

**4.10 WORKING IN A HIGHER CLASSIFICATION**

If an employee is formally assigned duties, responsibilities, and/or work assignments of a higher job classification than his/her current classification, the employee shall receive “out-of-class” compensation in accordance with the guidelines below.

Those duties, responsibilities, and/or work assignments must be typical and customary of an existing higher classification, and neither specified in, nor typical and customary of, the employee’s current, equivalent, or lower classification.

No supervisor shall assign such duties, responsibilities, and/or work assignments to any employee unless and until the supervisor ensures that the provisions of subsection (B), below, are satisfied.

- A.** The rate of the out-of-class pay shall be equivalent to the rate the employee would receive if actually promoted.
- B.** In order to qualify for out-of-class compensation, the assignment:
  - 1.** Must receive prior written approval from the Director and from the Finance and Administration Bureau Director;
  - 2.** Must have become necessary due to the absence of an incumbent or vacancy in a budgeted position of the higher classification; and,
  - 3.** Must be made to an employee who meets the minimum requirements of the higher position.
- C.** Out-of-class compensation shall begin on the first day the employee performs the higher level work, provided he/she continues to do so for more than ten (10) consecutive work days. Performing out-of-class duties for ten (10) consecutive work days or less does not qualify for the higher rate of pay.
- D.** If an employee receives a pay increase in his/her lower classification while he/she is working in the higher classification, his/her out-of-class pay shall be recalculated based upon the new rate in the lower classification. The employee may or may not realize an increase in his/her out-of-class rate.
- E.** If an employee working in a higher classification is promoted to fill the position for which he/she has been working out-of-class, the employee's rate of pay will be set at the rate he/she is being compensated at while working out-of-class.
- F.** An employee who qualifies for out-of-class compensation shall continue to receive the higher rate of pay while on vacation leave, sick leave, or an official holiday provided the higher position is not being filled by another employee during that time.
- G.** No out-of-class assignment may exceed one hundred (100) working days in a calendar year without the review and approval of the Board, except when the employee normally assigned to the position is on extended leave. In such cases the out-of-class assignment may continue until the leave expires.