



## 8.06 WORKING OUT OF CLASSIFICATION

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### Purpose

Higher pay when employees are assigned work in a higher classification is a legitimate recognition of the additional duties and responsibilities an employee may be required to assume. Employees assigned to work in a higher classification cannot be moved out of their regular position and can only be assigned out of classification (out-of-class) work as an overfill of their regular position. Working out of classification should be considered a short-term solution to assist with workload needs. If the assistance is needed for longer than six months or to fill an authorized vacancy, the bureau should temporarily appoint the employee through the temporary appointment process.

Out-of-class assignments are considered temporary, in that the employee performs the duties of a higher classification for a limited time period, and then reverts to the regular duties and pay schedule upon completion of the assignment. Out-of-class assignments may be made under the following circumstances:

1. To cover the duties of employees in authorized positions who are on leave of absence; or
2. To meet critical business needs of a temporary nature by having an incumbent in an existing, authorized position perform work at a higher classification level, and
3. Out-of-class assignments shall not exceed one year unless extended by the Director of Human Resources.

**Compensation for out-of-class assignments may be provided only if assignment is preauthorized and the employee has substantially performed the work of the higher classification for five or more consecutive days. Working out-of-class shall not be paid retroactively.**

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### Rate of Pay When Working Out of Classification

FLSA exempt employees and non-represented FLSA covered employees working out-of-class for five or more consecutive days or another defined standard workweek (e.g., 40 hours = 4 x 10-hour days) shall be paid an additional five percent (5.0%) of their base salary or the minimum rate of pay in the higher classification, whichever is higher. Employees covered by a collective bargaining agreement shall be paid in accordance with that contract.

Employees do not receive out-of-class pay when on paid leave or holiday status.

During the out-of-class assignment, all other types of compensation/benefits and accrual rates will be at the level associated with the employee's regular classification.

If a represented employee is subsequently appointed to the higher classification through a recruitment process, credit may be given for all accumulated out-of-class

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service in that classification in the previous five (5) years for the purpose of determining salary range and anniversary date.

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**Authorization for Out-of-Class Assignment Lasting 30 Consecutive Days or Less**

For out-of-class assignments scheduled to last thirty (30) consecutive calendar days or less, a bureau director or designee, must approve a request for the out-of-class assignment prior to the start of the assignment. Compensation for working out-of-class assignments scheduled for thirty (30) consecutive calendar days or less will be processed by timesheet override; timesheet overrides will be discontinued when the time authorized for working out-of-class ends.

For out-of-class assignments scheduled to last 30 consecutive calendar days or less all other types of benefits, accrual rates and merit increases will be at the level associated with the employee's regular classification.

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**Authorization for Out of Class Assignment**

A request for out-of-class assignment should include:

1. An explanation of why the higher-level work is required;
2. The title, classification code, and pay range of the higher classification being requested;
3. The title, code, pay range, and classification code of the employee (incumbent) that will be assigned the higher-level duties;
4. An indication of the length of time the higher-level work will be performed.

Authorizations for out-of-class situations will apply only for the conditions and time period originally approved. Any subsequent situations will require the same bureau authorization process in order for the higher-level work to be assigned and compensation to be paid.

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**Authorization for Out-of-class Assignments Lasting More Than 30 Consecutive Days**

For out-of-class assignments scheduled to last more than thirty (30) consecutive calendar days, the Director of Human Resources or designee, must give prior approval. The request shall include the same information outlined in the section above. The Bureau of Human Resources will track the duration of the assignment. Because the out-of-class assignment results in an over-fill appointment that will also last more than thirty (30) consecutive calendar days the Director of Human Resources must give prior approval for that appointment as well.

Authorizations for out-of-class situations will apply only for the conditions and time period originally approved. Any subsequent situations will require the same authorization process to allow assignment of the higher-level work and appropriate compensation.

For out-of-class assignments lasting more than thirty (30) consecutive days, merit increases, and accrual rates will be at the level associated with the employee's base classification.

Compensation for working out-of-class assignments lasting more than 30 consecutive days will be processed via timesheet override and will be discontinued when the time authorized for working out of classification ends. A Personnel Action

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Request must still be submitted for prior approval. When the time authorized for working out-of-class ends, the employee will be returned to their base classification.

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**Training and Out of Class Compensation**

An out-of-class assignment made specifically for training purposes does not qualify for out-of-class compensation. See [Administrative Rule 9.03 on Training Plans](#).

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**Administrative Rule History**

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