TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER

**COUNTY ADMINISTRATOR** 

PREPARED BY: HUMAN RESOURCES DEPARTMENT

SUBJECT: LEAD WORKER PAY

PPM #: CW-P-081

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ISSUE DATE
April 2, 2018

EFFECTIVE DATE
April 2, 2018

#### **PURPOSE:**

To ensure that proper justification exists for employees earning lead worker pay.

#### **UPDATES:**

Future updates to this PPM are the responsibility of the Director of Human Resources.

#### **AUTHORITY:**

- Palm Beach County Merit Rules and Regulations Section 6.05, as may be amended
- Palm Beach County Pay Plan, as may be amended
- Palm Beach County Payroll Policies & Procedures Manual, as may be amended

#### **POLICY:**

- 1. Requests from Department Heads to pay employees 6% of the employee's base rate of pay for acting as lead worker must be submitted to the Director of Human Resources for approval.
- 2. Attachment A must be completed and requires the verification of the following criteria:
  - a. name of employee to receive lead worker pay;
  - b. names and pay grades of all employees this employee will lead;

- c. estimated length of time this employee will be working in this capacity, which cannot exceed six (6) months without a new request and approval from the Director of Human Resources.
- 3. Attachment B will be completed by the Human Resources Department and will be a review of the information provided on Attachment A.

#### PROCEDURE:

All requests for lead worker pay must be submitted on the attached form to Human Resources for comment and then approved by the Director of Human Resources.

The following three criteria must be fully documented:

- 1. To receive the lead worker pay the responses to the following questions must all be yes and be fully documented:
  - a. Do you assign and review the work of other employees?;
  - b. Are those employees in the same pay grade as you?; and
  - c. Are you in a work location removed from regular supervision?

Requests that do not fully meet the requirements of this PPM require special administrative approval from the County Administrator and the Director of Human Resources.

VERDENIA C. BAKÉR COUNTY ADMINISTRATOR

Supersession History

1. PPM #CW-P-081, issued 01/07/2013

### ATTACHMENT A



## REQUEST FOR: Leadworker Pay

Decree ation at American I for I and a select

Revised February 2017

Requesting Approval for		1	1	
EMPLOYEE		EIN	PAY GRADE	HOURLY RATE
(Last, First, MI - AS IT APPEARS IN HRIS)				
JOB TITLE				
DEPARTMENT	PARTMENT DIVISI			
The employee listed above is currently	_		<i>(S)</i>	ъ. о
<u>Employee</u>	<u>EIN</u>	Job Title		<u>Pay G</u>
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Information must be completed in all fou	ur (4) columns fo	 r each employee being led. Plea	ase attach additional she	eets if necessary.
·	, ,	. ,		•
1. Is the employee in the same pay gi	rade as the em	ployee(s) s/he leads?	☐ Yes	□ No
2. Does the employee assign and rev			☐ Yes	No
3. Are they in a work location remove	d from regular :	supervision?	Yes	 □ No
ALL answers MUST be YES in order for	r the employee t	o be eligible for Leadworker Pay		
Date Leadworker Duties Began	/ /			
_				
***Leadworker Pay Expires (employe	ee will stop red	ceiving Leadworker Pay six (	6) months from start o	late. Department
must submit a new Leadworker Pay				•
•	•	•		
Submitted By				
-				
Department				

#### ATTACHMENT B

# LEADWORKER PAY APPROVAL FORM FOR HUMAN RESOURCES USE ONLY

Employee	
Title	
Did supervisor/department head ve on the Leadworker Pay request for	erify all three criteria are being metom? $\square$ Yes $\square$ No
All answers must be yes in order leadworker pay.	r for the employee to be eligible for
Date	Form Reviewed By
Date leadworker duties began:	
Date leadworker pay will expire:	
Approved _	
	Director, Human Resources
Date	