



ADMINISTRATIVE PROCEDURE

ACTING AND WORKING OUT OF CLASS PAYMENTS

4109
Procedure No.

August 2, 2017
Date

I. **PURPOSE:**

To establish guidelines for temporary payments to an employee who has been assigned duties of an authorized position that has been classified at a higher rate of pay.

II. **BACKGROUND:**

There are times when a position that has been determined to be critical is either vacant, or the incumbent is approved for an extended leave. If this occurs, the Supervisor/Principal must first determine the best way to ensure that all critical duties are performed. The preferred option is to redistribute the workload within the remaining current employees' classification range.

If this is not possible, the Supervisor/Principal must request approval to place an employee in an acting or working out of classification status. This request must be completed and approved prior to assigning duties to an employee outside of his or her classification. The Supervisor/Principal must not assign duties outside of an employee's classification without first having approval from Human Resources.

III. **DEFINITIONS:**

A. **Working out of Class**

An employee is considered to be working out of class when assuming duties for an authorized position above his or her classification in which the incumbent has been approved for an extended leave of absence. In this case, the position is not considered to be vacant.

This definition is not to be confused with a classification audit, which is an evaluation of an existing position to determine if the duties and responsibilities assigned to the incumbent correspond with the job classification and grade.

B. **Acting**

An employee is considered to be acting when working in an approved position above his or her classification in which the position is considered vacant due to a termination, resignation, promotion or retirement.

IV. **PROCEDURES:**

A. Should a position become vacant due to a vacancy or long term leave of absence, the Supervisor/Principal is expected to determine how to continue the on-going



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- work of the department. The Supervisor/Principal should examine the duties that were being performed to determine if they are still critical to the department's mission. The Supervisor/Principal should request to fill the position when appropriate.
- B. In the interim, the Supervisor/Principal should distribute the work load among the existing staff. Care should be taken to distribute duties consistent with the receiving employee's classification.
 - C. If it is not possible to distribute the duties of the vacant position consistent with incumbent classification, the Supervisor/Principal should request that a current employee be appointed as Acting or Working out of Class, as appropriate. This request must be approved prior to the employee assuming the additional workload. The employee will be compensated in accordance with the applicable Negotiated Agreement.
 - D. For an employee to be considered for temporary payment for an Acting or Working out of Class appointment, the employee must assume all or a majority of the duties related to the vacant position, and they must meet the minimum requirements for the position to which assigned.
 - E. The Acting or Out of Class appointment is limited to no more than 90 days. If the position remains vacant or the previous incumbent remains on extended leave for more than the approved timeframe, a new request must be made and the situation will be re-assessed. All requests must include an 'End Date,' which will be enforced unless an additional request is received to extend the acting or out of class assignment prior to the 'End Date.'
 - F. The appropriate request form (see Attachments 1 or 2) must be completed and submitted through the Position Review Committee for approval. The form must be completed in its entirety and requires signatures from the Supervisor/Principal, Director/Instructional Director and Associate Superintendent/Chief.
 - G. Once the form is completed to include all signatures, the form should be forwarded to the Position Review Committee for review and a final decision.
 - H. Final decisions rendered by the Position Review Committee will be forwarded to



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the assigned Human Resources Partner to communicate the decision with the requestor and complete any personnel actions as necessary.

- I. Upon the original incumbent's return from a leave of absence, the employee who is working out of class will immediately return to their previously held position, grade/step and salary.

V. **RELATED PROCEDURES:** None

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Chief Human Resources Officer and will be updated as needed.

VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

VIII. **EFFECTIVE DATE:** August 2, 2017

ATTACHMENT: Acting Request Form
Out of Class/Interim Request Form

DISTRIBUTION: Lists 1, 2, 3, 4, 5, 6, 10, and 11