

ARTICLE 11. OUT-OF-CLASS ASSIGNMENT

The University may temporarily assign an employee to a position in a class different from that of his/her normal appointment. Such assignments require prior approval of the Department Head and must be in writing. An employee who is temporarily assigned to perform substantially all the duties on a full-time basis of a position in a class with a higher salary range than the employee's regular appointment for a period of ten (10) consecutive working days or more shall be paid at the rate of the next step of his or her range or at the minimum rate of the higher class, whichever is greater, for all hours worked in the temporary assignment. Out-of-class assignments will typically be made in one (1) week increments. Filling in for a supervisor on a short-term basis (less than ten consecutive working days) does not constitute out of class work. If the employee is currently at the maximum of the salary range for his/her classification, and the minimum rate of the higher class is lower than the employee's current salary, the employee will be paid at the maximum salary rate for the higher classification, unless it is a supervisory classification, in which case the employee will be paid five percent (5%) above his/her current salary. If the employee is currently at step 3.5 of the range, he or she shall be paid at the lowest step in the higher classification which results in a 5% minimum increase.

The University shall not rotate employees in and out of out-of-class assignments for the sole purpose of avoiding payment of an out-of-class differential.

An out of classification assignment will not ordinarily exceed one year.