
Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: Lead Person Assignment and Compensation

POLICY NUMBER: 2013

2013.1 A lead person provides leadership to a crew. A “work crew” is defined as being two or more employees that have been assigned to a specific task or project that necessitates, in the estimation of a foreman and/or division manager, cooperative and interdependent efforts by crew members such that a leader is necessary to ensure optimal safety, teamwork, efficiency and productivity. A lead person shall not be assigned when two or more employees working at the same site and outside the supervision of a foreman or division manager, have non-dependent tasks, or have dependent tasks but supervision is not required to maintain organization and orderliness of work. Also, the lead-person stipend (see below) will not be authorized for training or assisting in the training of another employee. Responsibilities of a lead person include the following when applicable:

2013.1.1 Determining and implementing the most efficient work plan;

2013.1.2 Assigning crew members to specific tasks within their classification;

2013.1.3 Determining and implementing a safe and efficient traffic-control plan when the work site is within a traveled area;

2013.1.4 Determining potential safety hazards and implementing appropriate safeguards;

2013.1.5 Ensuring the utilization of specific safety procedures where applicable (e.g., locking and tagging electrical circuits, chocking wheels of equipment parked on inclines, implementing confined space protocols, wearing hardhats, etc.);

2013.1.6 Coordinating with foremen or division manager for the scheduling and utilization of equipment and tools; and,

2013.1.7 Coordinating with warehouse personnel, foremen, and/or division manager for the delivery to a job site of necessary supplies and materiel.

2013.2 Employees who are assigned lead-person responsibilities will receive a 5% increase in pay (“lead-person stipend”) for the duration of the assignment. Foremen or division managers make lead-person assignments on a daily basis, or for the duration of a specific job or project. Employees being assigned lead-person responsibilities may claim the 5% stipend on their time sheet for the actual period of time they perform lead-person duties.

2013.3 A lead person is assigned whenever a foreman or the division manager is not available to perform the functions itemized above. However, if a foreman or the division manager can be present at the work site periodically throughout the day and frequently enough, in their estimation, to provide adequate supervision, they shall perform said functions. Otherwise, they will designate an on-site lead person. Once a lead person is assigned for a specific job, they shall maintain said assignment for the duration of the job, unless a foreman or the division manager is available to provide supervision, or until another lead person is assigned.

2013.4 Assignment of lead-person responsibilities is the exclusive responsibility of the foremen and/or the division manager. Said assignment is to be made on the basis of competency and qualifications, with seniority a consideration if all else is equal. Assignment of lead-person responsibilities does not impose any new or additional legal liability on the employee. An employee may decline a lead-person assignment if another employee who is qualified for the assignment is available and willing to accept the assignment.