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.

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Dept:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Position:</td>
<td>Level:</td>
</tr>
<tr>
<td>Out of Class Position:</td>
<td>Level:</td>
</tr>
</tbody>
</table>

**Scope of duties to be performed:**

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

**DURATION:**

Effective Date: ____________  Ending Date: ____________

**Compensation:**

☐ 5%  ☐ 7.5%  ☐ 10%  ☐ 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

9/30/2003