

**Phase 1**  
**Job Aid for Management**  
**Lead Worker Pay**

Action
Prior to assigning lead worker duties to an employee. Please contact the Labor Relations Division at <a href="mailto:Labor.relations@state.nm.us">Labor.relations@state.nm.us</a> .
<b>AFSCME Agencies – Article 12. Section 9. Lead Worker Pay.</b> An employee assigned to lead worker duties shall receive the pay applicable to the greater responsibility/accountability in an amount not less than 5% but not to exceed 15% of the employee’s base pay for the entire period of the assignment provided employees who, in connection with voluntary participation in supervisor training are assigned to perform duties normally assigned to the supervisor shall not receive lead worker pay.
<b>CWA Agencies – Article 37. Section 7. Lead Worker Pay.</b> An employee assigned to lead worker duties shall receive the pay applicable to the greater responsibility/accountability in an amount not less than 5% but not to exceed 15% of the employee’s base pay for the entire period of the assignment provided employees who, in connection with voluntary participation in supervisor training are assigned to perform duties normally assigned to the supervisor shall not receive lead worker pay.
<b>Lead Worker Definition:</b> An employee in a Technical Occupation Group classification who has mastered full performance level and provides work direction to one or more employees. This may include duties such as: the distribution of work, employee training, and assisting and/or advising lower level employees. However, once a lead worker has executed these techniques and instructions the responsibility ends, and responsibility for work performance and evaluation rests ultimately with the supervisor.