

CLASSIFIED SUBSTITUTE/ EXTRA HELP/WORKING OUT OF CLASS/OVERTIME CHART

Category	RANGE (number)	STEP (letter)	Examples	Forms needed
Sub Employee who has never been a “regular” employee AND/OR Sub who was an employee but let left (not due to lay off)	Range of job	Step 1	8-hour sub custodian	Variable time sheet indicating hours worked
Regular Employee (Less than Full-Time) Additional hours-not overtime- different job family lower range	Range of new job	Step that they are currently in their regular position	6-hour IA working as office clerk 2 hours	Extra time/help request. Variable time sheet indicating exact hours worked in sub/extra position
Regular Employee (Full-Time) on "off contract" time working in current position. (Overtime or 6 th day)	Normal pay range (CSEA C.B.A., Sec., 11.9)	Step that they are currently in at OT rate. (CSEA C.B.A., Sec., 11.9)	Night / Lead /Head Custodian or Grounds worker opening for a church on Sunday	Variable time sheet indicating exact hours and days worked
Regular Employee (Full-Time) working out of class in a lower range in the same job family	Range of new job	Step that they are currently in their regular position	Admin Asst II works as an Admin Asst I is paid Range 08 and current step	Variable time sheet indicating exact hours and days worked
Regular Employee (Full-Time) working out of class in a lower range in a different job family	Range of new job	Step that they are currently in their regular position	Admin Asst II works as Account Clerk I is paid Range 06 and current step	Variable time sheet indicating exact hours and days worked
Regular Employee (Full-Time) working out of class in higher range in the same job family for more than 5-days (CSEA C.B.A., Sec., 9.2.3)	Range of new job	Step that they are currently in their regular position	Mike is a custodian (Range 4 Step 5) and has agreed to work as a Lead Custodian for 2 months. He is paid Range 6 Step 5	Extra time/help if it is extra. As a less than 5-day sub, not needed. Variable time sheet indicating exact hours worked in other position
Regular employee (Full-Time) working out of class in higher range in a different job family for more than 5-days (CSEA C.B.A., Sec., 9.2.3)	Range of new job	Step that is at least a 5% higher than the employee’s regular rate of pay	Doug is a custodian (Range 4 Step 5) (\$24.00) and has agreed to work as a purchasing specialist for 2 months. He is paid 20 C (because that is the lowest Step that will give him a 5% increase).	Extra time/help if it is extra. As a less than 5-day sub, not needed. Variable time sheet indicating exact hours worked in other position
Sub Employee who is in “Lay off” status from a regular position	Whatever job they are subbing for except when they are performing their old job title	If the job title is other than their old title, Step 1 If the same job title, they are paid their Old Step	Susan was laid off as an account clerk E. When she works as an IA, she is paid Range 1 Step 1 or Range 2 Step 1. When she works as an account clerk, she is paid is paid Range 9 Step 5	Not needed as long as payroll knows they are on lay off (HR will advise when removed from layoff list) Variable time sheet indicating exact hours worked in sub position
Sub employee who is retired	IF they are working in their old job title, they are paid their old Range and Step ANY OTHER POSITION: the Range associated with that position	IF they are working in their old job title, they are paid their old Range, Step ANY OTHER POSITION: Step “1”	Linda retired at Range 22 Step 5 + longevity, Admin Asst III. When she works as an AA III, she is paid old range and step. Any other job title, she is paid that range level 1.	Extra time/help if it is extra. As a less than 5-day sub, not needed. Variable time sheet indicating exact hours worked in sub position

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DEFINITIONS:

Job Title: The same job code number indicating the exact same job title.

Job Family: Anything within the same group of job titles. (i.e., Admin Elem, Admin II, Admin III, etc.)

Working out of class: Employee assumes a higher job classification for a period of more than 5 days within a 15-day calendar period. (They are only paid higher for the actual hours they are working in the higher range.) It is assumed that such a change in assignment results in a significant change in duties.

EXAMPLES:

If an IA is a yard supervisor during their regular scheduled hours, they are paid their regular rate. If they are working outside their normal hours, they are paid the yard super rate.

If a lead night custodian works for the Head custodian one day, their pay remains the same. If they cover for more than 5 out of 15 days, the night differential portion will be deducted, but head custodian range will be used for the days/hours they are subbing only. Any other hours during that time period, they will receive their regular pay.

MORE INFORMATION:

If a person who holds two or more positions performs overtime, the rate of overtime pay is based on a weighted average combination of their regular job rates.

Earned longevity stays with the Classified employee whatever job they are doing and is always included in their overtime calculation.

Classified must be paid hourly, they cannot be paid with a stipend.