

**ARTICLE 23
OUT-OF-CLASSIFICATION ASSIGNMENTS**

A. TEMPORARY REASSIGNMENT TO POSITIONS WITH A HIGHER SALARY RANGE MAXIMUM

1. When the University temporarily assigns an employee to perform fully the functions of a position in a higher classification for at least fifteen (15) working days or more:
 - a. The employee shall be reclassified to the higher level position or be provided an administrative stipend.
 - b. The employee will be paid at least four percent (4%) over his or her current pay rate or the minimum of the higher position's range, whichever is higher. If the employee is temporarily reclassified to a higher position, the salary of the new position shall not exceed the maximum salary of the higher level position.
 - c. Such pay will become effective on the sixteenth day of the assignment retroactive to the first day of the assignment.
2. The University shall determine the duration and end date of such assignment.
3. Such temporary assignment and resulting pay increase, if any, shall not result in the permanent reclassification of the employee.

B. TEMPORARY REASSIGNMENT TO POSITIONS WITH A LOWER SALARY RANGE MAXIMUM

1. The University may temporarily reassign employees to positions with a lower salary range maximum.
2. An employee who is temporarily assigned to perform the duties of a position in a lower classification shall continue to receive the employee's regular rate of pay. Such temporary assignment shall not be considered a layoff.

C. SHIFT CHARGE DIFFERENTIAL

When the University, at its sole discretion, assigns an employee temporary charge duties a charge differential of \$1.25 per hour shall be paid when an employee is assigned such duties for their entire shift. For the purpose of identifying charge duties, examples may include but are not limited to:

1. Tracking staff attendance and time.
2. Overseeing daily review and spot-check of others' work, verifying accuracy and completeness.

3. Preparing staff schedule to pre-established staffing levels, ensuring appropriate coverage.
4. Providing direction for personnel, prioritizing and facilitating workflow to ensure timely delivery of services.
5. Serving as a lead resource person to resolve problems as they occur in the work unit.

It is understood that these types of duties are not exclusively charge shift duties and may be assigned in whole or in part to others without the requirement of the differential payment.

The University's determination of the necessity to assign, or not to assign temporary shift change assignments is not subject to the Article 8, Grievance and Article 3, Arbitration provisions of this contract.