



Lead Work Differential Request Form – SEIU Classified Staff

University of Oregon - Human Resources
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Article 20, Section 5 of the SEIU CBA outlines the requirements for lead work pay differential. Lead work shall not apply to employees in classifications that normally perform oversight or lead work duties. If you are unsure, please reach out to HR Class Comp at hrclasscomp@uoregon.edu. The following is the process for requesting lead work:

INSTRUCTIONS:

1. Ensure the work you would like to assign to the employee meets the definition of lead work in the SEIU CBA. Carefully consider if:
 - There is a need to formally assign lead work duties over 2 or more bargaining unit employees
 - Employees are in an equivalent or lower salary range
 - Need is for 10 consecutive workdays or longer
2. Fill out the Lead Work Differential Request Form.
3. Attach a copy of the draft memo you will give to the employee informing them of their lead work assignment if approved.
4. Ensure that the signature portion of the paperwork is complete.
5. Send the completed form and associated documentation to the HR Class Comp team at hrclasscomp@uoregon.edu.
6. After the completed paperwork is received in HR it will be reviewed. If there are no questions concerning the request and the request is approved, the approval will be emailed to unit HR who will be directed to work with your payroll administrator to implement pay. It is the responsibility of the unit to monitor the approved amount when position changes such as merit increases occur.

Please contact the Classification and Compensation team with further questions.

Proposed Start Date	Proposed End Date	Department	Supervisor Name
Employee Name	Employee 95#	Employee Classification	Employee Position #

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.

List classified employees over which lead work will be assigned [list additional employees on a separate document]:

	Name	95#	Classification Title	Position #
1				
2				
3				
4				

HR Partner Name	HR Partner Signature	Date
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University HR Use Only

Lead Differential Amount \$	HR Rep Name	HR Rep Signature	Date
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