

### Supervisor v. Lead Worker

*Last Updated on 2/26/19*

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