

**ARTICLE 19 - OUT OF TITLE WORK**  
**Presented 11.6.2024**  
**Counter 4/9/2025**  
**University counter and response 4/23/25**

**Section 1 – NO CHANGE**

**SECTION 2. WORK IN A HIGHER CLASSIFICATION**

~~An A USA member of the bargaining unit~~ employee who is clearly directed by ~~their~~ his supervisor to perform work in a higher classification shall receive pay at the ~~appropriate grade at their current step~~ step as determined by Article ~~4417, section 6~~ from the start of the period for which such work is assigned. Prior to receiving such pay, the out of title Temporary Work Assignment Form signed by the direct supervisor and department head must be received in Human Resources. That form must contain a brief description of the work performed in a higher classification assigned to that employee. ~~Only one employee~~ shall receive such compensation for performing work in a higher classification formerly done by another bargaining unit employee. A job audit by the Personnel Administrator or designee shall be conducted only in cases where there is a dispute between the employee and supervisor and/or designee. Working out of title pay shall not be available for employees filling in for employees on scheduled vacation leave of less than three (3) weeks.

**Commented [AD1]:** University is rejecting proposed language change and proposing a change to state " A member of the bargaining unit".

**Commented [AD2]:** University accepts proposed change

**Commented [AD3]:** University is rejecting proposed language. University proposes maintaining current cba language with a corrective change to the correct Article. See change

**Formatted:** Font color: Auto, Not Strikethrough

**Commented [AD4]:** University is rejecting removal of this language.

An Employee who is assigned by ~~their~~ his/her supervisor to perform overtime work in a higher classification, shall have overtime compensation computed at the same step rate of the higher classification, unless the employee's regular rate of compensation is higher, in which case the overtime compensation shall be computed at the employee's regular rate of compensation.

**Commented [AD5]:** University accepts proposed change

**Formatted:** Font color: Accent 1

An employee performing work formerly done by an employee in another bargaining unit shall receive a stipend of fifteen (~~\$1520.00~~) dollars ~~their pay at one and a quarterhalf (1.25) times their regular rate until the assignment period ends~~ per day.

**Commented [AD6]:** University rejects proposed change. University counters with an increase to stipend and maintaining current cba language.

Within ninety (90) days after funding of this agreement, a joint labor-management committee consisting of three members appointed by each party to this agreement shall meet to discuss the creation of and implementation of a system for compensating USA employees performing out of title work in positions in other bargaining units. The committee shall also have authority to revise the Temporary Work Assignment Form.

An employee working out of grade shall not use that fact as a basis to pursue a reclassification appeal nor shall it serve as that employee's salary from which a promotion is determined under this agreement.

**Rationale:** OTW is supposed to be temporary, but it is difficult to keep tabs on how long someone is doing extra work of a higher grade. Employees like to help their co-workers out but when the department is understaffed the employees taken over the work are now doing two jobs with minimal benefit of pay for the additional work. Paying the employee for the extra work shows appreciation for that employee and hopefully it'll incentivize the

department to watch over OTW work and not overwork staff, which may in turn hire more staff for the extra workload. OTW is a pervasive issue that affects many USA members and is especially of concern due pending funding cuts from the federal government.