

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Supervisor Expectations
BOARD OF TRUSTEE APPROVAL: 02/26/2025

Page 1 of 2
EFFECTIVE DATE: 02/27/2025

Highland Community College expects all supervisors to manage their employees' behavior and job performance. Leadership styles may vary, and supervisors may utilize the style that works best for them. Regardless of style, however, the key elements of a successful supervisor are communications, teamwork, role modeling, and accomplishments. Supervisor responsibilities include:

- Communicating focus, goals, and services that will achieve the college's mission with staff
- Interacting with staff and other members of the college community in a professional manner
- Providing timely and constructive feedback on performance, including the Annual Performance Review Process
- Timely addressing performance or behavior that falls below acceptable standards or fails to serve the success of the individual, team, or college
- Ensuring all employees enter time off requests in the college's payroll management system if they miss scheduled hours of work
- Timely addressing excessive absenteeism
- Ensuring all employees follow all Federal, State, County, and Local laws as well as HCC and department procedures, processes, and policies
- Recommending changes to policy through consultation with appropriate College personnel
- Attending leadership development programs, on-campus supervisory briefings, and training programs
- Promoting college-wide cooperation among employees
- Mentoring newer members to the college community
- Understanding, sponsoring, and implementing the evolving changes necessary for continued success in instruction
- Supporting and implementing, in a proactive and constructive manner, all college policies
- Focusing on academic and business issues rather than on personal interests

- Linking goals and objectives of each individual to overall department goals and objectives
- Setting and enforcing dress code expectations

Supervisors who consistently fail to successfully meet the standards of this policy or to follow or implement college policies appropriately may be subject to corrective action and/or be required to attend supervisory training.