

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Supervisor Expectations	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 4/22/15	
<b>REVIEW DATE:</b> 3/17/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Human Resources Manager	<b>CEO APPROVAL DATE:</b> 4/3/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network is committed to supporting its supervisors in meeting their career and professional goals, as well as supporting the agency's need to maintain a high-performing workforce.

### **PURPOSE**

To assure NorthCare Network's employees who are in supervisory roles are aware of agency expectations.

### **DEFINITIONS**

N/A

### **REFERENCES**

Performance Evaluation Policy  
Initial Employment (Probationary) Period Policy  
Public Health Code, Act 368 of 1978, Part 185 Social Work

### **HISTORY**

NEW POLICY: 1/1/15  
REVIEW DATE: 4/14/15, 2/19/16, 12/16/16, 10/09/17, 9/18/18, 2/20/20, 12/23/20, 1/28/22, 7/18/23, 5/9/24, 3/17/25  
REVISION DATE: 2/19/16, 2/20/20, 7/18/23, 3/17/25  
CEO APPROVAL DATE: 4/14/15, 3/7/16, 1/4/17, 11/6/17, 10/2/18, 2/26/20, 1/5/20, 2/1/22, 8/1/23, 6/11/24, 4/3/25  
BOARD APPROVAL DATE: 4/22/15

### **PROCEDURES**

**SUPERVISOR EXPECTATIONS:** It is the expectation of NorthCare Network that Supervisors will work together in a cohesive group to assure they provide the best possible management to employees.

- A. **PERFORMANCE EVALUATIONS:** It is the expectation Supervisors will complete their staff's performance evaluation within the first and second quarter of each calendar year, no later than June 30<sup>th</sup>.

- B. ANNUAL TRAINING: Each Supervisor will ensure their staff completes all required annual training.
- C. ADDITIONAL FUNCTIONS: Supervisors will approve their staff timesheets, travel vouchers and PTO/Sick (EST) requests. They will also approve conference/training requests and ensure proper coverage while staff are away. Each Supervisor will designate another Supervisor who will cover for them when they are unavailable.

CLINICAL SUPERVISION: Every new clinician will receive the appropriate clinical supervision. Non-Clinical Supervisors will work with HR Manager to coordinate supervision.

- A. NEW CLINICIANS: Need clinical supervision for a minimum of 30 minutes every two weeks for a total of 60 minutes per month. This is expected to continue for the first year of the clinician's employment with NorthCare Network. Supervision can be provided in a one on one or group setting.
- B. ADDITIONAL SUPERVISION: Is at the discretion of their supervisor.
- C. LLBSW to LBSW: Staff who need to maintain their LBSW, will work with their Supervisor to ensure the required trainings and supervision are completed within the appropriate time frame.
- D. LLMSW TO LMSW: Clinicians hired with a LLMSW are required to obtain their full licensure. To accomplish this, they will receive the required supervision within the appropriate time frame.
- E. All trainings and supervision will be documented and kept in their personnel file.