

OSEA Out of Classification Form

OSEA/549C bargaining agreement, paragraph 4.8, Out of Classification Work:

*"Employees required by the District to perform **all or substantially all the duties** of a higher classification for five (5) days within thirty (30) calendar days will be compensated at the rate of compensation provided in the higher classification, at their usual step, for the amount of time spent doing out of classification work."*

Please compensate the employee indicated below for out-of classification work.

Employee Name: _____

School: _____

Present Assignment	Reg. # Hrs.	Out-Of-Classification Assignment	# Hrs. Worked	Dates From - To

Date

Supervisors' Signature

PLEASE SUBMIT TO HUMAN RESOURCE DEPARTMENT ON OR BEFORE PAYROLL CUTOFF DATE