

Oregon Military Department Lead Work Assignment

Employee Name:	
Class #:	Position #:
Effective Date:	Ending Date:
Division/Section:	

Classification & position number(s) of employee(s) this position will lead:

Classification	Position #

Although a supervisor performs all the duties of a lead worker, state policy does not allow a differential payment for supervision whether included in the class specification or not.

Lead worker differential shall be defined as differential for employees who have been formally assigned by their supervisor in writing "lead work" duties provided the lead work duties are not included in the classification specifications for the employee's position. Lead work is where, **on a recurring daily basis**, employees have been directed to perform substantially all of the following functions:

- Orient new employees
- Assign and reassign tasks to accomplish prescribed work efficiently
- Give direction to workers concerning work procedures
- Transmit established standards of performance to workers
- Review work of employees for conformance of standards
- Provide informal assessment of workers' performance to the supervisor

This lead work assignment can be terminated by the supervisor at any time.

Employee Signature	Date
Supervisor Signature	Date
Appointing Authority	Date

Note: The supervisor will be responsible for submitting request if assignment ends early.