

PERALTA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

Guidelines for Out-of-Class Assignments

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Out-of-class assignment are permitted. Out-of-class compensation is provided in accordance with the provisions of the Collective Bargaining Agreements, 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 bargaining unit (SEIU, Local 39, Confidential). If a classified employee is being considered for an assignment to work outside of his/her unit, please contact Human Resources for guidance prior to allowing the employee to perform the duties.
2. Purpose: Assignment of a classified employee to work out of class is made for one of 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.
 - d) To fill a position temporarily while the position is in recruitment.
3. Minimum Qualifications: An employee must meet the minimum qualification for the out-of-class assignment. The Office of Human Resources will confirm the minimum qualification before approval of the assignment and may require additional information for verification.
4. Duration: The duration of out-of-class assignment 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 3 calendar months.
 - c) Confidential – Per approval of the Vice Chancellor of Human Resources and Employee Relations. Consult with Human Resources prior to the start of the out-of-class assignment.
 - d) All Classified Employees - AB 1487 prohibits out-of-class assignments for more than 960 hours in a fiscal year for employees working out of class in a vacant position during the recruitment for a permanent position.**
5. Compensation: Classified employees are entitled to additional compensations when a personnel action is approved by the Office of Human Resources authorizing the employee to work in a higher classifications. A personnel action is also required to authorize members of SEIU to work out of class in a lateral classification (See CBA for details). There is no compensation for performing duties in a lower class.
- a) SEIU Local 1021 – Receive 5% above the regular rate of pay, or the top step in the appropriate pay range for the assignment if a 5% increase would exceed the top step. If the lowest step in the appropriate pay range for the assignment exceeds 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.
 - b) IUOE Local 39 – Receive 5% above regular pay, or the first step of the salary of the higher classification, whichever is greater, for the entire period worked in the higher classification.
 - c) Confidential – Receive 5% above the regular rate of pay. If the lowest step in the appropriate pay range for the assignment exceeds 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.

6. Personnel Action/ePAF: When submitting a personnel action using the online electronic personnel action form (ePAF), use the following:
 - d) Select Action: **Assign Employee**
 - e) Enter effective date of the assignment
 - f) On ePAF Screen 2.1, select **Reassign this employee to a new primary assignment**. Then select **This move is a temporary assignment**
 - g) Select the department where the employee will work out of class
 - h) Select the position to which the employee will be temporarily assigned. If the employee will be performing additional duties in his/her own job, select the employee's position number
 - i) Enter the assignment details on Screen 2.5. An end date is required for all out of class assignments.
 - j) In the comments section of the ePAF, describe the purpose of the out-of-class assignment and provide a brief description of the duties the employee will be expected to perform over the course of the assignment
 - k) The ePAF should be approved by the College President/Vice Chancellor and received by Human Resources at least 3 business days prior to the beginning of the assignment to allow time to review the request. Requests received after the start of the assignment must be accompanied by an explanation from the manager 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.
 - a) SEIU Local 1021– When a temporary vacancy exists in the highest classifications of SEIU Local 1021, the out-of-class opportunity must be posted to allow members an opportunity to work out of class. A temporary vacancy is a vacancy funded by the District general funds, child care, EOPS and Lanterman funds, for 60 days or more. If the department is concurrently advertising the position, then it may assign an individual to work out of class for not more than 90 working days without posting the position.
 - b) IUOE Local 39 – Most Local 39 positions fall within a Career Ladder, which is explained in Article 10.3 of the Collective Bargaining Agreement. Even in cases where positions fall within a Career Ladder, there is a requirement that individuals be rotated out of an out-of-class assignment after 3 calendar months in the position based on site 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 College Bargaining Agreement must be submitted to the Office of Human Resources. All requests for extension 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 to the Vice Chancellor of Human Resources and Employee Relations for approval. Exceptions should be based on extraordinary District needs which cannot be met through other available staffing alternatives. **Extensions beyond 960 hours in a fiscal year will not be considered for employees working out of class in a vacant position during a recruitment (AB 1487).**

9. Seniority: Out-of-class services 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.