

Employee Expectations (Template)

Supervisor Instructions

- Step 1: Review and edit this template to fit your program's needs.
- Step 2: Submit your drafted Employee Expectations to Employee Relations (ER) for review.
- Step 3: Obtain "buy-in" from your chain of command.
- Step 4: Schedule the Employee Expectations review staff meeting. Within your calendar invitation explain the meeting's purpose (to elicit feedback from all staff in order for you to provide clear and fair Employee Expectations).
- Step 5: Meet with your entire staff and present your drafted expectations. Set the tone for the meeting by creating a comfortable environment where professional feedback is encouraged. Explain to the staff that this is a "living document" and welcome their feedback.* Take notes and respond to employee questions in a non-defensive way. Explain that the feedback will contribute to the finalized document.
- Step 6: Consider feedback and adjust the document accordingly. Send forward to ER and Chain of Command for final review.
- Step 7: Email the finalized document to all staff (Cc: chain of command as appropriate). Request that all staff sign the document and return it to you within 24-48 hours. Ask staff to retain a copy for their personal file.

***Note:** Since Employee Expectations are considered a "living document" they may be changed or amended at any time. In the event of change, we recommend that you proceed through the above steps again.

Position Description

- Review and become familiar with your attached position description which lists your job responsibilities.

Administrative

- Office hours are from (*Enter Office Hours*), (*Day*) through (*Day*). Exceptions to these hours may be granted from your direct supervisor, in advance, on a case-by-case basis.
- You will utilize your Outlook calendar for all work related meetings. The calendar entry should include appropriate subject and location information. Any person with access to your calendar should be able to understand where you are and who you are meeting with at a glance.
- You will utilize your Outlook calendar to reflect your (*Enter Lunch Duration*) lunch. Your authorized lunch hour options are from (*Enter Lunch Hour Options*). Exceptions to this may be granted from your direct supervisor, in advance, on a case-by-case basis.
- You will utilize your Outlook calendar to indicate if you are utilizing Administrative Time (AO) for Exercise/Health Wellness Activities purposes.
- You are expected to keep your work area clean and organized at all times.
- Privacy Act protected data must be covered with the Privacy Act Data Sheet.

Annual/Sick Leave

- Annual leave should be planned in advance to the greatest extent possible. However, 48 hours' notice is required at minimum.
- For sick leave, please ensure you contact your direct supervisor at least two hours prior to your shift. If you cannot reach your direct supervisor, contact the next supervisor in your chain of command.
- If you report for duty and must leave due to illness, verbally notify your direct supervisor prior to departing the facility.

Professionalism and Chain of Command

- Your chain of command is as follows: (*Enter the Chain of Command*). Any issues or concerns should be dealt with at the lowest level of the chain before escalating the concern.
- You will only refer to your chain of command as Mr. or Ms. and their last name. First name use is only authorized if the individual states that it is acceptable. This also applies to all forms of communication within your chain of command. Although personal texts and messages are not forbidden altogether, if they are sent regularly, they are not appropriate in professional interactions between supervisors and subordinates.
- Insubordination, discrimination, retaliation, bullying, and workplace gossip are not tolerated.

Social Media

- You are to work with your chain of command to remedy any issues that you identify with our organization/program and its policies; therefore, you are to refrain from participating in any social media postings which specifically disparage MCCS and our department.

Meetings

- You are to be on time, prepared for, and actively participate in all meetings that you are expected to attend.
- If you are asked to sit in a meeting in someone’s absence, you are to represent the section and back brief everyone involved on what was discussed.

Dress Code

- You will adhere to the MCCS Dress and Grooming Standards located with within MCCS Directive 02-19.

Emergency Information

- In the event of an emergency or if your leadership cannot reach you (and are concerned for your welfare), I authorize them to contact:

Emergency Contact Name	Relationship	Telephone Number
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- **I understand and will comply with these expectations.**
 - **Furthermore, I understand that if I do not comply, administrative/disciplinary action may apply.**

Employee Name (Printed)	Employee Signature	Date
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