



University of Oregon - Human Resources  
 677 East 12th Ave., Ste. 400  
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 Office (541) 346-3159 · Fax (541) 346-2548

## Lead Work Differential - SEIU Classified Staff

### INSTRUCTIONS:

1. Fill out the Lead Work Differential Request Form.
2. Attach a copy of the memo given to the employee informing them of their Lead Work assignment.
3. Ensure that the signature portion of the paperwork is complete.
4. Send the paperwork to the Office of Human Resources, attention Sr. Compensation Analyst.
5. After the paperwork is received in HR it will be reviewed. If there are no questions concerning the request, the approval will be emailed to you and you will be directed to work with your payroll administrator to implement pay.

Please contact the Sr. Compensation Analyst with further questions.

1. Date	2. Department	
3. Employee Name	4. Supervisor	
5. Employee 95 #	6. Employee Position #	
7. Duration of lead work <input type="checkbox"/> Open-ended <input type="checkbox"/> Fixed*	8. Start Date	9. End Date

12. Per SEIU, Local 503 OPEU Bargaining Unit Agreement Article 20, Section 5, when a classified employee is formally assigned, in writing, to perform lead work duties over two (2) or more bargaining unit employees in an equivalent or lower salary range for ten (10) consecutive work days or longer, the employee shall be paid a lead work differential. Lead work differential shall not apply to employees in those classifications which normally perform oversight or lead work duties. List classified employees over which lead work will be assigned [list additional on reverse or separate piece of paper]:

<u>Name</u>	<u>Classification Title</u>	<u>Position #</u>
1. _____		
2. _____		
3. _____		
4. _____		

**NOTE: PLEASE ATTACH COPY OF MEMO TO EMPLOYEE WHICH ASSIGNS LEAD WORK**

Supervisor Name (PRINT)	Supervisor Signature
Supervisor Phone & Email	Date

**HR OFFICE USE ONLY**

16. LEAD Differential Amount \$:

Human Resources Rep. Printed Name and Signature	Date	Phone Number
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