

November 8, 1983

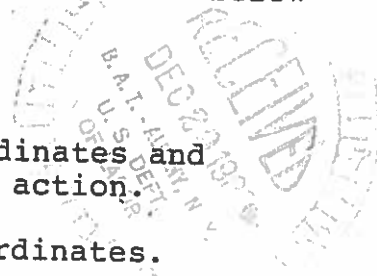
U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION  Bureau of Apprentices- ship and Training Washington, D.C. 20213  Symbols: TDTD/NAK	<u>Distribution:</u>  A-546 All Field Staff	<u>SUBJECT:</u> <u>CODE:</u> 906  Policy on Supervisory Duties of the Local Office ATRs
---	--	---

PURPOSE: To transmit BAT policy on the supervisory responsibility of local office ATRs.

BACKGROUND: At a recent meeting with the National Council of Field Labor Locals in Washington, D.C., it was requested that BAT issue a clarification of the supervisory responsibilities of local office ATRs.

POLICY: All State Directors and Area Directors (i.e. Philadelphia, PA, Pittsburgh, PA, and Detroit, MI) are assigned BAT supervisory responsibilities for their subordinate employees within the bargaining unit of the organizational entity they manage. They are the immediate supervisors of ATRs, ATR Assistants, ATR Trainees and clerical support staff. They are responsible for the following supervisory functions:

1. Plan and provide work direction and guidance to area office staffs.
2. Assign work to subordinates.
3. Establish standards of performance for assigned work.
4. Prepare appraisals of performance on subordinates and initiate suitable corrective action where any phase of an employee's performance falls below the established requirements.
5. Review work for acceptability.
6. Maintain discipline among subordinates and initiate necessary disciplinary action.
7. Adjust minor grievances of subordinates.
8. Train subordinates through career development.
9. Participate in selection of subordinates; and
10. Approve annual leave requests, LWOP, etc.



All of the above supervisory functions are the responsibility of the State Director or Area Director. These duties cannot be delegated to the ATR level or below. ATRs are expected to work with considerable independence with full responsibility for planning their own apprenticeship promotional, advisory, and consultative program activities.

The assigned clerical staff are expected to provide direct administrative support to ATRs for their program requirements.

Both ATRs and supporting clericals are to work in concert to achieve State and regional goals and objectives.

ACTION REQUIRED: Regional Directors will review all ATR position descriptions and delete through the classification process any of the duties that reflect the assignment of supervisory functions to ATRs. Position descriptions for State and Area Directors will be reviewed to insure that full supervisory responsibilities are described in the current position description.

EFFECTIVE DATE: This policy is effective immediately.