3-02/190.10 - Supervisor's Request for Authorization

A supervisor who meets the conditions for a supervisor-subordinate bonus should submit a written request to his unit commander containing the following information:

- Employee name, classification, and employee number;
- Employee's assignment and location;
- Date appointed to position;
- Salary schedule;
- Salary step;
- Base rate; and
- Same as above on each subordinate whose base rate is higher than that of the supervisor. This is required so that if the supervisor-subordinate relationship ceases with some of the subordinates due to resignation, promotion, transfer, etc., no new authorization is necessary as long as at least one such relationship remains in effect.

An original organizational chart depicting the reporting structure of the positions involved should accompany the memorandum.

The memorandum and the organizational charts shall be submitted, through divisional channels, to the captain/director of Administrative and Training Command. Personnel Administration Bureau will subsequently verify the data submitted, and, if all conditions are met, prepare a request requiring the Sheriff's or undersheriff's approval to be forwarded to the Department of Human Resources (DHR.) DHR will verify the request. After verification, DHR will either approve, deny, or return the request without action, to the Department. On approved requests, Personnel Administration Bureau will determine the amount of the bonus and the effective date of the bonus.