

DEVELOPMENTAL ASSIGNMENT

The assignment will begin on _____ and end on _____, with a possible six month extension.

Upon completion of the assignment, _____ will provide the Human Resources Director and the Executive Director with a completion statement of the employee's performance.

While on this developmental assignment, the employee will:

1. Not change status;
2. Retain regular position classification
3. Be granted any merit increases for which he/she would have become eligible if she/he had remained in the regular position;
4. Receive salary adjustments applicable to regular position;
5. Receive the same consideration for promotion as if she/he had remained in regular position and
6. Return to regular position upon completion of the assignment.

The primary duties of this development plan are:

- 1.
- 2.
- 3.

During this time, the employee can expect to receive the following training:

DEVELOPMENTAL TASKS	TARGET DATE	COMPLETION DATE
1.		
2.		
3.		
4.		

Termination of the developmental assignment can be initiated by the employee, the supervisor or the Executive Director. It must be in writing and may not be appealed

We agree to the terms and conditions of the agreement stated above.

Signed: _____ Date: _____

_____ Date: _____

WORK OUT OF CLASSIFICATION AUTHORIZATION

Name:

Current Classification:

Higher Classification:

Starting Date:

Ending Date:

Employee's working out of class will receive the same pay as their regular position and an additional 5%. In addition the employee will:

1. Not change status
2. Retain regular position classification
3. Be granted any merit increases for which he/she would have become eligible if he/she had remained in the regular position;
4. Receive salary adjustments applicable to regular position;
5. Receive the same consideration for promotion as if she/he had remained in regular position and
6. Return to regular position upon completion of the work out of classification assignment.

Specific higher duties:

APPROVALS REQUIRED PRIOR TO STARTING DATE

SUPERVISOR	DATE
COMPONENT DIRECTOR	DATE
HUMAN RESOURCES DIRECTOR	DATE
EXECUTIVE DIRECTOR	DATE

Termination of the work out of classification assignment can be initiated by the employee, the supervisor or the Executive Director. It must be in writing and may not be appealed.