3-02/190.05 - Conditions for Payment

All of the following conditions must be met before a supervisor-subordinate bonus can be authorized.

Satisfactorily Exercises Full Supervision

- A supervisor must perform both administrative and technical aspects of supervision. "Administrative" refers to standard supervisory functions such as assignment and review of workload; the approval of leaves; authority to hear grievances and effectively influence or administer disciplinary measures. "Technical" refers to the expertise in the functional aspects of the trade or profession of the subordinate gained through a combination of education and experience, necessary to critically evaluate the work of the subordinate;
- A supervisor fully meets this requirement if he can competently perform the work of his subordinate or can evidence sufficient awareness of methods and detail of procedures in the subordinate's trade or profession to be able to critically evaluate the technical aspects of the subordinate's job performance. A generalist administrator who supervises a highly specialized subordinate such as a physician, attorney, or engineer would not normally be eligible for the bonus;
- The supervisor must supervise his subordinate for "a substantial portion of his time." This means the supervisor must be the primary supervisor and supervise the subordinate more than 50 percent of the supervisor's time, even if the supervision is not done in a face-to-face manner; and
- The supervisor's performance must be satisfactory. Therefore, any performance evaluation rating less than "competent" filed for a supervisor disqualifies that supervisor from the bonus. A bonus which is in effect at the time that a less than "competent" rating is filed must be suspended until such time as a "competent" or better rating is filed.

Full-time Permanent Positions

Both the supervisor and the subordinate must have been appointed to full-time, permanent positions; however, the supervisor-subordinate bonus may be authorized even though one or both have not completed their probationary periods.

Appropriate Classification

The classification of both the supervisor and the subordinate must be appropriate to the organization and to their duties and responsibilities. Examples of inappropriate classifications include:

- Classifications which do not include supervisory responsibilities;
- Classifications which include supervisory responsibilities, but which were established to supervise only selected classifications;
- An "in-lieu" position; and
- Positions under study by the Personnel Administration Bureau at the time of a supervisor-subordinate pay inequity develops.