

EFFECTIVE DATE: November 18, 1981

REVISION DATES: March 11, 1982 \_\_\_\_\_

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SUBJECT: HIGHER CLASSIFICATION PAY

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A. Purpose:

The purpose of this directive is to establish a set of procedures covering higher classification pay for exempt and non-exempt employees assigned to work temporarily in a higher job class. This directive does not cover positions subject to a labor agreement approved by the City Council.

B. Definition:

Higher classification pay is defined as compensation above the current base rate paid an employee required to perform the duties assigned to a temporary vacant position in a job class higher than the employee's.

C. Responsibilities:

1. The department head and the supervisor should exercise effective management practices when assigning an employee to a higher job class. This assignment should be done to help the department achieve its operational objectives.
2. The Employee Relations Division of the Personnel Department will routinely monitor departmental use of higher classification pay to insure compliance with this directive.
3. The Budget and Research Department will monitor higher classification pay expenditures to insure budget integrity.

D. Need for Higher Classification Pay:

To assure the orderly performance and continuity of municipal services, the department may desire to assign employees, on an acting basis, to positions of a higher rank or classification.

E. Exclusions:

1. No employee in the unclassified service shall be eligible for higher classification pay without prior written approval of the City Manager.
2. No probationary employee shall be eligible for higher classification pay.
3. No employee in the classified service shall be paid higher classification pay for working at the level of an unclassified position. All appointments to the unclassified service, temporary or otherwise, are the responsibility of the City Manager.

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4. Higher classification pay shall not be paid to cover pending merit increases, reclassifications, regrades, shift-differential pay, or to correct any payroll error, or to make any type of pay adjustments.
5. Employment out of class as a part of an on-the-job training program is not grounds for higher classification pay.

F. Selection for Temporary Higher Classification Pay:

The selection of an employee for temporary higher classification pay shall be at the discretion of the department head, taking into consideration:

- a. The qualification and requirement of the position to be filled.
- b. The City's EEO objectives.
- c. The job performance of those employees eligible for temporary higher classification.

G. Rules for Administration of Higher Classification Pay:

1. Exempt Employees. The following higher class pay criteria applies only to those exempt employees whose present official job titles appear in the City's Exempt List (see Administrative Directive 4.48).
  - a. An exempt employee can receive higher classification pay after working thirty (30) consecutive days in a higher class. The employee can receive higher class pay for only ninety (90) days.
  - b. In normal circumstances, higher classification pay should not exceed 10% of the employee's base salary.
2. Non-Exempt Employees. The following criteria apply only to non-exempt employees:
  - a. A non-exempt employee will receive higher classification pay for every day worked in a higher job class.
  - b. The employee must perform at least seventy-five percent (75%) of the tasks of the higher job class.

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- c. An employee in a non-exempt status can receive higher classification pay for a period not to exceed thirty (30) days.
  - d. Higher classification pay should not exceed 10% of the employee's base salary.
3. Any special case requiring an extension of the higher classification period, or an increase of the 10% pay rate must be approved by the City Manager.
  4. If the employee originally assigned to the higher job class cannot return to it, the position shall be considered permanently vacant. The department must fill the position through the regular Recruitment and Selection procedures rather than automatically filling it with the person who has been working in a higher class temporarily.