

SASKATOON CATHOLIC SCHOOLS

PERFORMING DUTIES OF A DIFFERENT PAID CLASSIFICATION

Instructions for Completion:

Service or Support employees eligible to receive an increase in salary while performing duties of a higher paid classification, in accordance with Article 37.02 (Service) or Article 49.02 (Support), are to complete and forward this form with the Principal's signature directly to the Unit Superintendent for approval.

Employee: _____

Current Classification: _____

Location: _____

Employee Replaced: _____

Their Classification: _____

Location: _____

Dates To Replace: _____

Amount of Time (no. of hrs.): _____

Reason for Replacement: _____

Service/Support Employee

Date

Principal

Date

Superintendent

Date

For Payroll Use Only
