

**GUIDELINES FOR COMPLETING TEMPORARY
ASSIGNMENT IN HIGHER CLASS FORM**

1. Supervisors must complete this form on behalf of their employee and give a copy to the employee.
2. If it is not an emergency assignment, the employee's temporary assignment should be given in writing by completing this form prior to the assignment.
3. Be sure to complete each question listed and have the manager of our area sign.
4. If the time period of the temporary assignment is over two calendar quarters consecutively (example – December 15 through January 15) complete separate forms for the time each quarter.
5. All forms should be turned in on a biweekly basis. Once the threshold requirement has been met, payment will be included in the biweekly paycheck.

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The following is offered as clarification of when an employee is eligible to be compensated for higher class work on partial days.

1. The threshold for eligibility for an out-of-class payment must be met. Those thresholds as set forth in the labor agreements are as follows:

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| AFSCME – Article 27 | 5 full cumulative days in a calendar quarter |
| PNA – Article 23 SPFPA – Article 27 | 5 full cumulative days or 10 full ½ cumulative days in a calendar quarter |
| SCUPA – Article 12 | 15 full cumulative days in a calendar quarter |

2. The employee who is to be paid out-of-class pay must first be assigned to work out-of-class the entire day. Should that assigned employee only work part of that day, then a partial day may be paid.

Please note also: (a) partial days are not compensable before the threshold is met,
(b) partial days cannot be used to meet the threshold (except for PNA and SPFPA employees),
and (c) employees are entitled to out-of-class pay for a holiday provided they work at the higher level the day before and the day after the holiday.