



6.2 Working Out of Class

Due to a vacant position or extended absence, or other operational need, a library employee may be assigned to perform some or all of the responsibilities of a position in a higher classification. This most commonly occurs when an employee's supervisor is on vacation or extended leave.

1. Compensation – Duration of Out-of-Class

When the employee is assigned a majority of the duties of a higher classification for five (5) working days or more, he/she shall be paid at the rate of pay which reflects at least five percent (5%) more than his/her current Range/Step. The employee is responsible for working with his/her supervisor to ensure a Personnel Action form is completed and submitted to the Administrative Operations Department in advance of the out-of-class assignment.

Prior to an employee functioning in a higher level position, the need for an out-of-class status must be approved by the Library Director.

2. Administration

Administrative Operations staff will monitor out-of-class assignments. The Library Director is responsible for administering this policy.