

HUMAN RESOURCES MEMORANDUM 96-029		DATE ISSUED: 12/12/1996
SUBJECT: OUT-OF-CLASS ASSIGNMENTS		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Managerial/Supervisory Staff		SUPERCEDES: HR Memo 94-032

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

This memorandum supersedes PO 94-32 dated November 15, 1994. Please distribute to your managerial and supervisory staff.

Under the provisions of existing laws, rules and various Memoranda of Understanding (MOUs), represented and non-represented employee may be paid for out-of-class assignments provided certain conditions and Department of General Services (DGS) policies are followed.

Out of Class Defined

An employee is working in a higher classification only when he/she is performing the full range of duties of the higher class on a regular and consistent basis. Employees are not working out-of-class at the higher level when:

- a. They are on a training and development assignment (T&D), in an apprenticeship or other training classifications, or performing duties because of an injury, illness or return to work program.
- b. Changes are made to classifications and/or allocation standards and the employee claims to have been working in a higher classification prior to the effective date of the changes.
- c. The employee requests the higher level duties for career development, personal convenience or personal gain.
- d. The current class specification permits the performance of such duties, or it cannot be determined that an employee was functioning at the higher level.
- e. An employee requests accelerated movement in a deep class (i.e., Staff Services Analyst, Range A, B and C).
- f. The employee is designated as "Managerial" and assumes a higher Managerial designated employee's duties.

DGS Policy

It is the Department of General Services' policy that out-of-class assignments are infrequent occurrences prompted by extraordinary, temporary or crisis situations. Approved out-of-class assignments under these new provisions are a management tool that can be used with discretion along with limited term appointment and T&D assignments.

DGS Procedures

It is important to refer to the MOU provision prior to assigning represented employees to out-of-class assignments as there are different prerequisites in the various MOUs. All request to work an employee out-of-class must be approved in advance by the Office Chief and the Personnel Manager or Assistant Personnel Manager. A written request to work an employee out-of-class can be made as follows:

You may send a cc mail message or a memorandum requesting the out-of-class assignment. The cc.mail message or memorandum must include the following information:

- The programmatic reason for the assignment,
- an explanation as to why a limited term appointment or other alternative is not being used,
- the period of the assignment,
- time period involved (starting and ending date),
- the name of the employee filling the assignment and
- finally the long term plans for both the employee and the position, and
- a copy of the duty statement for the out-of-class position.

Normally out-of-class assignments must be requested in advance, however, there are unusual circumstances in which the out-of-class assignment occurs and out-of-class pay is requested on a retroactive basis. When this occurs, the procedures outline above must be followed including a justification statement explaining why the out-of-class assignment was not requested in advance.

If the out-of-class assignment is approved, your assigned Personnel Analyst will notify the office that the request has been approved, inform the employee in writing of the out-of-class assignment, and forward a copy to the Personnel Transactions Unit and the employee's personnel folder.

Please note: Out-of-class pay is requested after the completion of the pay period. The employee will receive a supplemental warrant reflecting the out-of-class pay.

Out-of Class Grievances/Complaints

Disputes concerning out-of-class assignments will be investigated by the Client Services Section or Personnel Operations Section.

- Non-represented employees will file a written complaint in accordance with the DGS merit issue complaint process,
- Represented employees will file a grievance in accordance with the Memorandum of Understanding (MOU) provisions of their bargaining unit.

Out-of-class grievances or complaints will not be responded to at the first or second level, because of the technical issues to be resolved.

- DGS Managers, Supervisors and Office Chiefs are to forward out-of-class grievance or complaints to the Client Services, Labor Relations Section which will coordinate with Personnel Operations in investigating and responding at the third level to the claim..
- Client Agencies Manager, Supervisors, Executive Directors, Executive Secretaries are to forward out-of-class grievances or complaints to their assigned Personnel Operations Analyst who will conduct the investigation and will respond at the third level to the claim.

- The Department of Personnel Administration (DPA) is the final level of review for out-of-class grievances and complaints.

Questions

Questions concerning out-of-class assignments should be directed to your assigned Personnel Operations Analyst.

LYNN W. CATANIA, Manager
Personnel Operations Section

LWC:BJO

cc: L. Wickey, OHR