

**TEMPORARY REASSIGNMENT OF A CONFIDENTIAL OR CLASSIFIED
MANAGEMENT/SUPERVISORY EMPLOYEE TO A HIGHER CLASSIFICATION**

Higher level duties shall be defined as a temporary assignment of duties such that, in the determination of the supervising manager and approved by the Chief Human Resources Officer, one is accountable for the full duties or a significant portion of the duties of a higher classification. The following steps shall be taken to establish extra duty status for additional responsibilities assigned.

1. The supervising manager shall submit a request to the next level manager for approval. The request shall provide information as to the scope of and reason for the assignment.
2. The next level manager should either approve or deny the request, and, if approved, forward the request to the location Human Resources Office for processing. The site Human Resources Office shall forward the recommendation to the Chancellor/President/Vice Chancellor (as appropriate) and to the District Human Resources Office.¹
3. If an employee is temporarily assigned to a higher level confidential, supervisory or management classification for a period that exceeds five days in a 15 calendar-day period, the employee shall be placed in the higher classification's salary grade and placed at the appropriate step of the higher grade that will provide the 5% increase above the employee's current compensation level that is expected in an out-of-classification situation. In determining the appropriate step placement, it is recognized that an employee could receive more than a 5% increase in compensation if the higher classification is so substantially higher on the salary schedule that Step 1 of the appropriate higher salary grade is more than 5%. It is also recognized that in placing a supervisory employee on the higher grade, a 5% adjustment could be between salary steps, and thus would require placement to the next higher step, resulting in a 7.5% adjustment.²
4. Employees working in a higher classification shall be credited with step advancement credit while working in the higher class. If an employee is working in a higher classification when a step advancement is due on July 1st, the employee shall receive the step advancement in the employee's regular classification and then shall have his/her out-of-classification placement simultaneously reevaluated to ensure that the employee is still receiving the appropriate adjustment for working in the higher classification.

¹ An employee who believes that he/she is working in a higher classification and has his/her request for out-of-class pay rejected at the site level, may appeal the decision to the Chief Human Resources Officer.

² This is due to the fact that the Supervisory Salary Schedule has 2 1/2% between salary ranges.