



Manager and Lead Worker Responsibilities & Standard Job Descriptions

DEFINITIONS:

Lead Worker: Plans, schedules, assigns and reviews work of individuals or for a defined project, program or function

Functional Manager: Plans, organizes, allocates resources, assesses performance, and leads the operational activities of a defined project, program, or function (ex: budgetary spending, space utilization, administrative resources and schedules); may also have supervisory responsibilities, but it is not required.

People Manager: Any individual whose principal work is different from that of the individual's direct or indirect subordinates and who has supervisory authority, in the interest of the employer, to hire, transfer, suspend, promote, manage conduct and performance, discharge, assign, reward or discipline at least 2.0 FTE* employees, adjust their grievances, and/or to authoritatively recommend such action, if the individual's exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Supervisory responsibilities typically also review the work of their immediate subordinates and may approve hours worked.

***2.0 FTE:** "At least 2.0 FTE" means 2 full-time employees or the equivalent.

For example:

- 1 full-time and 2 half-time employees are equivalent to 2 full-time employees.
- 4 half-time employees are also equivalent to 2 full-time employees.

The minimum 2.0 FTE employee supervision requirement includes direct and/or indirect supervision of employees. Indirect supervision occurs when a supervisor supervises someone who also supervises other employees.

Full-time employees working over 40 hours:

If a full-time employee works over 40 hours in the workweek, this counts as the equivalent of only 1 employee.

For example:

If a full-time employee works 60 hours per week and a part-time employee works 20 hours per week, although the two employees together work a total of 80 hours, an equivalent of only 1 full-time and 1 part-time employee is supervised, thereby not meeting the criteria.

Student Hourly Employees and Temporary Employees (TE)

Full-time generally means someone who works 40 or more hours per week. If student hourly employees and temporary employees are involved when determining if the 2 full-time employee equivalency is met, there must be supervision of 2 or more employees for a combined total of 80 hours of work by such employees. In other words, the total number of hours worked by subordinate employees supervised must ordinarily (on an annual average) total 80 within the workweek to qualify as the equivalent of 2 full-time employees.

Non-Employees

When determining if the 2 full-time equivalency is met, only those who are employees of UW-Madison may be considered. Supervision of volunteers, independent contractors, employees of independent contractors, or any



other non-employees (e.g., Nonservice Appointments such as Trainees, Postdoctoral Fellow, etc.) in relation to the employer are not considered for purposes of this assessment.

SUPERVISION & STANDARD JOB DESCRIPTIONS (SJD)

*The below guidelines do not apply for SJDs that are Out of Scope for Salary. These positions can have People Manager and/or Functional Manager language added as needed

Supervisor Language in the SJD

- In most instances, if the SJD has the word ‘Supervisor’ in the title, it indicates that incumbents perform duties outlined in the ‘People Manager’ definition.
- In most instances, if the SJD has the word ‘Manager’ in the title, it indicates incumbents perform duties outlined in the ‘People Manager’ definition and/or the ‘Functional Manager’.
- In most instances, if the SJD has the word ‘Director’ in the title, it indicates that incumbents perform duties outlined in the ‘People Manager’ definition
- For positions that do not meet the above definition of ‘People Manager’ (ex. less than 2.0 FTE) and have supervisory responsibilities, this can be added as a Unique Responsibility to any PD (in most instances, exempt).
 - If, during the course of employment, the business needs change so the position now meets the definitions of ‘People Manager’ and ‘Functional Manager’, the supervisory responsibilities are no longer appropriate as a Unique Responsibility in the PD if a more appropriate SJD can be selected.
 - Movement into the title will typically be accomplished through a recruitment.
- ‘Lead Worker’ responsibilities can be added to any PD.

Percentages and SJDs

- Responsibilities in SJDs that include the word ‘may’ can be zeroed out in almost all instances. Zeroing out responsibilities found in the SJD requires review of the remaining responsibilities to see if a different SJD is the correct match.
- Language stating ‘and/or’ regarding people/function management cannot be zeroed out. If an employee does not perform one or the other, a new SJD must be chosen
- Responsibilities containing references to budget, people management, and strategy cannot be zeroed out. If an employee does not perform these responsibilities, a new SJD must be chosen.
 - Example:
 - Cannot be zeroed out: *Develops the unit budget, executes strategy initiatives, supervises staff*
 - Cannot be zeroed out: *Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 FTE employees.*
 - Can be assigned a zero percent allocation: *May direct unit staff, approve expenditures, or contribute to strategy execution*

