WAYNE COUNTY POLICY STATEMENT

Title:	Employee Supervision		
Wayne County Policy #		**Date Issued:**	4/1/2014
Category:		**Date Revised:**	4/29/2025
Approved By:	**Donna Wilson, Personnel/Human Resources Director**		Page **1** of **4**

I. PURPOSE

The purpose of this policy is to outline the standards and procedures for the supervision of employees within Wayne County. Effective supervision ensures accountability, ethical conduct, professional development, and the delivery of high-quality public services. Wayne County is committed to offering training to supervisors and managers to assist in the development or refinement of their supervisory skills.

II. POLICY PROVISIONS

Wayne County we are committed to maintaining a professional workforce that is accountable, transparent, and responsive to the needs of the community. Supervision is a key function in ensuring that employees meet performance expectations, adhere to applicable laws and policies, and uphold the values of public service.

III. CORE SUPERVISORY RESPONSIBILITIES

The role and responsibilities of supervisors are critical in supporting the services the County provides to the 43 municipalities, residents and others seeking services. Supervisors have a critical role in employee engagement and retention by creating a workplace culture of excellence and communicating. Supervisor roles include, but not limited to:

A. Performance Management

1. Communicating clear expectations and goals aligned with department objectives.
2. Completing all required performance evaluations in a timely fashion, including **quarterly evaluations** and **probationary reviews**, in accordance with established policies and procedures.
3. Providing regular feedback, coaching, and performance documentation.
4. Implementing **Performance Improvement Plans (PIPs)** when appropriate, in collaboration with Personnel/Human Resources.

5. Keeping employees fully informed on all factors relating to their work assignments, work progress, and opportunities for advancement.

B. Development & Training

1. Supporting employees in accessing learning opportunities through W
2. Approving training requests in accordance with the County's **Training Policy**, ensuring that:
    a. Training is relevant to the employee's role.
    b. It does not impede operational responsibilities.
    c. It is pre-approved by the supervisor.
    d. Promoting a **continuous learning culture** that supports upskilling, professional growth, and internal mobility.

C. Communication & Engagement

1. Maintaining open and respectful communication with their teams.
2. Adapting leadership styles to support generational, cultural, and role-based differences.
3. Fostering a **psychologically safe environment** that encourages trust, shared accountability, and feedback.

D. Operational Oversight

1. Overseeing daily workflows and task assignments.
2. Monitoring attendance, scheduling, and workload distribution.
3. Approving leave, timesheets, and reimbursements in accordance with County policy.
4. Maintaining accurate **reporting-to structures** and submitting organizational updates as needed.
5. Ensuring adherence to County policies, procedures, and applicable CBAs.
6. Initiating disciplinary action when necessary
7. Reporting any concerns of (e.g., safety, discrimination/harassment, fraud,)
8. Approving reimbursement of work-related expenses.

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IV. ENFORCEMENT

The Department of Personnel/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of Personnel/Human Resources will assist in the interpretation and monitoring of adherence to this policy. Any employee in violation of this policy may be subject to disciplinary action up to and including termination.

V. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or their designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of this policy shall apply.

This policy does not alter the non-represented at-will employment relationship with the County.

VI. RELATED DOCUMENTS

a. Civil Service Rules and Regulations
b. Collective Bargaining Agreements
c. Wayne County Charter
d. Recognition of Employees
e. Disciplinary Procedures
f. Health & Safety
g. Wayne County Employee Handbook

VII. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	04/1/2014	Tish King, Director P/HR	
Revised	4/29/2025	Donna Wilson, Director P/HR	