

ADMINISTRATIVE ORDER NO. 11

The City of Billings Leadworker policy shall be as follows:

Non-supervisory employees, who are assigned a limited responsibility for supervising the work performed by their co-workers, may be designated as a Leadworker. Leadworkers may assume and exercise supervisory responsibilities and authorities up to, but not including, the full definition of a Supervisor as specified in State Law. Leadworker assignments must be initiated and terminated with the Department Head's approval. Assignments may be made for indeterminate periods of duration.

- a) Leadworker Rates of Pay: Employees assigned as Leadworkers shall be paid at a base rate that exceeds their normal base rate by two pay grade increments (approximately 10%) for the duration of the assignment, providing
 - 1) the Leadworkers assignment is scheduled to exceed one full regular shift in duration,
 - 2) the Leadworker assigned is classified at the same or a lower pay grade than the co-workers that he or she is supervising. Leadworkers, who are classified at a pay grade by two or more grade increments, shall not qualify for any additional pay; as relating to their Leadworker assignment.

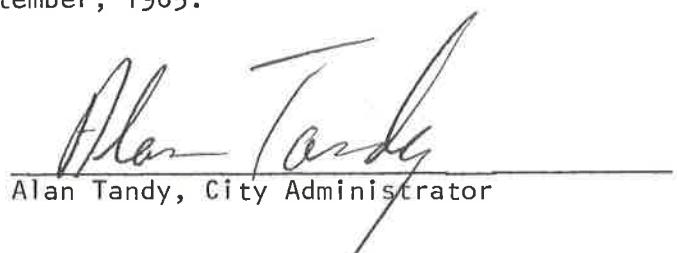
Assignment Reporting Procedures

Position assignments, which affect the pay status of an employee as specified above, shall be reported on an individual basis using the City's standard Personnel change and New Hire form. The form should indicate the employee's name, Dept/Div., employee number, current job code, grade, step, and salary. Leadworker assignments are reported by the following:

1. Nature of Change Column - write in the type of assignment in the Explain area. (example - Explain - Leadworker assignment)
2. To Column - indicate the new salary level in the salary blank.
3. Date to be Effective - indicate the date the Assignment is to become effective.

Assignment terminations are to be reported in the same procedure, indicating the nature of the change, the new salary level, and the effective date.

Dated this 17th day of September, 1985.



Alan Tandy, City Administrator