

Date _____ Department _____

Employee Name _____ ID # _____
(Print or type)

Classification Title _____ UC _____ D _____
Classification # _____ Position # _____

Budget Information: Home Dept Org # _____
Index _____ Percent _____ % Index _____ Percent _____ %
Percent(s) must total 100%

What is the duration expectation of the lead work? Open-ended Fixed Duration*

Start Date of Lead Work Differential _____ End Date _____

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>Classification #</u>	<u>Position #</u>
1. _____		C _____	D _____
2. _____		C _____	D _____

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

(Print or type) Supervisor Name Campus Extension

Supervisor Signature Date

Academic Chair/Director Signature (if applicable) Date

Dean or FADM Executive Signature Date

Grant-funded positions must be routed through Research Accounting prior to HR _____
Research Accounting Date

Comp: (LeadWkDif \$ _____) Payroll JOBS File

Refer to the online [Process for Differential Pay](#) for instructions.

*If fixed duration, please insert an end date.

(rev 6/09)