

**PAY DIFFERENTIAL 236
OUT-OF-CLASS ASSIGNMENT PAY – UNIT 12**

Established: 07/01/01

Revised: 11/30/01

CLASS TITLE	RATE	EARNINGS ID	DEPARTMENT
All Classes	See Criteria	SI*	All Departments

CRITERIA	
1.	If an employee is required in writing to work in a higher classification, the employee shall be entitled to receive the difference between his/her salary and the salary of the higher class at the same salary rate the employee would receive if the employee were to be promoted to that class along with any differentials currently earned in the lower classification.
2.	Out-of-class assignments will typically be made in one (1) week increments. Filling in for a supervisor on a short-term basis (less than one week) does not constitute out-of-class work.
3.	No employee may be assigned for more than one year of out-of-classification for any one assignment.

IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	Yes

INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	No/Yes (FLSA)
IDL	No
EIDL	No
NDI	No
LUMP SUM VACATION	No
LUMP SUM SICK	No
LUMP SUM EXTRA	No

* Prior to 07/01/01 see Pay Differential 90