

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. D10
	ORIGINATOR Human Resources	
	APPROVED BY President's Executive Committee	
TITLE WAGE & SALARY ADMINISTRATION: SUPPORT STAFF LEAD HAND PREMIUM	EFFECTIVE DATE 1988.11.02	REPLACES 1986.04.01

POLICY

Where circumstances warrant, the College will, from time to time, assign lead hand duties to designated individuals and will remove such duties when appropriate.

Lead hand responsibilities are assigned giving due consideration to the ability and qualifications required for the position and the seniority.

1. Conditions

- 1.1 Lead hand responsibilities must be approved by the Supervisor of the work area concerned.
- 1.2 The lead hand premium will be paid for all hours worked but shall not form part of the employee's straight time hourly rate for the purposes of overtime or other premium pay.
- 1.3 The lead hand premium will be paid to a member of the support staff who has been assigned responsibility for two or more employees.

2. Definition

Lead Hand Function involves assigned responsibility for two or more employees. A Lead Hand is not a supervisor but is involved mainly in passing the supervisor's instructions to members of a work group; explaining new projects and assignments and normally includes other duties as follows:

- 2.1 Allocating daily work assignments, according to established methods and procedures, and established priorities as required.

- 2.2 Laying out work; indicating sequence of work processes; showing employees how to do tasks when difficulties arise; checking completeness and accuracy of finished tasks; keeping supervisor informed of work progress.
- 2.3 Explaining office routines and work procedures; the use of equipment or machinery; safety procedures and regulations, explaining precedents and past decisions.
- 2.4 Recommending changes to existing work methods and procedures.
- 2.5 Reporting on attendance.
- 3. **Selection Criteria**
- 3.1 Demonstrated communication and leadership skills, as well as human relations skills.
- 3.2 Demonstrated knowledge of the work required, and of performance standards.
- 3.3 Demonstrated ability to analyse work components so as to give clear and precise instructions.
- 3.4 Knowledge of health and safety requirements and procedures (Occupational Health and Safety Act, and College policies).
- 3.5 Ability to keep accurate records relating to the work performed.
- 3.6 Seniority.

(original signed by)

Vice President
Student Life and Human Resources

(original signed by)

President