

Region 4 Workforce Development Board
Functional Supervision Policy for WorkOne West Central

PURPOSE: Provide guidance on the managerial structure of the integrated offices through the WorkOne West Central delivery system.

REFERENCES: DWD Policy 2007-43; Workforce Innovation and Opportunity Act (WIOA)

CONTENT: The Workforce Innovation and Opportunity Act (WIOA) provides for a One-Stop delivery system “under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams collaborate to create a seamless system of service delivery that will enhance access to the programs’ services and improve long-term employment outcomes for individuals receiving assistance.” (20 CFR 662.100a)

The Region 4 Workforce Investment Board (R4WDB) has designated Regional System Coordinators for each comprehensive, integrated WorkOne office. Each Regional System Coordinator is authorized to organize staff by function, designate functional unit supervisors, and establish the purpose of each functional unit unless the R4WDB has otherwise made these decisions.

I. Guidance

Functional supervision is the day-to-day supervision of all staff that performs their assigned functions, even though formal supervision (hiring, firing, compensation, personnel actions, and appraisal) is done by the employer of record, which can be state merit staff, service provider staff, or R4WDB designee. The formal supervisor and the functional supervisor (Team Leader or Regional System Coordinator) are expected to confer as necessary and appropriate.

Specific forms and procedures to implement the following policies will be adopted as needed by each team and in each location.

II. Policies

A. Hours of Operation

The R4WDB may establish the hours of operation for each site. The current established hours of operation are M-F 8:00-4:30. Individual employee work hours are agreed upon between the functional and formal supervisor recognizing the policy requirements of the employer of record.

B. Unexpected Absences, Sicknesses, and Delay

Employees must request/notify their functional supervisor (Team Leader or Regional System Coordinator) at the start of the work day of any absences/delays. The functional supervisor will notify the formal supervisor or employer of record for record keeping purposes. Upon return, the employee must complete appropriate documentation as required by their employer of record for such absence. Employees are responsible for keeping track of the amount of leave balance available to ensure sufficient leave exists to cover requested absence. Absence without leave is subject to disciplinary action.

C. Leave Time

Employees must request leave time (vacation, personal, paid time off -PTO) from their appropriate functional supervisor (Team Leader or Regional System Coordinator) in a timely manner according to the employer of record's policy. The functional supervisor will review the request in coordination with the employer of record and will notify the employee if approved. Requests that cannot be approved will come from the employer of record. The employee must complete appropriate documentation as required by their employer of record. Employees are responsible for keeping track of the amount of leave time available to

ensure sufficient leave exists to cover the requested time off. Absence without sufficient leave time is subject to disciplinary action.

D. Timesheets

Employees file their timesheet with the employer of record following the employer's established protocol. The formal supervisor will use the notification submitted by the functional supervisor for verification and may also consult the functional supervisor as needed.

E. Travel

Travel requests must be approved by the functional supervisor in coordination with the employer of record. Travel expense is approved by the formal supervisor in accordance with employer of record's policies.

F. Performance Appraisals, Professional Development Plans, Corrective Actions, and Disciplinary Actions

These functions are the responsibility of the formal supervisor who will seek substantial input from the functional supervisor. The appraisals will be done in accordance with the employer of record's policies.

G. Grievances

Employee will follow the procedure of the employer of record.

H. Interviewing and Hiring Recommendations

Functional and formal supervisors will mutually consult on these matters.

Effective Date: July 2015 for WIOA