

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> PROMOTION TO A SUPERVISORY POSITION	<u>Regulation No:</u> 2.33	<u>Effective Date:</u> September 15, 2016
	Supersedes: NEW POLICY	

I. PURPOSE

The Town of Vienna assists employees in preparing for job competition into Town supervisory positions from non-supervisory positions. We do so by offering a tuition reimbursement program and by providing internal and external opportunities for management and leadership training and development. This Administrative Regulation will set forth the minimum administrative requirements for employees seeking to become a first-time supervisor. It will also provide for post-promotional training to help the new supervisor achieve a level of familiarity with required Town-wide processes.

These requirements are extended to current Town supervisors who been promoted through the ranks and who have not previously received such training.

II. RESPONSIBILITIES

- A. An employee who wishes to rise through the organization must prepare him- or herself for the next level of achievement to a supervisory status.
- B. Every current Town supervisor and manager will encourage and support employees through coaching and mentoring.
- C. The Human Resources Director or designee will provide guidance and curriculum assistance to employees seeking direction.

III. RESOURCES

Courses outlined below are available online at no cost to the employee, primarily through the Virginia Municipal League Insurance Programs (VML) Online University and as otherwise made available by the Town’s Human Resources Department. As other resources become available from time to time, the Human Resources Director will announce them.

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IV. MINIMUM REQUIREMENTS FOR PROMOTION

A. General

1. VML (www.vmlins.org) Online University

- Americans with Disabilities Act and Amendments Act [ADAAA] (45 min.)
- Coaching Job Skills (60 min.)
- Conflict Management (120 min.)
- Dealing with Difficult Workplace Behaviors (120 min.)
- Essential Skills of Communicating (60 min.)
- Family and Medical Leave Act (FMLA) (60 min.)
- Guide to Interviewing (30 min.)
- Preventing Discrimination (30 min.)
- Sexual Harassment Prevention for Supervisors (120 min.)
- The Power of Respectful Language (30 min.)
- Workplace Violence (30 min.)

2. Internal (Human Resources)

- Human Behavior and Leadership
- Performance Management and Discipline
- Conducting Performance Evaluations
- Customer Service in the Town of Vienna

B. Safety – VML Online University

- Accident/Incident Investigation (60 min.) – all supervisory positions
- Drug-Free Workplace Orientation (30 min.) – all supervisory positions
- Emergency and Disaster Preparedness (30 min.) – all supervisory positions
- Back Safety (30 min.) – all supervisory positions
- Driving with Distractions (15 min.) – supervisory positions with employee-drivers
- Introduction to OSHA (60 min.) – all supervisory positions
- Office Safety (30 min.) – office supervisory positions

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C. Job and Department Specific

As determined by the department director and approved by the Human Resources Director after review of the job description.

V. CONDITIONAL PROMOTION

- A. An employee who has not completed all classes as defined herein may be promoted to a supervisory position provided that (a) he or she is the most qualified candidate for the job and (b) the employee agrees to meet all course requirements before completion of the promotional probationary period.
- B. Failure to complete the curriculum established will be considered a violation of the disciplinary policy, A.R. 2.15, *K.*, *Failure to meet the prescribed standards of work.*

VI. EXCEPTIONS

- A. An employee may substitute prior training or experience in specific categories on a case-by-case basis by providing proof of course completion, academic accomplishment, or demonstrable proficiency.
- B. The Human Resources Director is authorized to approve such exceptions.

VI. REQUIREMENTS POST-PROMOTION

- A. After an employee is promoted to a supervisory position, the Human Resources Department will prepare an orientation schedule to acquaint the new supervisor with internal Town processes and procedures.
- B. Such orientation will include topics that include, but are not limited to:
- Budget preparation and administration
 - Purchasing procedures
 - Timekeeping and approvals
 - Accounts payable
 - Creating job requisitions; reviewing applications; conducting the interview and the selection process
 - Freedom of Information Act (FOIA)
 - On-the-job injury and accident reporting processes

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- C. All employees promoted to supervisory positions will be required to attend the scheduled orientation sessions.

- D. Failure to complete the orientation sessions established will be considered a violation of the disciplinary policy, A.R. 2.15, K., *Failure to meet the prescribed standards of work.*

Signature of Town Manager:	Date:
	September 9, 2016