Master Agreement

Name:

Article 37

Section 3.

The union recognizes the right of the Employer to direct its working force, which includes the assignment of work to individual employees and it further recognizes that such assignments may include work outside an employee's classification.

However it is understood that assignments outside of classification shall be made in a manner consistent with the Employer's operations and organization requirement.

Whenever an employee temporarily is charged to perform in general the duties and responsibilities of a position in a higher rated classification that a separate and distinct from those of the employee's own position for a period of any five full cumulative days in a calendar quarter, the employee shall be compensated, retroactive to the time the assignment took place, at an amount equal to four and one half percent of the employee's current rate of pay, or at the starting rate of the pay range for the higher class, whichever is greater. Employees who are charged to perform higher class work for the full day and who take leave for a portion of that day will be compensated, in increments of 🕏 hour, for the partial day worked in the higher class after five full day threshold has been met.

REQUEST FOR PAYMENT **OUT OF CLASSIFICATION PAY**

Employee Personnel #:_____

	Working	For:	Working As:							
	Reason: _									
heck	(One:		Those two column	s should total 8.0 hours						
Day	Reg.	DATE	Hours	Hours Worked	Hours	HR USE	HR USE	HR USE		
Off	Sched.		Worked	Out of Class	Work	ONLY	ONLY	ONLY		
011	Work		Regular	Out 01 01033	ed	1.0	1.5	2.0		
	Day		Duties		Overt	1.0	1.0	2.0		
	""				ime					
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nore wer	o no orner employ	, ccs in an equi	valent of higher class	Treamon (meraamig manager 5) a	valiable to per for it	i me necessar y n	anerions.			
APPROV	FD				DATE					
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Director of Human Resources