

CITY PROPOSAL – WORKING IN A HIGHER CLASSIFICATION

City Proposed Language:

12.6 Working in a Higher Classification. Upon specific assignment by the Department Director, or designee, with prior written approval, a full-time or part-time employee who is not on initial probation may be required to perform the duties of a full-time or benefited part-time position in a higher classification. Such assignments may be made to existing authorized positions which are not actively occupied due to the temporary absence of the regularly appointed employee or a vacant position. Assignments to a higher classification due to a vacancy shall not exceed ~~six (6) months~~ 2,080 hours of time worked and actually performing the duties of the higher classification.

12.6.1 By mutual written agreement between the City and the Union, an employee assigned to work in a higher classification may be extended in their specific assignment past the aforementioned ~~six (6) month~~ 2,080 hours limitation.

12.6.2 Employees specifically assigned to duties of a higher classification shall be compensated at the rate in the salary range of the higher class which is at least five percent (5%) higher in the salary range schedule than the rate received by the employee in the employee's present class. Notwithstanding any other provision of this section, in no event shall an employee receive any amount in excess of the top of the salary range of the higher classification. The employee shall not receive any compensation, however, unless the assignment is for a minimum of twenty-four (24) cumulative work hours within one pay period and a minimum of four (4) consecutive work hours within each work day. In the event the assignment is for a minimum of twenty-four (24) cumulative work hours within one (1) pay period and a minimum of four (4) consecutive work hours within one (1) work day, the employee shall be compensated at the appropriate rate for all the eligible hours worked in the higher class within the pay period.

12.6.3 Employees assigned to the duties of a higher classification due to a vacancy, and not due to the temporary absence of an employee, shall be compensated at the rate in the salary range of the higher class, pursuant to section 12.6.2 above, for City observed holidays.

12.6.4 Part-Time Unbenefited Employees

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12.6.4.1 Part-time unbenefited employees with less than ~~five~~ one (~~15~~) calendar years of City service may only be required to perform the duties of a higher classification if they meet the minimum qualifications for the higher classification.

12.6.4.1.1 By mutual written agreement the requirements of Article 12.6.4.1 may be waived, and a part-time unbenefited employee with less than ~~five~~ one (~~15~~) calendar years of service may be required to perform the duties of a higher classification for which they do not meet the minimum qualifications.

12.6.4.2 Part-time unbenefited employees with more than ~~five~~ one (~~15~~) calendar years of service may be required to perform the duties of a higher classification regardless of whether they meet the minimum qualifications of the higher classification.