

# **Human Resources Guideline for Gaining Authorization for Hourly Classified and Bargaining Unit Employees to Work Out of Classification – February 2006**

Purpose: This guideline addresses the process for gaining authorization for Working Out of Classification for hourly classified and bargaining unit employees.

## **I. Compensation**

1. Employees who perform some of the duties of the higher classification qualify for a five percent (5%) increase above their base hourly rate.
2. Employees who perform all of the duties of the higher classification are entitled to the minimum pay rate of the higher classification or a five percent (5%) increase, whichever is greater.
3. Time worked out of classification is compensation and is therefore not eligible for compensatory time accrual.

## **II. Qualifying Employees**

1. Hourly classified and bargaining unit employees who work out of classification performing some or all of the duties of a higher classification qualify for pay under this guideline.

## **III. Authorization Process**

1. Short-Term (less than one pay period) Duration Out of Classification Occasions
  - a. Supervisors must submit a Working Out of Classification Authorization form for each employee who will work out of classification during the pay period.
  - b. Working Out of Classification Authorization forms must be submitted either prior to the start of the pay period that includes the time worked out of classification, OR no later than the beginning of the second week 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.
2. Long-Term (more than one pay period, but less than two years) Duration Out of Classification Occasions
  - a. Supervisors must submit a Working Out of Classification Authorization form for each employee who will work out of classification.
  - b. Working Out of Classification Authorization forms 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.

3. Working Out of Classification Authorization forms must be:
  - a. completed by the supervisor,
  - b. approved by the Department director, and
  - c. forwarded to the Compensation Section of the Department of Human Resources for final authorization.
4. Supervisors must sign the Working Out of Classification Authorization form certifying that all time submitted relative to the instance of working out of classification is accurate, and that the occasion of working out of classification is consistent with university policy and/or relevant collective bargaining agreements.
  - a. Applicable collective bargaining agreement language may supersede this guideline.
5. The Compensation Section of the Department of Human Resources 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 Representative.
6. HR Representatives enter the job into Banner, causing an electronic time sheet to appear in Web Time Entry, if applicable, so that the time worked out of classification can be entered by the employee and approved by approvers. If the employee does not submit time electronically, a *separate* time card must be submitted to Payroll showing the specific day(s) and hours the employee worked out of classification. Supervisors and managers may consider time worked out of classification granted unless the Compensation Section of the Department of Human Resources notifies them otherwise.
7. HR Representatives forward a copy of the Working Out of Classification paperwork to Budget.