

MANAGEMENT SUPPLEMENT

(To be completed by supervisory and management staff only)

Name: _____

Job Title: _____

What job titles does this position supervise?

Job Titles

Job Titles

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Management Authority

Performance Management	Yes	No	Comments
Appraising employee performance			
Determining standards of performance			

Disciplinary Authority	Yes	No	Comments
Approving verbal reprimands			
Approving written reprimands			

Disciplinary Authority	Yes	No	Comments
Approving disciplinary suspensions			
Approving Terminations			

Disciplinary Actions	Yes	No	Comments
Giving verbal reprimands			
Giving written reprimands			
Giving disciplinary suspensions			
Handling terminations			

Policy & Procedures	Yes	No	Comments
Recommends work procedures			
Approves work procedures			
Recommends policy			
Approves policy			
Implements policy and procedures			

Employee Selection	Yes	No	Comments
Participates in hiring and making hiring decisions			
Has independent hiring authority			

Pay Increases/Promotions	Yes	No	Comments
Recommends pay raises/promotions			
Approves pay raises/promotions			

Sick Leave Approvals	Yes	No	Comments
Recommends approval of sick leave			
Has independent authority to approve sick leave			

Long Term Leave Approvals	Yes	No	Comments
Recommends approval of long term leaves			
Has independent authority to approves long term leaves			

Overtime Approval	Yes	No	Comments
Recommends approval of overtime			
Has independent authority to approve overtime			

Expenses	Yes	No	Comments
Reviews expenses of others, but with final authority vested with higher authority			
Approves expenses up to prescribed limit			

Purchasing	Yes	No	Comments
Has authority to requisition routine supplies			
Recommends requisition of equipment and supplies not normally purchased			
Has authority to purchase equipment and supplies up to prescribed budgetary limit			

Budgeting	Yes	No	Comments
Recommends budget items			
Prepares budget for submission for approval			
Approves budget			

Assignment of Work	Yes	No	Comments
Assigns work to employees			
Plans work priorities			
Review completed work for work quality			

Training	Yes	No	Comments
Instructs employees on the job			
Approves participation in training programs			
Develops and gives training programs			

Complaint Resolution	Yes	No	Comments
Informally resolves employee complaints subject to review by higher authority			
Maintains final authority in informal complaint resolution process			
Participates as a step in the formal complaint procedure			