

## Chapter 47

### Issue 1

Date 03/02/87

## SUBJECT: WORKING OUT OF CLASS

### I. PURPOSE

The purpose of this procedure is to establish the process for authorizing working out of class assignments to insure the uniform and consistent application of Personnel Rule IV (Compensation) Section 2, and negotiated contract provisions.

### II. SCOPE

This procedure is applicable to all City departments - Where any section, subsection, sentence, clause or phrase of these procedures is found inconsistent with either properly negotiated and ratified memorandums of understanding or with any state or federal law, the terms of such agreements or laws, shall prevail.

### III. AMENDMENT

The City Administrator may amend this procedure as required.

### IV. GUIDELINES

It is the responsibility of all department directors to insure that staff are working in their authorized classifications. Working out of class appointments should only be authorized when the appointment is crucial to the operation of the department.

#### A. Need for Assignment.

1. A working out of class assignment will only be authorized when a person filling a budgeted position is absent or the position is vacant and the position needs to be covered on a temporary basis.

2. Temporary increases in workload do not normally justify working out of class assignments. Such increases should be addressed through overtime, reassignment of current staff of the same classification, or utilization of temporary help.

#### B. Out of Class Assignments

1. In order to receive an out of class assignment, employees should assume all of the responsibilities of the position to which they are being assigned, e.g., if an employee is performing some of the tasks of a different position, this would not qualify as working out of class.

2. No out of class assignment shall extend beyond ninety (90) calendar days without specific approval of the City Administrator. The Human Resources Department will notify a department at least fifteen (15) calendar days prior to an out of class assignment reaching ninety (90) calendar

days.

3. Every effort should be made to preclude an out of class assignment from generating a series of lower level out of class assignments.

4. Employees temporarily assigned to higher level positions for purposes of learning the job (on-the-job training) are not eligible for additional compensation.

### C. Employee Qualifications

1. Any employee assigned to work out of class is expected to meet the minimum qualifications for the assigned classification. The written classification specification will be the standard for minimum qualifications.

2. Individuals who do not meet minimum qualifications standards may be temporarily assigned out of class under the following conditions:

(a) Emergencies which require immediate attention.

(b) Qualified employees are not available for appointment.

(c) Other acceptable reasons as determined by the Human Resources Officer.

Any out of class appointments made pursuant to Section IV C 2 (a), (b), or (c) above, cannot exceed thirty (30) calendar days.

### D. Working Out of Class Compensation

1. Unrepresented employees temporarily appointed to serve in a higher classification and serving continuously in said classification for twenty-one (21) calendar days, shall receive the compensation established for the higher classification for the entire period of service in said classification.

2. Other City classifications will receive out of class pay consistent with negotiated memorandums of understanding.

3. Employees assigned temporarily to work out of class in positions with a higher maximum salary than his/her own shall be compensated at the entrance rate, (step A) of the salary range. In the event of overlapping salary ranges, the incumbent shall receive the equivalent of a one step increase.

4. An "Acting Pay" memorandum (see Appendix A) should be initiated by the Dept/Division when the affected employee has completed the minimum time period required for acting pay status in the higher classification.

### E. Merit Increase Eligibility

1. Employees who are assigned to work out of class shall retain the merit increase eligibility date in their permanent classification. When merit increase eligibility is attained, departments wishing to grant the increase should process an appropriate Human Resources Action form. If the merit increase has an impact on the incumbent's out of class compensation, (see D3 above), that rate shall be

adjusted.

2. Employees are not eligible for merit increases for work performed out of class, e.g. employees appointed at step A out of class can-not move to step B in that out of class position, except as provided in E1.

## V. INTERPRETATION AND IMPLEMENTATION

Any questions relative to the intent or application of this procedure should be referred to the Human Resources Director who has the responsibility for the interpretation and implementation of this procedure.

AUTHORIZED: EFFECTIVE DATE:

Frank Priore

City Administrator