

Section: Staff Temporary Lead Assignments

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Date: 06/06/2023, 5/08/2024

Sponsoring Unit/Department: Human Resources

Staff Temporary Lead Assignment Selection

Working with Human Resources, a supervisor identifies the need to have a lead to perform duties with a higher level of accountability and responsibility on a temporary basis (one year or less). Positions designated as having lead duties listed as an essential function in the job description are not eligible for Lead Pay under this policy.

Supervisor must submit a written request to Human Resources using the Lead Pay Request form stating the assignment need, job requirements, staffing, and the additional duties to be performed. If the assignment is approved, the supervisor notifies all regular employees within the work unit of the opportunity to express interest in the lead assignment.

Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with Human Resources to design an appropriate selection process. If no employee within the work unit expresses interest, the supervisor shall select a qualified employee by direct appointment.

Definition of lead work:

Regularly assigned to perform limited supervisory functions over two or more full-time employees at the same grade level or performs significant lead duties in addition to the tasks of their current position, such as:

1. Assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or;
2. Functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members' work, or;
3. Project lead responsibilities involving the coordination and oversight of activities of a major project/ program implementation.

Rate of compensation is 7.5% increase from regular base pay for the duration of the lead assignment.

If lead duties are needed beyond the temporary assignment, the supervisor will work with Human Resources to extend the temporary assignment, request an individual position review, or establish the new regular position for open competitive selection.