



CITY OF CORAL GABLES

Authorization to Work in a Higher Classification

Employee Name: _____ Employee No. _____

Department/Division: _____

Present Classification: _____ Higher Classification: _____ Start Date: _____

Present Pay Grade: _____ Higher Class. Pay Grade: _____ End Date: _____

Base Hourly Rate: _____ Higher Class. Pay Range: _____ Total Hours: _____

Supplemental/Additional Pay Increase for Working in a Higher Classification (Circle One): 5% 10%

Excluded employees: Per the City of Coral Gables Personnel Rules & Regulations, Rule 15, employees working in a higher classification must work at least 40 consecutive hours in the higher classification to receive higher classification pay. No compensation shall be received for working in a higher classification for a period less than 40 consecutive hours. Employees working in a higher classification one pay grade higher shall receive 5 percent supplemental pay; if working in a higher classification two pay grades higher the employee shall receive 10 percent supplemental pay.

Teamsters bargaining unit employees: Per Article 21 of the collective bargaining agreement, employees working in a higher classification must work at least 24 hours in the higher classification to receive higher classification pay. No compensation shall be received for working in a higher classification for a period less than 24 hours. Employees working in a higher classification one pay grade higher shall receive 5 percent supplemental pay; if working in a higher classification two pay grades higher the employee shall receive 10 percent supplemental pay.

IAFF bargaining unit employees: Per Article 28 of the collective bargaining agreement, employees working in a higher classification for 4 hours or more of the normal tour of duty will be paid 5 percent additional pay for the time required to work in a higher classification.

FOP bargaining unit employees: Per Article 14 of the collective bargaining agreement, if the member serves in a higher classification for a period of less than eight (8) hours, the employee shall receive no additional compensation beyond the wages of their regular classification. If the bargaining unit member serves in a higher classification for a period of eight (8) hours or more, the employee shall receive additional compensation for the higher position for the total time of the temporary service in that position. The foregoing schedule of compensation requires continuous service. Per Article 36, members receiving five percent (5%) for Master Police Officer will not be eligible to receive pay for working in a higher classification.

Please refer to actual agreement and/or policy for controlling language.

Reason for assignment to higher classification: _____

Approved: Supervisor: _____ Date: _____

Department Director: _____ Date: _____

Assistant City Manager (if applicable): _____ Date: _____

Approved: Human Resources Director: _____ Date: _____

Finance Department Payroll Processor: _____ Date: _____