

YOU AND YOUR SUPERVISOR

Your supervisor, as leader of your work unit, is responsible for assuring that all employees know how to do their work safely, and that they have the materials, tools, and other means necessary to perform their work at a satisfactory level. Your supervisor is interested in your job development and advancement. The supervisor relies on you, the employee, to complete your share of the assigned work. You are expected to advise your supervisor of any problems you may encounter in the course of completing your assigned tasks. You should notify your supervisor when you will be late or absent from work. Mutual trust and communication between you and your supervisor are essential in building a sound working relationship.