

Date: _____

Supervisory Duties Checklist

The following checklist is to determine if this position is a supervisor. As a general guide, at least half of the answers must be 'yes' in order for the incumbent to qualify as a supervisor. The supervisor either carries out specific actions on their own, or they make recommendations to senior management. The supervisor must regularly and consistently supervise two or more employees to be classified as a supervisor.

Name: _____

Payroll Title: _____

Specific Supervisory Responsibilities are found below. Please indicate by checking yes or no as to which of these responsibilities are appropriate to this employee's position.

Responsibilities	YES	NO
1. Does the incumbent have <u>full authority</u> to carry out all aspects of hiring (e.g., interviewing, selection) for two or more employees?		
2. -OR- Does the incumbent make recommendations to senior management on the selection of the individuals to be hired into his or her work unit?		
3. Does the incumbent have <u>full authority</u> to carry out all aspects of performance evaluation for two or more employees? This would include advising his or her subordinates as to the level of performance and conduct expected of them and to counsel his or her subordinates about performance and conduct problems as necessary in his or her judgment. The incumbent may evaluate employees more frequently in the exercise of his or her own judgment. The supervisor writes, signs, and delivers or communicates the performance evaluation to the evaluated employee without prior approval .		
4. -OR- Does the incumbent communicate the performance evaluation of his or her subordinates to senior management?		
5. Does the incumbent have <u>full authority</u> to carry out all aspects of work assignments for two or more employees? This would include establishment of work assignments by the incumbent for his or her subordinates according to his or her own judgment.		
6. -OR- Are the recommendations of the incumbent routinely followed in establishing the work assignments of his or her subordinates?		
7. Does the incumbent have <u>full authority</u> to carry out all aspects of discipline and discharge for two or more employees? This would include investigation and a final determination that corrective action be taken involving one of his or her subordinates based on that investigation.		
8. -OR- Does the incumbent investigate and recommend to senior management that a subordinate be disciplined or discharged based on that investigation?		
9. Does the incumbent have <u>full authority</u> to carry out all aspects of merit, upward reclassification or promotion for two or more employees? This would include determining which of his or her subordinates are to be awarded merit, upward reclassification or promotion salary increases .		
10. -OR- Does the incumbent make recommendations to senior management regarding his or her subordinates' merit, upward reclassification or promotion?		
11. Does the incumbent have <u>full authority</u> to carry out all aspects of complaint and grievance process for two or more employees? This would involve taking action in response to the complaints and/or to resolve the grievances of his or her subordinates according to his or her own judgment. The supervisor would also formulate or participate in formulating management positions for processing and/or resolving grievances .		
12. -OR- Are the recommendations by the incumbent routinely followed in taking action in response to the complaints and/or to resolve the grievances of his or her subordinates according to his or her own judgment? Does the incumbent present data important to the formulation of management positions in collective bargaining to those individuals responsible for formulating such positions?		