



University Human Resource Management
250 E 200 S, Suite 125
Salt Lake City, Utah 84111

LEAD WORKER QUESTIONNAIRE

(To be filled out by Supervisor / Manager)

A 7% lead worker pay differential will be paid for the actual hours worked. Lead worker pay does not apply to hours not worked (i.e., holiday, vacation, sick days or other paid absences).

DEPARTMENT: DEPT # DATE:

EMPLOYEE NAME/ID NUMBER:

CURRENT JOB TITLE: JOB CODE/ FLSA STATUS:

1. How long will this employee function as a lead worker?

For an indefinite period []
For a specified period of time [] from until

Beginning Date:

2. Indicate the names, job titles, job codes and FTE of employees who will report to this lead worker.

Table with 4 columns: NAME & ID#, JOB TITLE, JOB CODE, FTE. Includes multiple rows for data entry.

3. What percentage of time will the employee be performing lead worker duties rather than the essential functions of the original job?

4. Briefly describe how the duties of the lead worker differ from those of the employees they are leading?

Horizontal lines for describing lead worker duties.

EMPLOYER SECTION

5. What kind of resources will the lead worker use to make **independent** decisions? What types of **independent** decisions will the lead make?

6. What types of decisions and problems will the lead worker refer to their supervisor? How will the lead worker know when to refer the issue to their supervisor?

Supervisor / Manager Title (Print)

Phone # _____

Email _____

Dept. Head, Service Director
(Budget Approval Authority)

Phone # _____

Email _____



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ACKNOWLEDGEMENT OF THE LEADWORKER APPOINTMENT

(To be filled out by the Employee)

I _____ understand that if approved by Human Resources, I will be
Print Employee's Name

appointed lead worker responsibilities, effective _____
Date

I understand that these lead worker responsibilities are temporary and can be withdrawn at any time at the discretion of my supervisor. I further understand that I will be paid a 7% lead worker pay differential for all hours worked. I understand that the lead worker differential does not apply to hours not worked (i.e., holidays, vacation, sick days or other absences). I further understand that the lead worker pay will be processed automatically through KRONOS.

I understand that at the time I am no longer serving in the lead worker capacity, the 7% lead worker pay differential will be removed from my pay.

I understand that this signature does not guarantee Lead Worker approval, and that my Lead worker status is contingent upon the approval of Human Resources and my department.

Employee's Signature

Date