

Out-of-Class (OOC) assignments are temporary assignments utilized to fill a temporary staffing need when all other civil service staffing alternatives have been explored. See Page 2 for OOC definitions and guidelines.

OOC assignments must be requested in advance, in writing, and approved ***prior*** to an employee performing OOC work.

SECTION 1 - GENERAL INFORMATION (Filled out by Program)

DIVISION PROGRAM UNIT

VACANT POSITION NUMBER CLASSIFICATION OF OOC ASSIGNMENT

The following documents must be attached along with this checklist. Mark YES or NO if attached.

- | | | |
|----------------------------------|-----|----|
| 1. OOC DUTY STATEMENT | YES | NO |
| 2. DRAFT INTERNAL ADVERTISEMENT | YES | NO |
| 3. OOC JUSTIFICATION | YES | NO |
| 4. CURRENT & PROPOSED ORG CHARTS | YES | NO |

REQUESTED DURATION OF OOC ASSIGNMENT

By signing below, I acknowledge I have read and approved the above request for an Out-of-Class Assignment and certify the accuracy of the information provided.

PROGRAM SUPERVISOR NAME PROGRAM SUPERVISOR SIGNATURE DATE

PROGRAM OFFICE CHIEF NAME PROGRAM OFFICE CHIEF SIGNATURE DATE

SECTION 2 – OFFICE OF HUMAN RESOURCES (OHR) APPROVALS

By signing below, I acknowledge I have reviewed and approved the request for an Out-of-Class Assignment.

CLASSIFICATION & PAY MANAGER NAME CLASSIFICATION & PAY MANAGER SIGNATURE DATE

OHR PERSONNEL OFFICER NAME OHR PERSONNEL OFFICER SIGNATURE DATE

OHR CHIEF NAME OHR CHIEF SIGNATURE DATE

DEFINITIONS

For excluded and most rank-and-file employees, OOC work is defined as performing the full range of duties and responsibilities allocated to an existing classification more than fifty percent of the time.

Employees are NOT working OOC when:

- a. They are on a training and development assignment (T&D), in an apprenticeship or other training classification, 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 classification specification permits the performance of such duties, or it cannot be determined that an employee was functioning at the higher level.
- e. The grievance is based upon alleged accelerated movement in a deep classification series (e.g., Staff Services Analyst, ranges A, B, and C) or from the trainee to/through journey level of a classification series.

GUIDELINES

- OOC assignments should be requested PRIOR to assigning out-of-class duties to avoid back-pay issues and/or grievances.
- OOC assignments are RARE or at least INFREQUENT occurrences prompted by **extraordinary, temporary, or crisis situations**.
- In those exceptional situations where the office/division receives approval to offer an OOC opportunity to their staff due to the lack of any other viable alternative, (please reference the Personnel Operation Manual section OOC Assignment) the opportunity **shall** be made available to all staff within the office/division via an e-mail or hard copy of the Job Announcement. OOC opportunities **must be posted a minimum of 10-calendar days**.
- Compensation for an OOC assignment may be authorized if the request is submitted PRIOR to serving in the OOC assignment and the assignment is longer than 15 days.
- If the request is not submitted PRIOR to serving in the OOC assignment, the compensation issue shall be resolved through the grievance process.