



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
LEADWORKER PAY (AFSCME)	August 19, 2013	1725.155

**POLICY STATEMENT (R\*)**

A non-exempt employee may be designated as Leadworker provided that:

- The employee occupies one of at least three positions in the same class and in the same work unit.
- The employee is assigned limited coordinative duties in addition to the normal duties associated with the position.
- The leadworker designation cannot be used to create an intermediate level of supervision.
- The employee works in a geographically separate location from the main work unit.

A five percent (5%) pay adjustment will be provided for the leadworker assignment.

**REASON FOR POLICY (O\*)**

To establish a policy for non-exempt employees who serve as lead workers.

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Employee and Labor Relations  
Division of Human Resources  
11200 S.W. Eighth Street, PC 236  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**