

If you are eligible for out of title pay (higher classification) in accordance with the Agreement by and between the County of Schenectady and CSEA, Local 10000 AFSCME, AFL – CIO, Article XVII, Section 1, please complete the information below and return the form to the Office of Human Resources, Elston Hall, Room 126.

Employee Name: Title: Department:

Employee Supervisor: Budget Code:

Employee Status - Check all categories that apply:

CSEA - Support staff

Full-time (35 hours per week)

Part-time (17 hours per week)

Part-time (17.50 hours per week)

CSEA - Maintenance

Full-time (40 hours per week)

Part-time (19.50 hours per week)

Please provide justification for requesting additional out of title compensation to include specific date(s) and timeframe.

Does the department budget support the request? **Check only one:** YES NO

All signatures are required for approval.

Required Signatures	Date Signed
1. Applicant:	
2. Supervisor:	
3. Appropriate Vice President/Dean:	
4. Executive Director of Human Resources:	
5. Vice President of Administration:	
6. President:	