

SUPERVISOR V. LEADPERSON RESPONSIBILITIES

There has been much confusion regarding the difference between supervisory and leadperson, and the duties that can be performed by each.

- A supervisory employee is defined under the Ralph C. Dills Act (Government Code Section 3522.1) as any employee "having the authority in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement."
- A leadperson is a working leader. He or she performs tasks substantially similar (in terms of nature and level) as the employees under his or her leadership. A leadperson may have responsibility for assisting the supervisor in carrying out certain aspects of the supervisor's responsibility, however, the supervisor maintains ultimate responsibility and authority.

SUPERVISOR V. LEADPERSON

X = Assigned responsibility # = Supervisor may delegate

ACTIVITY	Supervisor	Leadperson
Recruitment		
Complete/sign Request to Refill, with duty statement and organization chart	X	
Interview interested candidates	X	#
Recommend final selection	X	#
Make final selection	X	¹
Make job offer	X	
Provide follow-up to unsuccessful candidates	X	#
Arrange job orientation and training for new employee	X	#
Day to Day Supervision		
Establish work rules and procedures	X	

¹Leadperson may provide input

ACTIVITY	Supervisor	Leadperson
Day to Day Supervision - continued		
Enforce work rules and procedures	x	#
Plan work schedules	x	#
Assign personnel to specific tasks	x	#
Review work	x	#
Establish/change work shifts	x	
Approve overtime	x	# ²
Approve vacation requests	x	# ³
Approve sick leave usage	x	# ⁴
Recommend approval of leave of absence request	x	
Approve attendance report	x	
Investigate work accidents and injuries	x	#
Complete injury reports	x	#
Sign injury reports	x	
Approve travel advance requests/expense claims	x	
Approve merit salary adjustments	x	1
Order travel	x	#
Employee Training		
Determine job required training	x	#
Approve requested training	x	1
Assess and plan unit training needs	x	#

²Leadperson may approve that overtime be worked, but may not sign the monthly attendance report.

³Leadperson may approve vacation requests, but may not sign the monthly attendance report.

⁴Leadperson may approve sick leave usage, but may not sign the monthly attendance report.

ACTIVITY	Supervisor	Leadperson
Employee Evaluation		
Establish job standards	x	1
Prepare and discuss annual performance appraisal and development plan	x	1
Prepare and discuss probation reports	x	1
Recommend rejection during probation	x	1
Prepare letters of recommendation/commendation	x	x
Employee Discipline		
Conduct corrective interview	x	⁵
Prepare corrective memo	x	#
Sign corrective memo	x	<u>preparation only</u>
Investigate and recommend to higher levels more severe disciplinary action	x	
OTHER MATTERS		
Sign documents on behalf of the department	x	
Respond to grievances	x	

⁵Leadperson may be present and provide input