

## WORK OUT OF CLASS (WOOC) Employment Standards Matrix

WOOC is based on the current Union designation of the employee who will perform the duties. Prior approval is required for working out of class to a vacant position. The department must complete and submit a WOOC to Vacant Code request form and County Job Application for the candidate to the Analyst for review/approval prior to the start of the assignment. The matrix below is for the most common WOOC requested. Check the applicable Memorandum of Understanding (MOU) for specific information.

Employee Union Designation	Position Union Designation	Position Status (Vacant/Filled)	Employment Standards:	
			Yes – required to meet Employment Standards	No – not required to meet Employment Standards
CEMA	CEMA	Vacant	Yes	
		Filled	No	
CEMA	SEIU <sup>1</sup>	Vacant	Yes	
		Filled	No	
SEIU <sup>1</sup>	CEMA	Vacant	Yes	
		Filled	No	
SEIU <sup>1</sup>	SEIU <sup>1</sup>	Vacant	Yes	
		Filled	No	
SEIU <sup>1</sup>	SEIU Supervisory	Vacant	Yes	
		Filled	No	
SEIU Supervisory	SEIU Supervisory <sup>2</sup>	Vacant	Yes	
		Filled	Yes	
All	Executive Leadership	Vacant	Yes	
		Filled	Yes	

Employee Union Designation	Position Union Designation	Position Status (Vacant/Filled)	Employment Standards:	
			Yes – required to meet Employment Standards	No – not required to meet Employment Standards
RNPA	RNPA	Vacant	Yes	
		Filled	Yes	
RNPA	CEMA	Vacant	Yes	
		Filled	Yes	
CEMA	RNPA	Vacant	Yes	
		Filled	No	
1587	1587 <sup>3</sup>	Vacant	Yes	
		Filled <sup>3</sup>	Yes	

<sup>1</sup>SEIU includes: Clerical Unit, Public Health Nursing Unit, Blue Collar Unit, Administrative, Professional, and Technical Unit (APT), Environmental Health Unit, Social Services Unit (SSU), and Probation Counselor Safety Unit.

<sup>2</sup>Note Additional restrictions, in Appendix G, Section 7.3 of the SEIU contract.

<sup>3</sup> For filled positions, incumbents in either Deputy Probation Officer III (X50) or Senior Group Counselor (X27) classification does not need to meet Employment Standards too WOOC on a short-term basis (no more than one full pay period at a time). Additional details in a [Sideletter Agreement with Local 1587](#).

**NOTES:**

- CEMA to CEMA work out of class assignments may work out of class a total of 26 pay periods. This practice should be followed for all WOOC assignments.
- Effective 1/1/2018, new California law (AB 1487) limits amount of time employees can work in “out-of-class appointments” for vacant positions in a higher classification to 960 hours per employee per fiscal year.
- This is a resource document, only. If there is any contradiction between this document and applicable Memorandum of Understanding or Merit System Rules (MSR), the MOU and/or MSR apply.