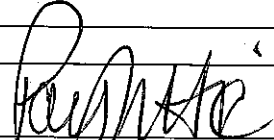


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Human Resources
<b>Standard Title</b>	Supervision of Staff
<b>Regulations</b>	14 NYCRR 633
<b>Original Issue Date</b>	03/23/2012
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<b>Number of Pages</b>	1
<b>Attachments</b>	
<b>Approved by:</b> Paula Jubic, Executive Director	

**Standard:**

A supervisor will be available to all staff at all times.

**Procedure:****1. Residential Services**

- a) For residential programs, if there is a qualified charge person on duty when management is not present, this staff member will be responsible for assigning tasks to staff. If there are any supervisory decisions that need to be made throughout the shift, and no supervisor is on shift, staff will contact the Administrator On-Call.
- b) The supervisor, or designee, will complete an assignment sheet which will clearly identify who is in charge of the shift as well as the responsibilities of each staff person.
- c) Additionally, as described in the "On-Call" standard, an IRA staff is on-call and available as is an Administrator On-Call.
- d) The "On-Call" schedule will be published regularly.

**2. Community Supports**

- a) All Community Support Professionals will receive telephone supervision from a Community Support Supervisor no less frequently than once per 30 days or more often as needed.
- b) As indicated in the "On-Call" Standard, an Administrator On-Call will always be available.
- c) The supervisory sessions will be documented in writing.

**3. Evaluations**

- a) All new employees will receive a written probationary evaluation after being employed for six months. The evaluation will follow guidelines established by the Human Resources Department.
- b) Following the probationary evaluation, all employees will receive a written evaluation on an annual basis. This evaluation will follow guidelines established by the Human Resources Department.

Standard: *Supervision of Staff, 2012.03.23.*