



Temporary Out of Class Assignments for Classified Employees

Guidelines

Definition: An out of class assignment is defined as:

- a. Duties and responsibilities assigned by management which are not identified in, and do not reasonably relate to, a classified employee's current position classification and
 - b. A permanent classified employee shall be permitted one temporary out of class within a 12 month period.
 - c. Temporary out of class opportunities will be offered to bargaining unit members who have completed their one year probation.
- **Temporary Out of Class:** Bargaining unit members may be temporarily assigned to perform duties from a higher classification, subject to, but not limited to, the following circumstances:
 - Leave Replacement – Duration of the leave
 - Active Recruitment/Replacement – Up to ninety (90) calendar days
 - Backfill resulting from Interim Appointment – Until permanently filled, not to exceed two (2) years. (See Title V CCR Section 53021)
 - Duties outside of regular assignment/Special projects – Up to one hundred eighty (180) calendar days
 - Department Assessment/Position Review – Up to one hundred eighty (180) calendar days

Out-of-Class Appointments:

Step 1: Temporary out of class assignments shall be offered to eligible classified employees in the next lower level in the job series within the department/division for two (2) days; email is an acceptable form of notification. The eligible classified employees shall express interest to the manager. Example: A position of Administrative Specialist becomes vacant in one department/division. All Administrative Technicians within that department/division will be eligible for a temporary out of class opportunity.

If no eligible classified employee expresses interest or meets the minimum qualifications, the manager may move to Step 2.

Step 2: The temporary out class shall be offered to all eligible classified employees in the department/division for two (2) days; email is an acceptable form of notification. Eligible classified employees express interest to the manager.

If there are no eligible classified employees in the department/division the manager may move to Step 3.

Step 3: The temporary out of class may be offered district wide. The temporary out class shall be offered to all eligible bargaining unit members for three (3) days; email is an acceptable form of notification. Bargaining unit members shall express interest to the manager.

Human Resources Approval Process for Out-of-Class Appointments:

- a. Prior to the start of the proposed out-of-class appointment, the immediate management supervisor shall consult with Human Resources.
- b. Under normal circumstances, the Request & Authorization for Temporary Out of Class Assignment will be completed and forwarded at least five (5) days prior to the start of the proposed out-of-class appointment to the College Vice President and College President (for college employees) / Vice Chancellor (for Central Services employees) and to the Human Resources Vice Chancellor for approval.
- c. Following approval by the Vice Chancellor of Human Resources the immediate management supervisor shall inform the classified employee regarding the proposed duties, duration and extra compensation.

Pay Procedures for Out-of-Class Appointments:

- a. Temporary Change in Position Classification: If the out-of-class appointment involves a temporary change in position classification, i.e. Administrative Assistant to Administrative Specialist, the employee shall be placed at the step in the higher salary range which is nearest to but not less than a five (5) percent increase. No employee shall be placed beyond the sixth step of any range. The appointee will be expected to meet the qualifications of the higher classification.
- b. Temporary Additional Duties: If the out-of-class appointment involves the assignment of one or more temporary duties outside the employee's normal work (higher level duties), the employee will be paid a reasonable amount that reflects the value of duties to be performed outside his/her normal work assignment. I.e. Administrative Assistant is temporarily assigned 25% Administrative Specialist duties, the employee shall be paid the higher salary range/step which is nearest to but not less than a five (5) percent increase for 25% of time worked. The remaining 75% of regular work will continue to be paid at the employee's assigned rate of pay. No employee shall be placed beyond the sixth step of any range. The appointee will be expected to meet the qualifications of the higher classification.

- c. Overtime: Any overtime performed during the period of the out-of-class assignment must be pre-authorized and will be paid at a rate 1 ½ times the weighted average. The weighted average (a blended rate of the two or more applicable pay rates) will be calculated by Human Resources.
- d. Step Movement: Any regularly scheduled step movement during the out-of-class assignment shall be applied to the employee's permanent position classification, not the out of class assignment. The employee shall continue to be placed at the step in the higher salary range which is nearest to but not less than a five (5) percent increase for the duration of the out-of-class assignment.

Nothing herein shall result in a permanent change in job classification.