

MENDOCINO COUNTY POLICY #41	PERFORMING ASSIGNMENTS OUT OF JOB CLASSIFICATION
ADOPTED: February 11, 2003 AMENDED: October 26, 2010	ADOPTED BY: Resolution #03-035 AMENDED BY: Minute Order

Purpose

The County wishes to recognize and appropriately pay employees who temporarily accept the responsibility of performing duties that are of a higher level than duties characteristic of the duties associated with their current classification.

Intent

This policy is in full effect for all bargaining units and supersedes those Memoranda of Understandings (MOUs) that individual bargaining units have created regarding assignment out of classification.

Policy

When an employee performs duties higher than the scope of duties normally assigned for at least two (2) weeks, the employee may be placed in an acting or temporary out of class assignment:

- A. Acting assignment: An employee who is assigned temporarily to a position within a higher classification, who meets the stated minimum qualifications of this classification, and who will be performing the majority of duties that indicate the distinguishing characteristics of a higher classification shall be placed on the same range and step to which he/she would have been promoted or upon promotion. Such increase should not be greater than ten percent (10%) unless the assignment is greater than six (6) months. Upon the authorization of the appropriate Department Head the salary may be adjusted another five percent (5%) after the initial six (6) months if the difference between the employee's previous pay range and the higher classification is greater than or equal to twenty percent (20%).
- B. Temporary out of classification assignment: An employee shall receive a five percent (5%) pay increase who performs a portion of significant duties that are within a higher classification that are beyond the scope of the classification to which his/her present position is allocated and that are within a higher classification for which the employee may or may not meet the minimum qualifications.
- C. For the purpose of this policy, a higher classification shall mean a classification with a pay grade greater than the classification of the employee's current position.

During such assignments, and every four (4) to six (6) months the Director of Human Resources shall review all temporary assignments for appropriateness. Except in the case of extended illness of the incumbent of the position being covered, no such acting or temporary out of classification assignment shall last longer than one (1) year from the date of the initial assignment. If there is a need to exceed one (1) year, the Human Resources Director shall review assignment for appropriateness. Other compensation, normally associated with the higher classification, shall not be granted during any acting or temporary out of classification assignment.