

MONTEREY COUNTY OFFICE OF EDUCATION

“OUT OF CLASS AUTHORIZATION”

DEFINITION: An employee is eligible for out of class pay when he/she is required to perform duties inconsistent with those assigned to the position by the Superintendent for a period of more than five (5) working days within a fifteen (15) calendar day period. An employee working at a level within his/her Class Grouping that is below or less than two levels above his/her own level would not be considered to be working out of class.

An employee or employees shall not be required to perform duties within his/her classification or share performance of this work 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 “Out of Class Authorization” form. If either a permanent employee or a substitute does not fill the position by the end of the thirty (30) days period, discussion and/or negotiations shall ensue within ten (10) work days between MCOE and CSEA.

Employee:	_____	Dept:	_____
Current Position:	_____	Level:	_____
Out of Class Position:	_____	Level:	_____
Scope of duties to be performed:	_____ _____ _____ _____ _____		
DURATION:	Effective Date:	Ending Date:	
Compensation:	<input type="checkbox"/> 5%	<input type="checkbox"/> 7.5%	<input type="checkbox"/> 10% <input type="checkbox"/> Other:
Employee's Signature:	_____	Date:	_____
Immediate Supervisor's Approval:	_____	Date:	_____
Division Head Approval:	_____	Date:	_____
Authorization for Payment: (Personnel Department)	_____	Date:	_____

White: Personnel

Yellow: Supervisor

Pink: Employee

Goldenrod: Payroll