

Article 20 – Differential Pay, Section 6 of the [SEIU CBA](#) outlines the requirements for Work Out-of-Classification.

INSTRUCTIONS:

1. Fill out the Working Out of Class Form.
2. Ensure the paperwork is complete, including signatures.
3. Attach a copy of the justification given to the employee informing them of their out-of-class duties.
4. Scan and email the paperwork to the Office of Human Resources, attention the Associate Vice President, or send the paperwork to Office of Human Resources, 3201 Campus Drive, Snell Hall 108, Klamath Falls, OR 97601.
5. The paperwork will be reviewed by HR once it has been received. If there are no questions, an approval email notification will be sent to the employee and supervisor indicated on the paperwork and the Office of Payroll to initiate differential pay.

Please contact Suzette Yaezenko, Associate Vice President, with further questions.

Employee Name (Last, First, Middle)		Employee # 918-		Position #
Department		Supervisor Name (Last, First, Middle)		
Current Classification Title		Proposed Higher Classification Title		
Date Extra Duties <i>Began</i>	Date Extra Duties <i>Ended*</i>	Current Salary Range	Current Step	Current Pay
<p>List all additional tasks and duties performed within the dates provided above. Include the percentage/hours spent completing these duties. <u>You may also attach a memo if more room is required.</u></p>				

*Or are expected to end.

Supervisor Signature Date Supervisor Email Supervisor Phone

HUMAN RESOURCES USE ONLY				
WOC SR#	WOC Classification Title	WOC Step & Pay	WOC Type <input type="checkbox"/> 5% (Special Duty Pay) <input type="checkbox"/> 1st Step of Higher Class <input type="checkbox"/> Other	WOC Differential Amount
HR Representative Printed Name		Signature & Date		Phone #