

MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Managers Human Resource Responsibilities	Code: HR120
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1. **ATTENDANCE:** A supervisor is responsible for recording attendance of employees under his/her supervision. Entitlement for leave should be based on these records. Administration will circulate the attendance records as per its files periodically for comparison.
2. **ONGOING CONDITIONS OF EMPLOYMENT:** A supervisor is responsible for ensuring that all ongoing conditions of employment (ie: Non-Violent Crisis Intervention training) be updated by the employee as required.

Administration will circulate lists of those with upcoming requirements, quarterly. Employee notification and scheduling of training is the responsibility of the supervisor and will not be done by Administration.

3. **TIME SHEET APPROVAL:** A supervisor will ensure the following when approving a time sheet:
 - (a) The shift was worked by the individual claiming it,
 - (b) The hours worked and the code are correct, and
 - (c) Overtime is clearly marked.

Administration will add all hours worked to come up with total hours.