



## Work Out of Class Differential Form – SEIU Classified Staff

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Differential Pay, Article 20, Section 6(A) of the SEIU Collective Bargaining Agreement (CBA) outlines the requirements for Work Out of Classification.

Work Out of Classification. When an employee is assigned for a limited period to perform the duties of a position at a higher-level classification for more than ten (10) consecutive calendar days, the employee shall be paid at what would be the next higher salary step or the first step of the higher salary range, whichever is greater. When assignments are made to work out of classification for more than ten (10) consecutive calendar days, the employee shall be compensated for all hours worked beginning from the first day of the assignment for the full period of the assignment. Units should submit requests and receive approval from HR prior to discussing with the employee or assigning new work.

### INSTRUCTIONS:

1. Review the Work Out of Class provision of CBA.  
Carefully consider if:
  - The duties being performed meet the distinguishing features of a higher classification.
  - The duration will be at least 10 days or more.
  - The employee meets Minimum Qualifications (MQs) of the higher classification. If available, submit documentation of how the employee meets MQs or a current resume with the form.
2. Complete the Work Out of Class Differential Form, ensuring all fields are filled out.
3. Provide a complete list of duties as an attachment. You must identify new duties being taken on as well as continuing duties (if any) to equal 100% work effort.
4. Attach a draft copy of the memo to be given to the employee informing them of their out of class duties. The Work Out of Class request packet must be approved by HR Classification and Compensation before assignment of work to the employee.
5. Submit the form and documentation to [hrclasscomp@uoregon.edu](mailto:hrclasscomp@uoregon.edu).
6. After the completed paperwork is received in HR it will be reviewed. If there are no questions concerning the request and the request is approved, the approval will be emailed to unit HR who will be directed to work with your payroll administrator to implement pay. It is the responsibility of the unit to monitor the approved amount when position changes such as merit increases occur.

Please contact the Classification and Compensation team with further questions.

Proposed Start Date	Proposed End Date	Department	Supervisor	Employee Name
Employee 95#	Employee Position #	Current Classification	Proposed Classification	Current Grade, Step and Hourly Rate
HR Partner Name		HR Partner Signature		Date
<b>University HR Use Only</b>				
WOC Differential Amount \$	HR Rep Name	HR Rep Signature	Date	