

- B. If an employee promotes out of the Personnel and Payroll Specialist classification series they will be eligible for a pro rata share for those months.
- C. Part-time and intermittent employees shall receive a pro rata share of the annual increments and retention differentials based on the total number of hours worked excluding overtime during the twelve (12) consecutive qualifying pay periods.
- D. Annual retention and retention payments shall not be considered as compensation for purposes of retirement contributions.
- E. For the purposes of this section, movement to Staff Services Analyst will be considered a promotion.

**11.25.1 Lead Responsibilities (Unit 1)**

This provision outlines the leadperson's responsibilities and compares and contrasts them to those of a supervisor. The strikeout of the supervisor's responsibilities represents the intent to expressly exclude the negotiation of an agreement to the assigned supervisor's duties through this provision.

Supervisor		Lead
1.	<del>Provide in depth policy and procedure training.</del>	Provide basic on-the-job training for assigned duties.
2.	<del>Assign work.</del>	Assign work.
3.	Counsel employees on: <ul style="list-style-type: none"> <li><del>a. Attendance problems</del></li> <li><del>b. Work related problems</del></li> <li><del>c. Refer employees to EAP</del></li> </ul>	May recommend to supervisor that an employee would benefit from a work improvement plan only as it relates to work procedures or processes.
4.	<del>Initiate corrective action such as attendance restrictions and goal setting.</del>	Not a lead responsibility.
5.	<del>Respond to, and resolve grievances at the informal and first level.</del>	May attempt to resolve conflicts that arise as a result of workflow or procedures.
6.	<del>Prepare probation reports, annual evaluations, input to the self-appraisal reports.</del>	May provide input of a factual nature regarding employee job performance.

7.	Participate in performance appraisal evaluations.	Restricted to the technical portion of report pertaining to technical performance.
8.	Approve or deny SISA's and MSA's.	Provide input on employee's job performance to the supervisor. No authority for an independent decision.
9.	Discipline employees either informally or formally.	Provide input on employee's job performance to the supervisor. Not a lead function. No authority for an independent decision.
10.	Write up required responses for supervisory input on the employee self-appraisal reports used in the testing process.	Provide input on employee's job performance to the supervisor. No authority for an independent decision. (If lead is not a competitor in the same exam.)
11.	Approve or deny the use of sick leave, vacation, personal holiday, etc.	May receive employee requests in the absence of the supervisor and shall not approve or deny such requests.
12.	Request and approve supply orders.	May request and approve supply orders.
13.	Approve overtime.	Not a lead responsibility.
14.	Sign 634's.	Not a lead responsibility.
15.	Review completed work within the group for quality.	Review completed work within the group for quality.
16.	Prepare recommendations to plans, budget requests, procedural and policy changes within the work group.	May prepare recommendations.
17.	Sign probation or annual evaluations.	Not a lead responsibility.

18.	<del>Sign off on employee self appraisal reports.</del>	Not a lead responsibility.
19.	<del>Authorize training course attendance.</del>	May provide input to who would benefit from attending a training class.
20.	<del>Make a hiring commitment to hire someone to fill a vacancy within the work group.</del>	May participate in the hiring interview with a supervisor and may make a recommendation to hire.
21.	<del>Make promotional commitments.</del>	Provide input regarding employee's performance. No authority for an independent decision.
22.	<del>Sign summary of corrective discussion memo.</del>	Not a lead responsibility.
23.	<del>Sign recommendations for adverse actions.</del>	Not a lead responsibility.
24.	<del>Grant requests for leave of absence up to 10 days.</del>	May provide input to supervisor. No authority for an independent decision.
25.	<del>Approve alternate work schedules.</del>	May provide input to supervisor. No authority for an independent decision.
26.	<del>Move employees from shift to shift.</del>	May provide input to supervisor. No authority for an independent decision.
27.	<del>Sign travel expense claims.</del>	Not a lead responsibility.
28.	<del>Schedule overtime.</del>	Not a lead responsibility.

29.	Order travel.	May assist supervisor with travel agenda.
30.	Set work hours.	Not a lead responsibility.
31.	Justify, request and approve equipment orders.	May be asked to justify purchasing equipment. Cannot sign purchase orders.

## ARTICLE 12 - ALLOWANCES AND REIMBURSEMENTS

### 12.1 Business and Travel Expense

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred 50 miles or more from home and headquarters, in accordance with existing Department of Personnel Administration rules and as set forth below. Lodging and/or meals provided by the State or included in hotel expenses or conference fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. Each item of expense of \$25 or more requires a receipt; receipts may be required for items of expense that are less than \$25. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual expenses for tax purposes. Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed.

A. **Meals/Incidentals:** Meal expenses for breakfast, lunch, and dinner will be reimbursed in the amount of actual expenses up to the maximums. The term "incidentals" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxi/cab fares, lodging taxes or the cost of telegrams or telephone calls.

**Rates -** Actual meal/incidental expenses incurred will be reimbursed in accordance with the maximum rates and time frame requirements outlined below.

Breakfast	up to	\$ 5.00	
Lunch	up to	\$10.00	
Dinner	up to	\$15.00	
Incidentals	up to	\$ 5.00	
<b>Total</b>	<b>up to</b>	<b>\$40.00</b>	<b>(Every full 24 hours of travel)</b>