11. Liability

By passing this policy, the board approved the supervisor for duties and responsibilities listed within. Any motions passed by the board regarding supervisory duties will be added to this policy. Any action by the supervisor as approved by the board of directors is covered by the Oregon Tort Claims Act. Any actions not addressed by this policy, another district document, or board motion is not covered.