

YOUTH SERVICES POLICY

Title: Dual Supervision	Type: A. Administrative
Next Annual Review Date: 05/05/2018	Sub Type: 2. Personnel
	Number: A.2.63
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References: YS Policies A.2.41 "Verification of Credentials", and A.2.45 "Performance Evaluation System (PES) and Performance Adjustments"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 05/05/2016

I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. **PURPOSE:**

To define the division of the components of a job that requires dual supervision from a Direct Supervisor and a Professional Supervisor, and to define which supervisor shall supervise which component.

III. **APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Probation and Parole Program Manager 2, Regional Directors, Facility Directors, Regional Managers, and all professionally licensed YS employees who require dual supervision in accordance with this policy.

IV. **DEFINITIONS:**

Direct Supervisor – A supervisor who provides day-to-day workplace supervision to a professional/licensed professional who is usually located in the same office or duty station; or a supervisor located at Central Office (CO) that does not provide day-to-day workplace supervision because they are not located in the same office or duty station, but they still assign tasks and assignments to the employee and are considered these employees' direct supervisors.

Functional/Professional Supervisor - A licensed professional who supervises other subordinate licensed professionals as required by Civil Service job descriptions and professional licensing requirements (refer to YS Policy No. A.2.41); or a supervisor who provides day-to-day workplace supervision to employees located in the same office or duty station, but do not assign tasks and assignments to these employees because they directly report to a supervisor at Central Office.

Performance Evaluation System (PES) – The official overall annual evaluation of the performance of an employee, measured against the performance plan.

The effective date of a Performance Evaluation is October 1st, of each year, unless budgetary constraints prevent the implementation of same. (Refer to YS Policy No. A.2.45).

V. POLICY:

It is the Deputy Secretary's policy that when a licensed professional has both a professional subject-matter supervisor and a direct supervisor who supervises their day-to-day functions and assignments, the supervisory areas of authority and responsibility shall be as defined in this policy.

It should be noted that both supervisors are often not in the same office as the employee being supervised.

An example is that if a Clinical Supervisor possesses a license in the State of Louisiana as a Licensed Clinical Social Worker (LCSW) and is responsible for clinical supervision and oversight of cases assigned to staff that are not licensed to practice social work independently, clinical supervision shall total a minimum of two (2) hours per month, counted in increments of no fewer than 30 minutes, for the duration of the time that a staff member (social service counselor) is rendering psychotherapeutic services (refer to YS Policy No. D.15.3).

VI. RESPONSIBILITIES FOR DIRECT SUPERVISOR:

- A. The Direct Supervisor assigns tasks and assignments to the supervised employee in consultation with the Functional/Professional Supervisor, and assumes the time and attendance responsibilities which includes leave approval.
- B. The Direct Supervisor consults with the Functional/Professional Supervisor for input into the supervised employee's PES, however the Direct Supervisor is responsible for the annual PES process.
- C. The Direct Supervisor shall be responsible for all other personnel matters and responsibilities of the dual supervised employee.

VII. RESPONSIBILITIES FOR FUNCTIONAL/PROFESSIONAL SUPERVISOR:

The Functional/Professional Supervisor, in consultation with the Direct Supervisor, assigns tasks and assignments to the supervised employee; however, in the case of a professional located at CO who has a staff member physically located in a CBS Regional Office, that professional may assign tasks and assignments to the employee with or without consulting the Direct Supervisor/Regional Manager.

Time and attendance responsibilities shall be that of the Direct Supervisor.