




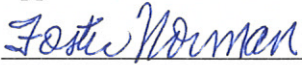
**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

Policy # 4012	Staff Administrative Supervision	Human Resources
Origination Date: September 24, 1998		
Revision Date:		
Approved:  Foster Norman, Executive Director		

POLICY:

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board (the Agency) to assure that all employees of the Agency receive regular, on-going administrative supervision in order to monitor employee performance, communicate areas of concern and organizational information and as a means to guide, coach and direct employees in their job assigned tasks.

Procedure # 4012- 01	Staff Administrative Supervision	Human Resources
Origination Date: September 24, 2018		
Revision Date:		
Related Policies:		
Approved:  _____ Foster Norman, Executive Director		

PROCEDURE:

1. All managers/supervisors shall establish a supervision schedule with each employee using either an individual or group supervision mechanism.
2. All managers/supervisor conversations with employees regarding unsatisfactory job performance or for disciplinary reasons shall be conducted in private one to one meetings. There shall be a witness present.
3. All manager and supervisors shall receive individual one to one supervision as well as group supervision.
4. Managers and supervisors must receive at least one hour per month of individual supervision.
5. All staff shall receive at least one hour per month of group supervision.
6. All supervision must be documented using the Individual Supervision Agenda form, except for those on one to one disciplinary issue conferences.