

**TEMPORARY REASSIGNMENT OF A CLASSIFIED EMPLOYEE
TO A HIGHER CLASSIFICATION**

Under certain circumstances, classified employees may be temporarily reassigned to another position without gaining permanency. Below are listed high-level steps to process such reassignments.

1. A personnel requisition providing beginning date and ending date if known is submitted to District Human Resources. The requisition should provide the nature of the reassignment and/or the reason.
2. The duties to be assigned may come from a temporarily vacant position or, upon appropriate approval, from a project of defined scope and duration of no more than six (6) months. If the temporary additional duties assignment is required after the maximum 6-month period, the process may be re-initiated.
3. District Human Resources reviews the requisition, and verifies the correct GL number has been used.
4. Local 1 employees who are temporarily reclassified for a period of five (5) consecutive work days or more shall be placed on the salary range for that classification and at a step placement that will provide a minimum of a 5% increase but in no event higher than the top step of the classification=s salary range.
5. For Local 1 employees, if an out of classification assignment exceeds six months, the step placement shall be the same as the employee's permanent classification normal step placement.
6. For Local 1 employees, out-of-classification assignments that are expected to be six (6) months or more shall be posted by District Human Resources via an email notice. Employees will be given five (5) working days to indicate interest in the assignment.
7. If the time served in the temporary reassignment continues during a step advancement period and the salary step was less than step 5, the employee is to be advanced in step for pay purposes following the normal procedure. If the employee receives a step in the permanent classification during the period of service in the temporary classification, the step in the temporary classification should be changed applying the normal procedure if appropriate.
8. If the Board action was for a specified period of time, no action is required to return the employee to the permanent classification. If the specified period of time is extended or shortened, Governing Board action is required.

Public Employees, Local 1, Article 17