

St. Cloud State University

WORK OUT OF CLASS (WOOC) AGREEMENT

Definition of Work out of Class: an employee is assigned **substantially all** of the duties of a vacant position, exceeds 10 consecutive work days. If the WOOC assignment is more than 6 months in duration, the most senior qualified employee will be appointed to the WOOC (if applicable).

A work out of class is typically utilized to temporarily fill a vacancy OR for an extended leave of absence (LOA). A work out of class is NOT used to cover vacation leave.

Reason for Work Out of Class request:

☐ **Temporarily fill a vacancy**

☐ **Fill in behind a Leave of Absence**

Classification of WOOC Vacancy:	Classification of Employee to be assigned:
Employee on LOA or vacated the position:	Employee to be assigned to WOOC:
Supervisor name of WOOC vacancy:	Supervisor name of in - class position:
Requested WOOC hourly rate of pay (must be at least one step if new class is a promotion --- consult with Human Resources) Hourly Rate _____ Below for HR only: <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Adjusted to new rate _____	Employee current in class hourly rate: Hourly Rate _____
Cost Center Number to be Charged for WOOC:	Proposed Begin and End dates of WOOC: Begin _____ End _____

Please list the 4 or 5 major job duties/tasks to be performed in the work out of class position:

1. _____
2. _____
3. _____
4. _____
5. _____

Employee's Signature

Date

Signature of Supervisor with vacant position

Date

Signature of Employees in-class supervisor

Date

Signature of HR representative

Date

☐ **APPROVED**

☐ **DENIED**

☐ **REQUEST WITHDRAWN**