



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.7 LOPR_Supervision

Background: The City of Lake Oswego provides employees with supervision at every level of the organization. Lake Oswego Parks & Recreation (LOPR) follows the guidelines and processes set forth in the City's Personnel Policies. Supervision is the process that involves a manager meeting regularly and interacting with worker(s) to review their work. It is carried out according to the City's Personnel Policies (PP) and the guidelines contained in PP 2-4 Performance Appraisal, PP 2-5 Corrective Action, PP 2-6 , PP 5-1 Employee Safety and Health and PP 5-2 Alcohol and Drug Testing information:

1. 2-4 Performance Appraisal
 - Job Expectations
 - Annual Performance Reviews
 - Performance Reviews and Probationary Periods
 - Documentation
 - Signatures
 - Retention
2. 2-5 Corrective Action
 - Progressive Discipline
 - Serious Misconduct
 - Verbal Warning
 - Written Warning
 - Suspension
 - Disciplinary Demotion
 - Discharge
 - Pre-Disciplinary Meetings
3. 2-6 Job Changes
 - Promotions
 - Reclassifications
 - Transfers
 - Fellowships
 - Demotions
 - Voluntary Separation
 - Discharge
 - Job Abandonment
 - Layoff
 - Exit Interview
4. 5-1 Employee Safety and Helath

- City Identification Cards
 - Safety Training
 - Safety Committee
 - Incidents, Injuries and Accidents Reporting
 - Illness at Work
 - City Vehicles
 - Mobile Communication Devices
 - Motor Vehicle Accidents
 - Workplace Smoking and Vaping
 - Workplace Violence
 - Emergency Closure
 - Outdoor Air Quality
 - Indoor Air Quality
5. 5-2 Alcohol and Drug Testing
- Applicability
 - Prohibited Conduct
 - Disclosure of Medications
 - Consequences of Prohibited Conduct
 - Exceptions for Moderate Consumption
 - Types of Tests
 - Transportation to Test Site
 - Testing Safeguards Administration of Testing
 - Confidentiality
 - Rehabilitation Options
 - Cost of Testing

Links to Sources:

[Personnel 2-4](#)

[Personnel 2-5](#)

[Personnel 2-6](#)

[Personnel 5-1](#)

[Personnel 5-2](#)

Responsibility/Contacts: Director, Administrative Assistant