

## OUT-OF-CLASS GRIEVANCE PAYMENT PROCESSING GUIDELINES

Reimbursement approved by the Department of Personnel Administration (DPA) for out-of-class grievances filed by employees is paid through the Controller's Premium Pay Unit. The following guidelines are to be used by departments for processing out-of-class grievance payments.

1. Any dispute arising from lower level decisions on an out-of-class grievance must be reviewed and approved by DPA as a final level of decision before it can be processed for payment. DPA will certify the classification appropriate for the out-of-class work and the time period for which payment may be authorized.

When this certification is completed, an "Out-of-Class Grievance Approval" payment form is initiated by DPA and sent to the personnel office in the employee's department for calculation of the correct amount for the out-of-class payment.

The payment is calculated by the claimant's department according to the employee's appropriate Bargaining Unit Contract/Memorandum of Understanding or according to DPA Rule 599.810 for nonrepresented employees.

In accordance with Government Code Section 19818.16(a), no employee can be compensated for more than one (1) year of out-of-class work from the date the grievance is filed for any one assignment.

2. The out-of-class grievance forms package must be forwarded to:
  - a. The appointing authority's Chief of Administration for certification of funds on the "Out-of-Class Grievance Approval" form.
  - b. The employee for signature on the "Release of All Claims" form. The claimant's signature must have proof of authenticity (have the current supervisor's signature affixed).
3. Once the documents/forms (Claim Approval and Release of All Claims) are completed by the appointing authority, and the employee, **they must be returned to DPA for review and approval.**
4. After a review of the forms for completeness, they are returned to the department for processing.
5. If the approval package requires the use of the Std. Form 674 for payment through the State Controller's Office, the documents should be sent to:

State Controller's Office  
Premium Pay Unit  
300 Capitol Mall, 5<sup>th</sup> Floor  
Sacramento, CA 95814

(Any questions regarding the payment process may be directed to DPA's Out-of-Class Review Unit at [916] 324-9381.)

# OUT-OF-CLASS GRIEVANCE APPROVAL

**TO:**

**DATE:**

**FROM:** Department of Personnel Administration  
Out-of-Class Claim Review Unit

The out-of-class claim for the individual listed below has been approved for payment by the Department of Personnel Administration:

\_\_\_\_\_  
Name Current Class

\_\_\_\_\_  
Class of Out-of-Class Duties Period of Out of Class

\*\*\*\*\*

### (TO BE PROCESSED BY DEPARTMENT)

Based upon the above information, please compute the dollar amount owed to the claimant.  
Amount of Claim \$ \_\_\_\_\_

In the space provided below, please identify the chapter and item of your current year budget to be used for payment. All payments must be from this fiscal year and from the same fund the employee would have been paid from had the out-of-class work been a proper assignment of duties. If monies are not available to cover the full amount needed, please indicate how much is available.

Funding Sources: Chapter \_\_\_\_\_ Item \_\_\_\_\_

Prog/Sched \_\_\_\_\_ Amount available (if less than full amount): \$ \_\_\_\_\_

### Certification of Availability of Funds

\_\_\_\_\_  
Chief of Administration Date Telephone Number  
Department of \_\_\_\_\_

Upon completion of the information on the first page, return this document along with the completed "Release of All Claims" form to the Out-of-Class Review Unit, Classification and Compensation Division. The Out-of-Class Claim Manager will authorize payment and return the forms to the department.

### Authorization for Payment

\_\_\_\_\_  
Out-of-Class Claim Coordinator Date Telephone Number  
Classification and Compensation Division

