

4.1.7 – Supervision (Ordinance Sec. 54-193. Supervisory Responsibilities)

Sec. 54-193. - Supervisory responsibilities.

Whereas the need to maintain team spirit, efficiency, discipline and safe working conditions are of prime importance to the harmonious operation of the city, persons employed in supervisory positions are in crucial management roles. Supervisors are responsible for, among other things:

- (1) Supporting and maintaining the harmonious relationship between supervisory and non-supervisory employees;
- (2) Lending their full support to the city's position regarding employee-employer relations. To this extent, supervisory personnel shall not be permitted to join, support or participate in activities of any employee organization whose purpose is the collective representation of employees in matters relating to employment; and
- (3) A department head shall carry out responsibilities assigned by the city manager, being guided by the city charter, city ordinance, and the city manager's directives. Department heads and their subordinate supervisors shall:
 - a. Deal with all employees in a fair and equitable manner and uphold the principles of equal employment opportunities;
 - b. Develop and motivate employees to reach their fullest potential through continued education and training;
 - c. Make ongoing objective evaluations of individual work performance and discuss these evaluations with each employee so as to bring about needed improvements;
 - d. Keep employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
 - e. Make every effort to resolve employee problems and grievances and advise employees of their rights and privileges;
 - f. Make every effort to promote and maintain good public relations in conducting the public's business and as representatives of the city off the job.

The above list is not intended to be all inclusive of expected behaviors and responsibilities.

(Ord. No. 2012-178, § 1, 11-27-12)

Editor's note— Ord. No. 2012-178, § 1, adopted November 27, 2012, amended § 54-193 in its entirety. Former § 54-193 pertained to responsibilities of supervisors and was derived from Ord. No. 1994-43, art. VI, § 3, adopted July 26, 1994.