

Lead Worker Guidelines

As a Lead Worker, the incumbent functions in a **lead** capacity for a group of employees working on a project or on a regular assigned basis. The Lead Worker does not have full formal supervisory authority for staff assigned to projects; however, in order to complete projects/assignment must be able to schedule and control the daily working arrangements for a specified group of employees.

As a **lead** for these employees the incumbent can perform the following duties:

- Keeps management apprised of overall project performance (i.e., staffing or resource needs, completion dates, changes/delays in scheduling, etc.)
 - Distributes and reviews work performed on a daily basis.
- Informal problem-solving.
 - Approves appropriate usage of sick leave and/or vacation time.
 - Schedules or approves daily work schedule based on project needs.
 - Provides general input on employee's performance to higher-level manager/supervisor.
- Refers and provides information to a higher-level manager/supervisor regarding issues or concerns which may result in a disciplinary action on an employee assigned to their project.

The Lead Worker **does not have full authority or exercise full decision-making authority** in the following areas:

- Hiring
- Complaint/grievance resolution
- Disciplinary action up to and including dismissals
- Formal written performance evaluation
- Reclassification, promotion, merit increases