Out-of-class assignments are permitted. Out-of-class compensation is provided in accordance with the provisions of the collective bargaining agreements (CBA), Education Code, and District policies.

1. **Definition:** An “out-of-class” assignment refers to performance of duties that are inconsistent with the employee’s classification. The duties must also be within the employee’s unit (SEIU, Local 39, Confidential). (NOTE: If a classified employee is given an assignment to work outside of their unit, it is considered a temporary assignment. It is not within the definition of working out-of-class.)

2. **Purpose:** Assignment of a classified employee to work out-of-class is made for one or more of the following reasons:

   a) To allow classified employees the opportunity to gain knowledge and experience for career advancement.
   b) To fill a position temporarily when the position is vacated due to retirement, resignation, or termination.
   c) To fill a position temporarily when the incumbent in the position is gone for an extended absence such as illness or extended vacation.
To fill a position temporarily while the position is under recruitment.

3. **Minimum Qualifications**: An employee must meet the minimum qualifications for the out-of-class assignment. The Office of Human Resources will confirm minimum qualifications before approval of the assignment and may require additional information for verification.

4. **Duration**: The duration of out-of-class assignments is governed by the appropriate collective bargaining agreement.
   a) SEIU Local 1021 – Not more than 90 working days in any 12-month period.
   b) IUOE Local 39 – Rotation among qualified and available bargaining unit members who have completed the application process will normally be applied every three (3) calendar months.
   c) Confidentials – Per administrative procedure and Chancellor approval.

5. **Compensation/Stipend**: Classified employees are entitled to additional compensation when a personnel action has been approved by the Office of Human Resources authorizing the employee to work in a higher classification. A personnel action is also required to authorize members of SEIU to work out-of-classification in a lateral class. (See CBA for details.) There is no compensation for performing duties in a lower class.
   a) SEIU Local 1021 – receive a five percent (5%) stipend above the regular rate of pay or the top step in the appropriate pay range for the assignment if a five percent (5%) increase would exceed the top step. If the lowest step in the appropriate pay range for the assignment exceeds five percent (5%) of the employee’s current salary, the employee will be compensated at the first step of the pay range for the duration of the assignment. (Subject to change in collective bargaining.)
   b) IUOE Local 39 – receive a five percent (5%) stipend or the first step of the salary range of the higher classification, whichever is greater for the entire period worked in the higher classification. (Subject to change in collective bargaining.)

6. **Personnel Action/ePAF**: When submitting a personnel action using the online electronic Personnel Action Form (ePAF), use the following:
   c) Select Action: Assign
   d) Type: **New Stipend**
   e) Assignment Detail: Start and End dates for the assignment. (HR will return any assignments that exceed the duration specified in the bargaining agreements.)
   f) Describe Stipend. Specify that:
      - the stipend is for the individual to work out-of-classification,
      - the classification that the individual is to be working in,
the duties the employee will be expected to carry out over the course of the out-of-class assignment, and

- the purpose(s) for the assignment:
  - to provide experience to the employee for career advancement
  - separation (retirement/resignation/termination) of the person that previously held the position
  - illness or extended vacation of the regular person in the position
  - to fill the position during recruitment

g) Submission of Personnel Action: The ePAF that has been approved by the College President/Vice Chancellor should be submitted to HR at least three (3) business days before the beginning of the out-of-class assignment to allow adequate time to review the request. Requests arriving in HR after the start of the assignment must be accompanied by an explanation from the President/Vice Chancellor for the reason for the retroactive request. HR will forward any requests that are submitted more than five (5) working days retroactive to the Chancellor for approval along with a copy of the reason for the retroactive request.

7. Job Posting: In some circumstances, an opportunity to work out-of-class must be posted to allow members of the bargaining unit who meet the minimum qualifications an opportunity to apply for the position.

- SEIU – If a department wishes to provide a working out-of-class opportunity in a position that it does not also intend to immediately advertise publicly to fill on a permanent basis, then the position must be posted for at least ten (10) working days to allow members to apply for the position. If the department is concurrently advertising the position, then it may assign an individual to work out-of-class without posting the position for not more than 90 working days.

- IUOE Local 39 – Most Local 39 positions fall within a Career Ladder, which is explained in Article 10.3 of the contract. Even in cases where positions fall within a Career Ladder, there is still a requirement that individuals be rotated out of an out-of-class assignment after three calendar months in the position.

When there are multiple employees at a level in the Career Ladder, it is recognized that all of those members may not be interested in working out-of-class. For that reason, the position must be posted in accordance with the contract to allow members to indicate their interest in the position. Eligible members who applied to work out-of-class should be rotated through the position every three (3) calendar months, based on seniority.

Out-of-class positions that do not fall within a career ladder must be posted as specified in the collective bargaining agreement.
8. **Extension:** Request for authorization for any employee to work for a longer period than stated in the collective bargaining agreement must be submitted to the Office of Human Resources. All requests for extensions will be reviewed in consultation with the respective bargaining unit for approval of any exceptions. In addition, requests for approval of out-of-class assignments beyond 6 months will also be forwarded from HR to the Chancellor for approval. Exceptions should be based on extraordinary District needs which cannot be met through other available staffing alternatives.

9. **Seniority:** Out-of-class service does not accrue towards seniority in the class. It also does not constitute a right to permanent status or a right to employment in the class or position of the out-of-class assignment.