

5.10 Working Out of Class

- A. A working out-of-class assignment occurs when an employee receives a formal, written assignment by a department head to perform majority of the work characteristics of a higher paying classification. With prior approval from the Director of Human Resources, a department head may assign a qualified employee the duties of another position in a higher classification which (a) is specifically allocated to the department and (b) requires the duties to be performed for not less than ~~four (4)~~ two (2) pay periods. Such temporary assignment shall not be considered a promotion. The employee shall receive the recruiting salary for the class or such higher amount as would constitute at least a one (1) step increase on the range over the salary received prior to the assignment, not to exceed the top step of the new range, effective at the beginning of the assignment.
- B. If the employee is eligible for a merit increase in the class occupied prior to the temporary assignment, ~~he or she~~ the employee will be eligible for a rate increase on the temporary assignment class range so long as the increase in the prior class results in more than the rate being earned on temporary assignment.
- C. The Director of Human Resources shall periodically monitor the use of working out of class to ensure that employees are not in a working out of class status for more than nine hundred sixty (960) hours in a fiscal year ~~one (1) year from appointment~~.