University of Oregon - Human Resources
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Work Out of Class Differential - SEIU Classified Staff

Article 20 – Differential Pay, Section 6 of the SEIU CBA outlines the requirements for Work Out-of-Classification.

INSTRUCTIONS:

1. Fill out the Work Out of Class Form.
2. Ensure the paperwork is complete, including signatures.
3. Attach a copy of the justification given to the employee informing them of their out-of-class duties.
4. Send the paperwork to the Office of Human Resources or scan and email, attention Sr. Compensation Analyst
5. After the paperwork is received in HR it will be reviewed. If there are no questions, an approval email notification will be sent to the contact person indicated on the paperwork with instructions with work with your department payroll administrator to initiate differential pay.

Please contact the Sr. Compensation Analyst with further questions.

1. Date	2. Department
3. Employee Name	4. Supervisor
5. Employee 95 #	6. Employee Position #
7. Current Classification Title	8. Proposed Higher Classification Title

9. Current Salary Range	10. Current Step	11. Current Pay $	12. Start Date	13. End Date

12. **Please provide the following information. You may also attach a memo.**

- List all duties of the higher classification being performed. Include the percentage/hours completing these duties.

- Include the reason for the request.

Supervisor Signature	Date
Supervisor Phone	Supervisor email

HR OFFICE USE ONLY

12. WOC Classification Title	13. WOC SR	14. WOC STEP & PAY	15. WOC Type * ❑ 5% (IT Position) ❑ 1st Step of Higher Class ❑ Other	16. WOC Differential Amount $

Human Resources Rep. Printed Name and Signature Date Phone Number