

<b>REQUEST FOR OUT-OF-CLASS PAY</b>		PLEASE NOTE: <b>IMPORTANT – PLEASE FOLLOW INSTRUCTIONS. IF YOU DO NOT COMPLETE THE REQUEST ACCORDING TO THE INSTRUCTIONS YOUR REQUEST WILL NOT BE CONSIDERED.</b>			<b>DATE:</b>				
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 #				
<b>REQUESTOR'S WORK EXPERIENCE</b> 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).									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><u>HIGH SCHOOL/COLLEGE/TRADE SCHOOL</u></td> <td style="width: 25%;"><u>MAJOR</u></td> <td style="width: 25%;"><u>DEGREE/CERTIFICATES</u></td> <td style="width: 25%;"><u>CREDIT HOURS</u></td> </tr> </table>						<u>HIGH SCHOOL/COLLEGE/TRADE SCHOOL</u>	<u>MAJOR</u>	<u>DEGREE/CERTIFICATES</u>	<u>CREDIT HOURS</u>
<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:						
<b>SUPERVISOR'S ONLY</b>									
MOST RECENT PPR RATING: 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			SIGNED AND DATED:						
<b>DEPARTMENT PAYROLL ONLY</b>									
	/ HOURS SICK LEAVE TAKEN IN THE LAST 12 MONTHS / HOURS TOTAL ACCRUED SICK LEAVE DOE: ANALYST: ALL INFORMATION VERIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No DTC:		REQUESTOR QUALIFIED FOR OUT-OF-CLASS PAY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 5% LATERAL OR <input type="checkbox"/> 10% MINIMUM SIGNED AND DATED:						
<b>HUMAN RESOURCES DEPARTMENT</b>									
OUT-OF-CLASS RECOMMENDED? <input type="checkbox"/> Yes <input type="checkbox"/> No ERICA FELIX-WARWICK, PERSONNEL DIRECTOR			SIGNED AND DATED:						
OUT-OF-CLASS APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No KENNETH FACTOR, MANAGER OF COMPENSATION AND CLASSIFICATION			SIGNED AND DATED:						
NOTES:									