

Supervisor v. Lead Worker

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Supervisor – An individual having authority and exercising independent judgment to effectively recommend to hire/promote, discipline, assign, reward or adjust the grievances of other employees. Please note, pursuant to Civil Service Rules, supervisors do not directly hire or discipline employees; rather, they recommend a course of action to a higher authority.

Lead Worker – A working leader that assigns works and ensures completed for a specified work group. While lead workers *may* assist in many supervisory functions, it will just be in preparing or offering input rather than making determinations/recommendations (*see blue, italicized notations*).

Function	Supervisors	Lead Workers
Work Assignments	Define job roles and responsibilities, determine work to be done, develop assignments, assign work and ensure completed	Assign work and ensure completed
Work Rules and Procedures	Establish and enforce	Enforce
Work Schedules, Overtime, Travel and Time Off	Set, approve and track	Track; <i>may recommend</i>
Training	Develop training plans, approve training course attendance, motivate, associate assignments with organization goals and train employees	Train employees
Performance Evaluation	Issue formal evaluations (pursuant to Appointing Officer oversight), provides input on areas of deficiency and applies corrective action	<i>May</i> provide input regarding areas of deficiency and recommend corrective action
Discipline	Recommend appropriate level of discipline (e.g., written warning, suspension and termination)	<i>May recommend that some form disciplinary action is necessary</i>
Grievances	Resolve	<i>May</i> provide input
Hiring / Promoting	Recommend employees	<i>May</i> participate in interviews