

Section: Higher Classification Assignment
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Sponsoring Unit/Department: Human Resources

Higher Classification Assignment

An employee may be selected to temporarily fill a position that is vacant or if the incumbent is not available to perform the duties.

Method of Assignment/Compensation

An out-of-classification work assignment of 40 or more continuous working hours is compensated retroactive to the first working hour of the assignment. Compensation continues until the assignment is ended by:

- The incumbent's return;
- Filling of the position; or
- Written notification by the supervisor.

The need for an out-of-classification assignment will be identified by the supervisor based on organizational need and with Human Resources approval.

The rate of pay for an out-of-classification assignment will be either a 7.5 percent (7.5%) increase in salary adjusted to the next higher step, subject to the maximum of the range, or Step 1 of the appropriate classification, whichever is greater.

A supervisor will not assign multiple employees to brief periods of higher-level work for the sole purpose of avoiding payment under these provisions.

Out-of-classification assignments may count toward meeting the minimum qualifications when applying for regular positions as well as the position being temporarily filled.

If a classified non-exempt employee or the supervisor believes the duties or responsibilities of a position have permanently and substantially changed in scope and responsibility since the last review of the position by the Human Resources Department, a request for position review should be initiated in accordance with established College procedures.