ARTICLE 2.04
DATE: 05/08/2013

ARTICLE 2.04 OUT-OF-CLASS ASSIGNMENT

I. When an employee is assigned to perform the duties of a higher paid classification for a period of 5 consecutive work days or 40 consecutive working hours, the employee shall be compensated with a minimum of 5 % above the employee's current salary rate up to a maximum of 20 % effective the first day of the out-of-class assignment. Increases greater than 5% must be approved by the Director of Human Resources. Requests for out-of-class compensation shall be submitted by the Appointing Authority on a "Payroll Change Notice" form as percentage amounts only.

II. The duration of an out-of-class assignment shall not exceed one calendar year.

PROPOSED LANGUAGE:

I. When an employee is assigned to perform the duties of a higher paid classification for a period of *at least* ~~of~~ 5 consecutive work days, or 40 consecutive working hours, the employee shall be compensated with a minimum of 5% above the employee's current salary rate, up to a maximum of 20%, effective the first day of the out-of-class assignment. Increases greater than 5% must be approved by the Director of Human Resources.

II. Requests for out-of-class compensation shall be submitted by the Appointing Authority on a "Payroll Change ~~Notice~~ *Order Request*" form as percentage amounts only.

III. The duration of out-of-class assignments shall not exceed ~~one calendar year~~ *twelve consecutive months*.

TENTATIVE AGREEMENT

UNION

MANAGEMENT