

Differences between HEERA Managers & Leads

HEERA Managers

Can perform the following duties:

Manage, direct or supervise staff employees and other managers whom report to them.

Provide performance reviews and be the final signature.

Hire, transfer, re-assign, suspend, lay off, recall, discharge employees.

Counsel employees on performance. Discipline employees (as allowed in collective bargaining agreements).

Reward and promote (salary increases and reclassifications for subordinates).

Be involved in grievances of staff members.

Leads

Can perform the following duties:

Provide lead work direction.

Coordinate workflow and daily operations of the program/office.

Assign work to staff.

Monitor work and provide daily feedback (related to operations).

Provide input to HEERA Manager on performance reviews.

Provide recommendations to the HEERA Manager on hiring student assistants or staff.

Escalate issues on performance problems of others to the HEERA Manager.

Leads CANNOT: hire, transfer, reassign, suspend, lay off, recall, discharge, counsel, discipline, manage, or supervise employees. They also cannot initiate salary actions for employees or be involved in grievance meetings (employees in the Confidential classification are the exception).

In general, per campus practice, leads should not have “Manager,” “Supervisor,” or “Director” as part of their working title.