

MONTEREY COUNTY OFFICE OF EDUCATION

“NOTICE OF ADDITIONAL DUTIES”

DEFINITION: An employee shall not be required to perform additional duties for a period of more than five (5) working days within a fifteen (15) calendar day period. The employee must be performing their own work duties plus those duties of a vacant position at a level within her/her Class Grouping that is below or less than two levels above his/her own level. A vacancy exists when an employee has resigned, is ill, or is a leave.

An employee or employees shall not be required to perform additional duties for more than thirty (30) days from the date that both the employee and the supervisor have mutually agreed the work began as stated on this “Notification of Additional Duties” form. If either a permanent employee or a substitute does not fill the position by the end of the thirty (30) day period, discussion and/or negotiations shall ensue within ten (10) work days between MCOE and CSEA.

Employee:	_____	Dept:	_____
Current Position:	_____	Level:	_____
Vacant Position:	_____	Level:	_____
Additional duties to be performed:			

DURATION: Effective Date: _____ Ending Date: _____			
Employee's Signature:	_____	Date:	_____
Immediate Supervisor's Approval:	_____	Date:	_____
Division Head Approval:	_____	Date:	_____
Authorization for Payment: (Personnel Department)	_____	Date:	_____