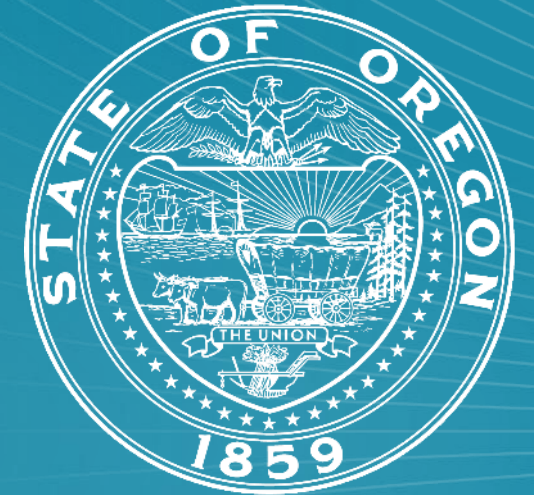


CHRO Pay Differentials Policy: Work out of Class



Please note: this information refers to policy. Collective Bargaining Agreements may have different language

Work out of Class



Work-Out-of-Classification:

- Temporary
- Pending Reclassification
 - Application

Work out of Class - Temporary



Definition: A temporary assignment when an employee has been formally assigned higher level duties for a determined period of time.

- A temporary WOC assignment is for a period of 10 consecutive calendar days or more *and* generally are for 12 months or less.
- The WOC rate of pay for temporary duties at a higher classification is either:
 - Five percent (5%) of the employee's base rate of pay; OR
 - The difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range, whichever is greater.

Work-Out-of-Class – Pending Reclassification



Definition: A permanent assignment of higher-level duties, the position description has been analyzed for classification, and classification approval has been issued by CHRO Classification and Compensation (CnC).

- Policy - [Addendum-B-Pay-Differentials.pdf \(oregon.gov\)](#)
- The effective date of WOC pending reclassification is the date the agency requested the reclassification review from DAS CHRO which results in an approval of the higher level classification.
- Agencies conduct a pay equity assessment in the higher-level classification to determine the appropriate pay differential to compensate the employee equitably to those performing work of a comparable character.

Work-Out-of-Class – Pending Reclassification



- Agencies must conduct a pay equity assessment using the CHRO pay equity calculator
- The pay differential must result in a dollar amount; you can not use a percentage.
- The pay differential shall place the employee on the next step in the higher classification salary range or the appropriate step as determined by the internal pay assessment, whichever is greater.
- Agencies designate the differential in Workday as Work-out-of-Class – Pending Reclassification
- Employees at the top step of their current job classification will have their pay differential adjusted to the next step in the higher salary range annually on their Benefit Service Date (BSD).
- Employees will have their pay differential adjusted when there are changes in the base salary (e.g. COLA).

Please refer to the Collective Bargaining Agreement for represented employees, as this may differ.

Work-out-of-Class – Pending Reclassification - Scenario



1. Agency determines there is a business need to reclassify a Human Resource Analyst 1 (HRA1) position upwards. The incumbent is currently at Step 4, \$4852 of the HR Analyst 1, 1320, SR 23.
2. Agency submits documentation to DAS CnC supporting the reclassification to a Human Resource Analyst 2 (HRA2), 1321, SR26, on September 26, 2023. CnC agrees with the higher classification and issues an approval memo.
3. After receiving the CnC approval memo, the agency conducts an internal pay equity assessment of the employee using the HRA2 classification.
4. The assessment determines an increase beyond the next higher step is equitable. It determines the incumbent should be paid at Step 3, \$5330 of the HRA2 ~~(SR 26)~~

REPR	Class Code	Pay Opt	Range Opt	Salary Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
MMN	1320	A	A	23	4185.00	4387.00	4618.00	4852.00	5079.00	5330.00	5594.00	5875.00	6172.00
MMN	1321	A	A	26	4852.00	5079.00	5330.00	5594.00	5875.00	6172.00	6480.00	6802.00	7135.00

Work-out-of-Class – Pending Reclassification - Scenario



5. The agency enters the pay differential as a dollar amount into Workday as Work-out-of-Class Pending Reclassification:
 - a) Effective date - September 26, 2023
 - b) Allowance amount - \$478

6. Adjustments to the Work-Out-of-Class are made when:
 - a) Employee's BSD
 - b) COLA

7. **NOTE: Manual updates to WOC Pending Reclass amounts are required. As the amounts are not automatically adjusted in Workday. Refer to Workday report: HCM | Work Out of Class Assignments as of Effective Date**

Work-Out-of-Class – Pending Reclassification - Examples



How to calculate a new allowance amount due to a COLA

Employee receives a 3.5% COLA on January 1, 2024.

Current: Step 4 of SR23 – \$4852

With COLA, new Step 4 of SR23 - \$5021

Current: Step 3 of SR26 – \$5330

With COLA, new Step 3 of SR26 - \$5516

Current allowance amount - \$478

New allowance amount - \$495

Instructions

1. Determine new COLA *base* Step 4 amount ($\$4852 + (\$4852 * 3.5\%)$)
2. Determine new COLA for WOC step 3 amount ($\$5330 + (\$5330 * 3.5\%)$)
3. Subtract new *base* step 4 from WOC step 3 to determine new WOC amount

Work-Out-of-Class – Pending Reclassification - Examples



How to calculate a new allowance amount due to a step increase

Employee's BSD is May 1, 2024.

Step 4 of SR23 – \$4852

Step 5 of SR23 - \$5079

Step 3 of SR26 – \$5330

Step 4 of SR26 - \$5594

Current allowance amount - \$478

New allowance amount - \$515

Instructions

1. Determine *base* Step 5 amount
2. Determine WOC step 4 amount
3. Subtract *base* step 5 from WOC step 4 to determine new WOC amount

Work-Out-of-Class – Pending Reclassification - Examples



How to calculate a new allowance amount due to a step increase when the employee is at top step

Employee's BSD is May 1, 2024. Employee's base pay is currently at top step of the lower classification.

Base Pay - Step 9 of SR23 – \$6179

Pay equity assessment said Step 7 of SR 26 - \$6480

Employee's allowance - \$301

On May 1, employee's WOC moves to Step 8 of SR 26 - \$6802

New allowance amount - \$623



Questions?