

## 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)<br><br>Hourly Rate _____<br><br>Below for HR only:<br><input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Adjusted to new rate _____ | Employee current in class hourly rate:<br><br>Hourly Rate _____<br><br>Is the Employee currently in a Probationary period?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br>If yes, consult with Human Resources |
| Cost Center Number to be Charged for WOOC:  | Proposed Begin and End dates of WOOC:<br><br>Begin _____ End _____<br><br>Is WOOC going to be longer than 6 months? If so, was it posted internally?  |

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REQUEST WITHDRAWN