

MANAGEMENT EMPLOYEE CHECKLIST



1. What is the employee's job classification or title?
2. Describe the employee's work location.
3. Who (name and title) is the employee's supervisor? Describe the supervisor's job responsibilities/duties.
4. Describe the administrative structure of the employer.
5. Does the employee have a regular work schedule? How many hours per week? Days per week or month? Months per year?
6. Is the employee paid on a monthly, semi-monthly, bi-weekly or other basis? How frequently are unit employees paid?
7. What is the employee's salary or rate of pay? Is s/he on a salary schedule which differs from that of unit employees? Does the employee receive different fringe benefits than those received by unit employees?
8. Describe the employee's job responsibilities/duties. Give examples of how the employee uses independent judgment in carrying out his/her responsibilities.
9. Does the employee attend management meetings? With whom? How often? What is discussed at those meetings?
10. Does the employee participate in the formulation of administrative policies? Explain and give examples.
11. To whom does the employee make policy recommendations? Are his/her recommendations followed? Have they ever been rejected? How frequently?
12. Are the policies which the employee develops subject to input by other administrators, the school board or other organizations? Explain and give examples.
13. Is the employee's participation in discussion of policy alternatives significant or merely participatory? Explain and give examples.
14. Does the employee act as more than a communication liaison for his/her department to other departments? Explain.
15. Does the employee have responsibility for administering programs? Explain.

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16. Does the employee share responsibility over the unit or program with another employee? Describe that employee's job title and duties.
17. Does the employee establish performance standards and policies and procedures for planning, coordinating and evaluating unit employees' work?
18. Has the employee participated in labor relations activities such as negotiations or grievance handling? In what capacity? Does s/he have access to labor relations data or records? Explain.
19. Does the employee develop, administer and modify his/her unit or program budget, rather than merely participate in policy or program development?
20. Is the employee's fiscal authority over budget allocations independent of specific guidelines? Is it more than merely pro forma?
21. Does the employee have authority to commit the employer's credit?
22. Who has the final authority over decisions concerning funding and staffing for programs administered by the employee?
23. What decisions made in the course of the employee's job require higher authority approval? What decisions require no approval?
24. Does the employee develop and implement policy largely independent of guidelines or policy established by higher authority, or does the employee only implement policies previously formulated by higher authority? Explain.
25. Does the employee have discretionary authority to develop and/or modify institutional goals and priorities? Explain and give examples.
26. Does the employee exercise discretion only within his/her area of expertise? Is the employee more than merely an expert in his/her field? Explain.
27. Does the employee have authority to vary from established policy to achieve a goal of the employer?