

University of Oregon - Human Resources 677 East 12th Ave., Ste. 400 5210 University of Oregon · Eugene, OR 97403-5210 Office (541) 346-3159 · Fax (541) 346-2548

## Work Out of Class Differential - SEIU Classified Staff

Article 20 - Differential Pay, Section 6 of the SEIU CBA outlines the requirements for Work Out-of-Classification.

## **INSTRUCTIONS:**

- 1. Fill out the Work 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. Send the paperwork to the Office of Human Resources or scan and email, attention Sr. Compensation Analyst

5. After the paperwork is received in HR it will be reviewed. If there are no questions, an approval email notification will be sent to the contact person indicated on the paperwork with instructions with work with your department payroll administrator to initiate differential pay.

Please contact the Sr. Compensation Analyst with further questions.

1. Date		2. Department			
3. Employee Name			4. Supervisor		
5. Employee 95 #			6. Employee Position #		
7. Current <u>Classification</u> Title			8. Proposed Higher <u>Classification</u> Title		
9. Current <u>Salary Range</u>	10. Current Step	11	. Current Pay \$	12. Start Date	13. End Date
12. Please provide the following information. You may also attach a memo.					
• List all duties of the higher classification being performed. Include the percentage/hours completing these duties.					
• Include the reason for the request.					
Supervisor Signature			Date		
Supervisor Phone			Supervisor email		
HR OFFICE USE ONLY					
12. WOC Classification Title 13. WOC SR 14. WOC STE			P & PAY 15. WOC Type * 16. WOC Differential Amount   Image: Symmetry of the symme		
Human Resources Rep. Printed Name and Signature Date Phone Number					