**Date:** Click here to enter text.

**Department:** Click here to enter text. **Division:** Click here to enter text.

**Department Head/Appointing Authority:** Click here to enter text.

(By typing your name here, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form.)

**SPECIAL SALARY ADJUSTMENT (5%) OR OUT-OF-CLASS PAY REQUEST**

**Washoe County Personnel Handbook 5.123 (Salary Adjustment)**

3. A 5 percent pay increment may be approved by the director of human resources for an incumbent of a classification temporarily assigned duties and responsibilities beyond those required for the classification as a whole.

# WCEA Article 28 (Out-of-Class Assignments)

1. Temporary Assignments

In the event there is a temporary assignment of duties of a higher classification, the employee shall be compensated according to the following policies and procedures:

* 1. Pay for work in a higher classification is a short‑term remedy in those instances where temporary replacement is required for an incumbent of a position who is not available to perform the duties of the position or when there is a vacant position in a higher classification requiring the temporary assignment of duties prior to filling the position.

3. In order to receive pay for work in a higher classification, the nature of the assignment must be such that the employee in the lower classification becomes fully responsible for the duties of the higher classification and the assignment is for a period of at least fifteen (15) consecutive calendar days. Assignment of the employee must be to a position presently classified and allocated to the Basic Salary Schedule.

**Request for:  +5% Salary Adjustment\* or  Out-of-Class Pay\***

**\*Note: These pays are not PERS compensable**

**Approximate Assignment Dates**: **From:**  Click here to enter text. **To:**  Click here to enter text.

**Name:** Click here to enter text. **SAP EE #:** Click here to enter text. **Position #:** Click here to enter text.

**Job Class Title:** Click here to enter text. **Job Class #:** Click here to enter text.

**Bargaining Unit:** Click here to enter text. **Pay Grade:** Click here to enter text.

**Min. Hourly Rate:** $Click here to enter text. **Max. Hourly Rate:** $Click here to enter text.

**Duties performed beyond the scope of the incumbent’s classification:**

**ADDITIONAL INFORMATION TO BE COMPLETED FOR OUT-OF-CLASS PAY REQUESTS ONLY:**

**The above named employee is taking on the full duties and responsibilities of the below “higher level position” due to the position being vacant  or  the incumbent being unavailable to perform the duties.**

**Job Class Title:** Click here to enter text. **Job Class #:** Click here to enter text.

**Position #:** Click here to enter text.

**Bargaining Unit:** Click here to enter text. **Pay Grade:** Click here to enter text.

**Min. Hourly Rate:** $Click here to enter text. **Max. Hourly Rate:** $Click here to enter text.

**FOR HUMAN RESOURCES USE ONLY**

**Name of Reviewing Analyst:** Click here to enter text. **Date Reviewed:** Click here to enter text.

**I**  **approve  deny the request for a  +5% Salary Adjustment or** Click here to enter text.**% Out-of-Class Pay.**

**Calculation:** Max. Higher Level $Click here to enter text. – Max. Lower Level $Click here to enter text. / Max. Lower Level $Click here to enter text. = Click here to enter text.%

**Calculation:** Current Salary: $Click here to enter text. X Click here to enter text.% = $Click here to enter text.

WC Personnel Handbook 5.123 #3 – +5% Salary Adj. for temporarily assigned

duties/responsibilities beyond class as a whole

WCEA Article 28B: Out-of-class pay – Fully responsible for the duties of the higher

classification

Assignment is for at least fifteen (15) consecutive days

Higher level position is vacant/incumbent unavailable to perform the duties of the

position

**Justification / Discussion Notes:** Click here to enter text.

**HR Director or Designee Signature:** Click here to enter text. **Date:** Click here to enter text.

**\*\* SEND COMPLETED FORM ELECTRONICALLY (DO NOT PDF) TO YOUR ASSIGNED DEPT HR ANALYST \*\***