

YOUR SUPERVISOR

Your supervisor wants to help you in your surroundings. Ask for assistance. If you have questions on city policy, your supervisor is the first person you should see for assistance.

In addition, your supervisor has complete charge of his or her department and is responsible for assigning work. Your supervisor is also responsible for maintaining disciplinary procedures and actions for accomplishing department objectives as efficiently as possible.

You can assist your supervisor in the performance of his or her job by reporting absences, work problems or safety problems promptly. Your suggestions are always appreciated and welcomed.

It is only natural during your course of employment that questions will arise about your job and City policies and procedures. Your questions deserve thoughtful and proper answers. In most cases, your supervisor will be able to help you, but in some instances, your supervisor may refer you to our City Personnel Office.

Feel free to contact the City Personnel Office at any time. Your questions and concerns will be treated with the utmost courtesy and confidentiality.