

## Extended Out of Title Work Agency Protocol

- Supervisor [or appropriate agency/facility personnel] must notify [Agency Labor Representative, Payroll Representative or appropriate Agency personnel] that the out-of-title assignment will extend beyond 30 days of the decision. If an end date is clear it should be provided.
- [Agency Labor Representative or Payroll Representative, etc.] Should copy the supervisor [or appropriate agency/facility personnel] with the letter to the Office of the State Comptroller which continues the out-of-title payments for six (6) pay periods [or end date.] A copy should be sent to GOER and the Director of Classification and Compensation.
- Before conclusion of the six (6) pay period extension (fill in the appropriate lead time required) the supervisor [or appropriate agency/facility personnel] must notify Agency Labor Representative [or Payroll Representative or appropriate Agency personnel] if the out-of-title assignment must continue beyond the extension.
- A second extension letter for up to six (6) additional pay periods must be sent from Agency Labor Representative [or appropriate agency/facility personnel] to OSC Director of Bureau of State Payroll with copies to supervisor, GOER and the Director of Classification and Compensation.
- Before conclusion of the six (6) pay period extension (fill in the appropriate lead time required) the supervisor [or appropriate agency/facility personnel] must notify Agency Labor Representative [or Payroll Representative or appropriate Agency personnel] if the out-of-title assignment must continue beyond the extension.
- Agency Labor Representative, if a further extension is required, must notify GOER [representative] in writing with an end date for such extension not to exceed [x pay periods.] GOER will submit a final extension letter to OSC with copies to the Agency Labor Representative and the Director of Classification and Compensation.