Seasonal or Temporary Supervisor Policy

TOPIC: Personnel
PASSED: January 14 2026
AMENDED:
REVIEWED:
NEXT REVIEW: January 2029

1. Purpose

This policy outlines when a temporary or Seasonal Supervisor will be designated, who may be assigned, their responsibilities, and compensation for additional duties.

2. Definitions

2.1 Seasonal Supervisor: A staff member designated to assume supervisory duties for a designated period of time. For this policy, the terms "seasonal" and "temporary" may be used interchangeably.

2.2 Report: The temporary or seasonal staff member who will report to the Seasonal Supervisor

3. Conditions

3.1 A Seasonal Supervisor will be designated when:

3.1.1 Temporary employee(s) are hired for a seasonal or short-term project, and

3.1.2 The employee(s) are not under the direct supervision of someone whose regular job includes supervision, and

3.1.3 The designated employee must assume supervisory duties outside their standard job description.

4. Appointment

4.1 The Library Director or designate will assign a temporary/seasonal supervisor on a case-by-case basis.

4.1.1 Experience, suitability, employee development, and scheduling will be factors considered when assigning supervisory duties.

4.2 The employee offered the role may accept or refuse.

4.3 If the seasonal supervisor is away temporarily (e.g., vacation) their supervisor, the library director, or an interim temporary supervisor will assume responsibilities.

5. Responsibilities

5.1 The Seasonal Supervisor will assume responsibilities including:
  5.1.1 Training and coaching their report(s),
  5.1.2 Scheduling and conduct regular check-ins,
  5.1.3 Oversee performance,
  5.1.4 Troubleshoot concerns and scheduling issues,
  5.1.5 Verify their report's timesheets,
  5.1.6 Other responsibilities as needed.
5.2 When unsure, the Seasonal Supervisor will consult their supervisor or the Library Director.

6. Compensation

6.1 The Seasonal Supervisor will receive a premium of $1 per hour for each hour worked during their tenure.