

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

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EFFECTIVE DATE
April 2, 2018
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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.

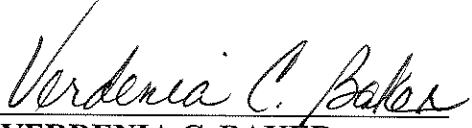
PROCEDURE:

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. BAKER
COUNTY ADMINISTRATOR

Supersession History

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

ATTACHMENT B

**LEADWORKER PAY APPROVAL FORM
FOR HUMAN RESOURCES USE ONLY**

Employee _____

Title _____

Did supervisor/department head verify all three criteria are being met on the Leadworker Pay request form? Yes No

All answers must be yes in order for the employee to be eligible for leadworker pay.

_____ Date _____ Form Reviewed By

Date leadworker duties began: _____

Date leadworker pay will expire: _____

Approved _____
Director, Human Resources

Date _____