

SUPERVISORY DESIGNATION
STANDARD LANGUAGE TO BE USED ON JOB DESCRIPTIONS

In order to be designated "supervisory", the position must supervise 2.0 FTE career employees, and the duties of the position must be substantially different from the duties of the positions supervised.

SUPERVISORY LANGUAGE:

The following language must be verbatim on the job description:

- Screen applications, interview candidates and either make selection decisions or recommend individuals for hire.
- Train and assign work to new and continuing employees. Provide guidance on performance standards and University procedures.
- Independently conduct performance evaluations, including communication with subordinates.
- Make recommendations for employee incentive awards and salary increases including merits and reclassifications.
- Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.