



Lead Worker Pay # 1710.175

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee and Labor Relations
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POLICY STATEMENT
A non-exempt employee may be designated as Lead worker provided that: <ul style="list-style-type: none"> • The employee occupies one of at least three positions in the same job 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 lead worker designation cannot be used to create an intermediate level of supervision.

SCOPE
This policy applies to all non-exempt employees.

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

DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.
Job Class	Job classification title.

ROLES AND RESPONSIBILITIES
The Supervisor/Department is responsible for requesting a determination of if an employee meets the requirement to be considered a Lead worker.
The unit discusses the lead worker designation with the Division of Human Resources



(Employee & Labor Relations and Compensation Administration).

Compensation Administration will determine if it merits the lead worker designation.

RELATED RESOURCES

N/A

CONTACTS

Florida International University
Division of Human Resources
Compensation Administration PC 224
Employee & Labor Relations, PC 236
Miami, FL 33199
Telephone: 305-348-4186
email: ELR@fiu.edu

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 15, 2024; May 7, 2025.



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PROCEDURE STATEMENT
<p>The Lead Worker Pay shall be applied as follows:</p> <ol style="list-style-type: none"> 1. The unit discusses the lead worker designation request with the Division of Human Resources. 2. Upon approval, the unit updates the employee’s position description to reflect the Lead worker designation. A five percent (5%) pay adjustment will be provided for the lead worker assignment. 3. If the lead worker duties cease, the lead worker pay will be discontinued. 4. The lead worker is not the supervisor and does not have the authority to hire/terminate employees.