

Request For Lead Worker Status

Board of Regents Merit System Rules definition of "Lead Worker":

"3.39(12) *Lead worker status.* On request of an employing department and with approval of the Resident Director, an employee who is assigned and performs limited supervisory duties (such as distributing work assignments, maintaining a balanced workload within a group, and keeping attendance and work records) in addition to regular duties, may be designated as lead worker in the classification assigned, and paid during the period of such designation a salary equivalent to a one-step increase."

Department: _____

Employee: _____ Classification: _____

Lead worker to start: _____ To end: _____
(Date) (Date)

Supervises:

- | | |
|--------------------|-----------------------|
| 1) Employee: _____ | Classification: _____ |
| 2) Employee: _____ | Classification: _____ |
| 3) Employee: _____ | Classification: _____ |
| 4) Employee: _____ | Classification: _____ |
| 5) Employee: _____ | Classification: _____ |

*Please indicate the reason for the lead worker request: _____

Requestor's Signature: _____

Date: _____

Departmental Approval: _____

Date: _____

College Approval: _____

Date: _____

Forward to the Classification/Compensation Office, 3350 Beardshear Hall.
For questions, call 294-1070.

Updated 12/04