

REQUEST FOR OUT-OF-CLASS PAY			PLEASE NOTE: IMPORTANT – PLEASE FOLLOW INSTRUCTIONS. IF YOU DO NOT COMPLETE THE REQUEST ACCORDING TO THE INSTRUCTIONS YOUR REQUEST WILL NOT BE CONSIDERED.		DATE:
OUT-OF-CLASS JOB TITLE			POSITION #	DEPARTMENT AND SECTION	
NAME OF PERSON REQUESTING OOC	CURRENT PAY GRADE	CURRENT JOB TITLE		SUPERVISOR'S NAME	SUPERVISOR'S #
REQUESTOR'S WORK EXPERIENCE SUMMARIZE THE REQUESTOR'S EXPERIENCE AS RELATED TO THE POSITION FOR WHICH HE/SHE IS TO RECEIVE OUT-OF-CLASS PAY (ATTACH ADDITIONAL SHEETS AS NECESSARY).					
<u>HIGH SCHOOL/COLLEGE/TRADE SCHOOL</u>		<u>MAJOR</u>		<u>DEGREE/CERTIFICATES</u>	<u>CREDIT HOURS</u>
NOTE: IF THE MOST RECENT TRANSCRIPTS ARE NOT IN THE PERSONNEL FILE, ATTACH THEM WITH THIS APPLICATION.					TRANSCRIPT ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No
I HEREBY CERTIFY THAT THE ABOVE AND ATTACHED INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND ACCURATE, AND FULLY COVERS ALL PERTINENT DATA NECESSARY FOR CONSIDERATION OF THE OUT-OF-CLASS PAY.				SIGNED AND DATED:	
SUPERVISOR'S ONLY					
MOST RECENT PPR RATING:				SIGNED AND DATED:	
HAS THE REQUESTOR RECEIVED DISCIPLINE IN THE 12 MONTHS? <input type="checkbox"/> Yes <input type="checkbox"/> No					
CAN YOU VERIFY THE REQUESTOR'S EXPERIENCE AS STATE ABOVE? <input type="checkbox"/> Yes <input type="checkbox"/> No					
DEPARTMENT PAYROLL ONLY					
	/ HOURS	SICK LEAVE TAKEN IN THE LAST 12 MONTHS		REQUESTOR QUALIFIED FOR OUT-OF-CLASS PAY? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	/ HOURS	TOTAL ACCRUED SICK LEAVE		<input type="checkbox"/> 5% LATERAL OR <input type="checkbox"/> 10% MINIMUM	
	DOE:	ANALYST: ALL INFORMATION VERIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No		SIGNED AND DATED:	
	DTC:				
HUMAN RESOURCES DEPARTMENT					
OUT-OF-CLASS RECOMMENDED? <input type="checkbox"/> Yes <input type="checkbox"/> No				SIGNED AND DATED:	
ERICA FELIX-WARWICK, PERSONNEL DIRECTOR					
OUT-OF-CLASS APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No				SIGNED AND DATED:	
KENNETH FACTOR, MANAGER OF COMPENSATION AND CLASSIFICATION					
NOTES:					