Work Assignment Outside of Job Classification is approved by an Appointing Authority to temporarily assign full-time duties of a vacant or temporarily unoccupied position in a higher-level classification to an employee in a lower classification for a period of up to one year or less. Assignments beyond one year require the approval of the OHR Executive Director per Career Service Rule (CSR) 9-65A.

1. Working Out of Class (WOC) Parameters

1.1 The assignment must be reviewed to ensure there is a vacant or temporarily unoccupied higher-level position to support WOC pay. WOC assignment can include an employee on extended leave or who is also WOC. This information must be provided on the request form.

1.2 The employee must be assigned all the duties of the vacant or temporarily unoccupied position. If these duties are divided between several employees, WOC pay is not authorized. (CSR 9-65 B1)

1.2.1 The WOC assignment begins when the employee is assigned all the higher-level duties, not when WOC pay begins.

1.3 WOC pay starts at the beginning of the workweek following the 15th day of the temporary assignment and continues for the duration of the WOC assignment. (CSR 9-66 B2)

1.4 Employee receives an additional 8 percent of pay, unless the employee is receiving the equipment differential. (CSR 9-66 C & 9-52)

2. How to Request Initial WOC Assignment

2.1 The supervisor/manager works with their HR Business Partner (HRBP) to complete the Request for Work Assignment Outside of Job Classification form located on the Classification & Compensation website.

2.2 The following electronic signatures are required: 1) supervisor/manager, 2) HRBP, 3) supervisor’s director, and 4) the department/agency’s Appointing Authority.

2.3 The HRBP completes the Employee Letter on page 2 of the Request for Work Assignment Outside of Job Classification form and then distributes as shown at bottom of the letter.

2.4 The HRBP enters the WOC assignment in Workday using the Request Compensation Change process. The Request for Work Assignment Outside of Job Classification form and employee letter will become part of the documentation attached in Workday (For Workday processing, see the “Working Out of Class” job aid located at www.denvergov.org/workday).

2.5 OHR Records verifies that the WOC position is vacant and WOC pay begins as stated in paragraph 1.3.

3. How to Request WOC Assignment Extension Beyond 1 Year

3.1 The supervisor notifies their HRBP regarding a WOC assignment to be extended beyond one year. Use the Request for Work Assignment Outside of Job Classification form located on the Classification & Compensation website to request a WOC assignment extension.

3.2 The following eSignatures are required: 1) supervisor/manager, 2) HRBP, 3) supervisor’s director, 4) the department/agency’s Appointing Authority, and 5) OHR Executive Director.

3.3 The HRBP forwards the completed Request for Work Assignment Outside of Job Classification form to OHR Records who will update Workday.

4. How to Request Ending a WOC Assignment/Extension Early

4.1 The original WOC assignment end date was entered in Workday under paragraph 2.2. The supervisor only needs to notify their HRBP if WOC assignment is ending prior to the original assignment end date or prior to the extension assignment end date. Under these circumstance, use the End of Work Assignment Outside of Job Classification form located on the Classification and Compensation website.

4.2 The supervisor and HRBP signs the End of WOC form.

4.3 The supervisor provides a copy of this form to the employee as notification of assignment ending.

4.4 The HRBP forwards the completed WOC Ending Assignment form to OHR Records who will update Workday.
RE: Temporary Work Assignment Outside of Job Classification

Dear [EMPLOYEE’S NAME]:

Thank you for agreeing to accept a temporary work assignment outside your job classification to serve as the [WOC JOB CLASSIFICATION TITLE] (Position # [POSITION NUMBER], Job Code # [JOB CODE], Dept ID # [DEPT ID #]), in the [DEPT/AGENCY NAME], effective [DATE]. During this temporary work assignment, you will report to [SUPERVISOR’S NAME].

In accordance with Career Service Rule 9-65, you will receive an 8.0 percent pay increase effective [DATE] (the beginning of the work week following the fifteenth day of the temporary assignment) for the duration of this assignment. The working out of class assignment and corresponding pay increase are both temporary.

I look forward to continuing to work with you as you take on this temporary work assignment. Please do not hesitate to let me know if you have any questions.

Sincerely,

[DEPT/AGENCY HEAD’S NAME]
[TITLE]

c: [SUPERVISOR’S NAME]
[NEXT LEVEL MANAGER]
Human Resources
Citywide Payroll