TEMPORARY ASSIGNMENT IN HIGHER CLASSIFICATION Emergency and Anticipated Assignments

1.	If this is an emergency assignment, the assignment must be made in <u>writing</u> by completing this form before or during the assignment, for one of the following reasons: (Check one)							
		eave Without Pa isability Leave	ny	_	Sick Leave Work Related	Disability Le	eave	
2.	If this is not an emergency assignment, the assignment must be in <u>writing</u> by completing this form <u>prior</u> to the assignment date, for one of the following reasons.							
		nnual Leave ilitary Leave	_	Extended Sick Leave	Sick Leave Without Pay		Personal Leave Civil Leave	
	Other:							
3.	Is this assignment <u>absolutely essential</u> and <u>critical</u> to the continued operation of your organizational unit? Yes No							
4.		empts been ma			ened upward or	laterally am	ong one or more	
5.	Does the employee you are assigning meet the Minimum Experience and Training Requirements (MET's) for the class to which assigned? Yes No							
	Call Brad Henry (extension 2253) in Human Resources if you have any questions concerning what the MET's might be for this particular class. Except in emergency situations, qualification determinations are to be made prior to the assignment of the employee.							
6.		ed employee revacant position			f the normal day		es expected of this	
7.	Are the dut assignment?			nment separat	e and distinct	from the en	nployee's regular	
		RE if you ans ENT WILL NO			e above quest	ions. <u>THE</u>	TEMPORARY	
Fre	om(date)	to(date)	_ (total hrs	s)	Employee's Na	me:		
Cla	ass Title:			will b	e a substitute for	r		
as								
Sup	Supervisor's Signature					Date		
Ma	Manager's Signature					Date		
Hu:	man Resources C	Approved After-	Da	Date				
Distribution:		Original: Copy:	Human Reso Employee, as Supervisor	notice of assi	gnment			
	ımber of Hour	(DO NOT	WRITE BELO	W THIS SPAC	E – OFFICE USE es if Not Consec	E ONLY)		

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 <u>prior</u> 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.

The following is offered as clarification of when an employee is eligible to be compensated for higher class work on <u>partial</u> 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:

AFSCME – Article 27 5 full cumulative days in a calendar quarter

PNA – Article 23 5 full cumulative days or 10 full ½ cumulative days in a

SPFPA – Article 27 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 <u>must first be assigned</u> to work out-of-class the <u>entire day</u>. Should that <u>assigned employee</u> 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.