

**Union** ★  
**Update**

**OPEIU**  
Local



*For Local 8 Members at Solid Ground*

August 8, 2022

## **Know Your Contract!**

### **Workload and Work in a Higher Classification**

Many of us are experiencing higher workload due to vacant positions in our departments and in leadership. Our contract has language that applies to both situations.

Our contract requires at least 10 days advanced notice of additional responsibilities due to vacant positions. Your supervisor should be working closely with you to provide support by assisting in setting priorities and assuming extra duties. If you are not getting this support from your supervisor or did not receive advance notice of additional responsibilities, reach out to a Shop Steward or Union Representative Phoebe Feldsher.

If you perform duties of a higher classification for more than four hours during your shift, you will be paid at that higher classification for the entire shift. Our contract requires that you get approval before working out of class. If your supervisor asks you work out of class, ask them if they've gotten approval from HR and the Department Director and get your supervisor's request in writing. Be sure document what you've done and for how long to ensure that you get retroactive pay for all the time worked in a higher class.

You can find these Sections on page 24 of our contract, which can be found here <https://www.opeiu8.org/wp->

[content/uploads/opeiu8/CONTRACTS2/SOLID%20GROUND-OPEIU8%20%202020-2023.pdf?ver=2021-03-24-180857-323](https://content/uploads/opeiu8/CONTRACTS2/SOLID%20GROUND-OPEIU8%20%202020-2023.pdf?ver=2021-03-24-180857-323). See Sections 14.2(a) and 14.2(b) copied below:

Section 14.2(a) COMBINED CLASSIFICATIONS/WORKLOAD If an employee does any combination of the above described classifications, the salary shall be based upon the highest classification. The Employer will strive to maintain workload levels to maintain quality services. Should circumstances require an increase in workload, ten (10) business days advance notice will be given and discussion with relevant staff will occur to explain the situation and explore alternative solutions. When workloads exceed routine levels, supervisors will work closely with staff to provide support by assisting in setting priorities and assuming extra duties.

Section 14.2(b) WORK IN A HIGHER CLASSIFICATION Any employee who is required to perform duties of a higher classification for more than four (4) hours within a shift will be paid the higher classification pay rate for all time worked in that shift. The department Director and the Human Resources Director must approve the temporary pay increase in advance. Where advance approval did not take place, the Human Resources Director will review for retroactive pay.

***Reach out to our Union Representative Phoebe Feldsher at [phoebe@opeiu8.org](mailto:phoebe@opeiu8.org) or 206 441-8880 ext. 119 or a Shop Steward with questions.***

