



**Highway Maintenance Manual**  
**Chapter 02 Administration**  
**Section 35 Other**  
**Subject 05 County Supervision**

**Bureau of Highway Maintenance**  
**January 1991**

### ***1.0 Authority***

Maintenance Manual Policy 02-01-10 defines the Wisconsin approach for administration of the state highway maintenance program with county highway departments. Program Administration includes the State Maintenance Engineer for Highways (Division), Regional Chief Maintenance Engineer (Region), and the County Highway Commissioner (County).

### ***2.0 County Supervision***

The Region and County shall be in close personal contact and resolve issues as soon as possible.

### ***3.0 Formal Supervision Process***

The Region shall supervise the County in a manner they personally would accept if the roles were reversed. The Region and the County shall document any delegation in writing. The formal supervision process shall include the following 3 steps:

1. The Region shall provide clear instructions to the County on the tasks to be done. If the County is not following policy, the Region shall advise the County how to properly do the job, until the County does the job correctly. This step shall be called coaching and counseling and shall include recognition of this achievement.
2. When performance slips or when something is done wrong, the Region shall verbally notify the County. Such an incident shall only be documented in a journal. This is an oral reprimand. When there is evidence of a major or continuous wrongdoing, the Region shall meet with the County to discuss plans to correct the situation and then notify the County in writing. This is a written reprimand.
3. The Region shall take disciplinary action when the progressive notifications have not corrected the situation. The County should expect not to be paid for work performed when so notified by the Region.