

ORGANIZATIONAL PROCEDURE

PROCEDURE #8.7a	EFFECTIVE DATE	REVISED DATE
TITLE: EMPLOYEE SUPERVISION	1/15/2015	7/1/2025
ATTACHMENT TO	REVIEW DATES	
POLICY #: 8.7		
POLICY TITLE: SUPERVISION AND ANNUAL PERFORMANCE EVALUATION		
CHAPTER: HUMAN RESOURCES		

I. PURPOSE

To ensure consistent, equitable, and constructive supervision of all employees, fostering professional development and ensuring alignment with organizational goals. By establishing clear expectations and open communication, LRE seeks to create an environment in which employees feel valued, supported, and empowered.

II. PROCEDURES

- A. Ongoing Supervision - Supervisors are responsible for monitoring employee progress and performance, addressing challenges, and providing timely, actionable feedback.
1. Supervisors will schedule regular meetings with their direct reports to provide assessment of employee performance and ensure the completion of assignments.
 2. Documentation of supervisory meetings will include feedback provided, progress toward goals, and any requests for resources or support discussed. A record of supervisory meetings will be documented on the LRE Supervision Form.
 - a. LRE Supervision Forms will be submitted to HR quarterly. HR may review with supervisors individually if warranted.
 3. Supervisors are expected to foster an environment where employees feel comfortable communicating their needs, concerns, or requests for additional resources necessary to fulfill their job responsibilities. Supervisors will make reasonable accommodations to ensure that employees receive the support required to meet position expectations.
 4. All communication will occur in a manner appropriate to maintain a professional employer-employee relationship.
 5. Supervisors will prepare a formal Performance Improvement Plan for employees who regularly fall short of meeting the minimum expectations of their position.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
7/1/2025	NEW Procedure	Human Resources