



Human Resources Division  
420 Wakara Way, Suite 105  
Salt Lake City, Utah 84108

---

## LEAD WORKER QUESTIONNAIRE

(To be filled out by Supervisor / Manager)

A 7% lead worker pay differential will be paid for the actual hours worked. Lead worker pay does not apply to hours not worked (i.e., holiday, vacation, sick days or other paid absences).

DEPARTMENT: \_\_\_\_\_ DEPT # \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE NAME/ID NUMBER: \_\_\_\_\_

CURRENT JOB TITLE: \_\_\_\_\_ JOB CODE/ FLSA STATUS: \_\_\_\_\_

1. How long will this employee function as a lead worker?

For an indefinite period [ ]

For a specified period of time [ ] from \_\_\_\_\_ until \_\_\_\_\_

Beginning Date: \_\_\_\_\_

2. Indicate the names, job titles, job codes and FTE of employees who will report to this lead worker.

<u>NAME &amp; ID#</u>	<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>FTE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. What percentage of time will the employee be performing lead worker duties rather than the essential functions of the original job? \_\_\_\_\_

4. Briefly describe how the duties of the lead worker differ from those of the employees they are leading?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

5. What kind of resources will the lead worker use to make **independent** decisions? What types of **independent** decisions will the lead make?

---

---

---

---

---

---

---

---

6. What types of decisions and problems will the lead worker refer to their supervisor? How will the lead worker know when to refer the issue to their supervisor?

---

---

---

---

---

---

---

\_\_\_\_\_  
Supervisor / Manager Title (Print)      Phone # \_\_\_\_\_      Email \_\_\_\_\_

\_\_\_\_\_  
Dept. Head, Service Director  
(Budget Approval Authority)      Phone # \_\_\_\_\_      Email \_\_\_\_\_

Please FAX or EMAIL the completed form to your Human Resources Service Team.  
FAX: 581-5571