

TEMPORARY POSITION UPGRADE FORM

REFER TO: PACT & SEIU 73 Contract, Article XXII. Compensation, Section 5. Temporary Upgrading.

_____ will temporarily upgrade to the position of _____
(Name)
_____, and has assumed the responsibilities and duties of _____
(Upgraded Position)
this position. _____ will perform the duties of _____ on
(Name) (Position)
the following day(s) and hour(s).

<u>Date</u>	<u>Number of Hours</u>	<u>Duties Performed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is understood that the full-time employee will receive the higher rate of pay, _____ per hour, for this position, only with the start of the second continuous day after such reassignment, or after 40 hours of work in the upgraded position during a fiscal year, except for bus monitors who receive the upgrade upon the first hour of work as center based transporter.

Workers employed part time, (35 hours or less) will receive the rate of pay, _____ per hour, for the position of higher rank only with the start of the third continuous work day after such reassignment or after 20 hours during which the worker has acted in the position of higher rank during the fiscal year.

Workers required to step up to fill higher position for shorter periods of time than those identified above shall receive twenty-five cents an hour for each hour they step up. This temporary step up will end if a temporary upgrade applies.

Supervisor Requesting Upgrade _____
Date

Employee's Signature _____
Date

Executive Director's Signature _____
Date

cc: Supervisors
Employee
Chief Financial Officer

