

## Supervisor vs. Lead Responsibilities

SUPERVISOR	LEAD PERSON
<b><i>I. Leads may perform these tasks:</i></b>	
Assigning work	Leads may assign work to employees
Reviewing work (deadlines and quality)	Leads may review work (deadlines and quality)
<b><i>II. Leads may provide input or assist with these tasks, but are not the approvers or decision makers:</i></b>	
Training employees	May provide on the job training
Authorizing training course attendance	May provide input
Scheduling employees	May provide input
Selecting employees	May assist
Promoting employees	May provide input
Preparing Performance Appraisals	May provide input
Approving and Recommending MSA or SISA	May provide input
Disciplining employees	May provide input
Working to resolve employee grievances	May assist in initial attempt to resolve conflicts
Preparing recommendations related to plans, budget requests, procedures and policies within work unit	May prepare recommendations
Approving new and/or changes in plans, procedures and policies within unit	May provide input
<b><i>III. Leads should <u>NOT</u> perform these tasks:</i></b>	
Approving overtime Approving or denying the use of sick leave, vacation, personal holiday, etc. Signing timesheets	Not a lead responsibility
Approving Budget requests, TECs, or Travel Advances	Not a lead responsibility
Making recommendations for layoff and recalls	Not a lead responsibility

*NOTE: For questions regarding these responsibilities, contact the DFG Human Resources Branch, Labor Relations Office.*