

Classified and Unclassified Working Out-of-Class Temporary Pay Adjustments

A non-bargaining unit classified or unclassified staff employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:

- (1) the classification salary base rate of pay of the higher level position, or
- (2) five per cent above the employee's regular base rate of pay.

This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when an extension is approved by the Human Resources Department.

Authorization Process for Classified and Unclassified Employees:

A Working Out of Classification Authorization form must be submitted prior to the start of the pay period that includes the time worked out of classification. (Electronic copies of the form are available for completion and printing on the HR website.) The Working Out of Classification Authorization form must be completed by the supervisor, approved by the Department director, and forwarded to the Compensation area in the Department of Human Resources for final authorization. The Compensation staff checks the form to ensure that the duties required of the employee are assigned to the appropriate classification and rate of pay. Then the Working Out of Classification Authorization form is forwarded to the appropriate HR Operations Analyst for input into Banner.

Supervisors and managers may consider time worked out of classification granted unless the Compensation area of the Department of Human Resources notifies them otherwise.

New Time Sheet for Hourly Employees:

When the HR Operations Analysts enter the job into Banner for an hourly employee, it causes an additional electronic time sheet to appear in Web Time Entry so that the time worked out of classification can be entered by the employee and approved by the department.

Please note: Time worked out of classification is compensation and is therefore not eligible for compensatory time accrual for classified employees.

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