



Work Out of Classification (WOC)

ASSIGNMENT DETAILS				
EMPLOYEE NAME		EMPLOYEE ID #		CURRENT POSITION #
AGENCY NAME / AGENCY #		DIVISION / SECTION		
CURRENT CLASSIFICATION TITLE	CURRENT CLASS #	CURRENT SR	CURRENT PAY \$	CURRENT REPR
WOC CLASSIFICATION TITLE	WOC CLASS #	WOC SR	DIFFERENTIAL AMT \$	WOC TYPE <input type="checkbox"/> 5 % <input type="checkbox"/> 1 st Step of Higher Class <input type="checkbox"/> Next Step in Higher Class
ASSIGNMENT BEGIN DATE	EXPECTED ASSIGNMENT END DATE			

ALL WOC SUBMISSIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION

- BACKFILL:** Employee is backfilling behind an employee on leave/rotation/etc. and is assigned all the duties of the higher level position as supported by the attached position description signed by the appointing authority.
- ASSIGNMENT OF HIGHER LEVEL DUTIES FOR LIMITED PERIOD:** Attach employee's current position description and a written description of WOC duties signed by the appointing authority.
- PENDING UPWARD RECLASSIFICATION:** Attach position description signed by the employee and appointing authority **AND** classification analysis supporting the higher level classification.
- Has classification package been submitted to BAM?
 - YES, date submitted: _____
 - NO, date planned for submission: _____

SIGNATURES *(By signing this document you agree to all the terms and conditions of the assignment listed above.)*

_____ SUPERVISOR'S PRINTED NAME AND SIGNATURE	_____ DATE	_____ PHONE NUMBER
_____ HUMAN RESOURCES PRINTED NAME AND SIGNATURE	_____ DATE	_____ PHONE NUMBER
_____ APPOINTING AUTHORITY PRINTED NAME AND SIGNATURE	_____ DATE	_____ PHONE NUMBER

INSTRUCTIONS

1. Attach this form with the appropriate documentation as described above to the Personnel Action.
2. Send this form and attachments to the Human Resources Office.
3. Approval signatures are required before the employee begins the assignment.