

SAMPLE: Staff and Supervisor Responsibilities

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

Each Staff Member is responsible for:

- Understanding his or her duties and responsibilities;
- Bringing to the discussion all relevant information regarding achievements;
- Taking proactive personal career responsibility;
- Identifying any professional development and learning needs.

Supervisors are responsible for:

- Assisting staff members to understand work duties and responsibilities;
- Coaching staff members in identifying performance barriers and exploring and implementing appropriate solutions;
- Consulting with other supervisors in cases where the staff member has worked closely with the other supervisor during the year;
- Evaluating staff member performance on an ongoing basis, providing constructive feedback and assistance to support performance;
- Facilitating access to agreed upon learning and professional development activities;
- Ensuring that learning and professional development activities are linked to SOLS' Service Plan and job descriptions;
- Completing an annual Performance Planning and Review form for each staff member for whom the supervisor is responsible.